



## ARCHITECTURAL AND ARCHAEOLOGICAL SOCIETY OF DURHAM AND NORTHUMBERLAND (AASDN)

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### Newsletter: Submission Guidelines

Thank you for your interest in contributing to the AASDN Newsletter. Please thoroughly read and follow these guidelines before submitting an item for consideration.

We are very interested in receiving news items and articles relating to the archaeology and architecture in North-East England, including Durham, Northumberland, and Tyne and Wear. For your planning, the AASDN Newsletter is published twice per year. The deadlines for inclusion in the newsletter are 'normally' **15 April** and **15 October**.

To submit content, please email the Newsletter Editor, [Tudor Skinner](#). Items are welcome throughout the year and not just at the deadline. To guide your contributions, examples of previous newsletters are available [here](#).

We will consider a wide range of material from archaeological project briefs, archival research, events, fieldwork, exhibitions, conferences, reviews, object identification, or any news of interest to our readership. The Editor reserves the right to make minor changes as required, but no fundamental changes will be made without consultation with the author.

### General considerations

- Items should be provided in Microsoft Word files (.doc or .docx). Try to avoid any fancy formatting, styles, or desktop publishing to produce your article. Please do not provide articles in PDF format because they cannot be edited to format in the newsletter.
- Do not send drafts, i.e., please only send your final article or news item.
- The newsletter is not a journal, so do not send scholarly papers. Rather, send articles written in a lively and engaging manner for a general audience.
- British, rather than American, spelling should be used.
- Units of measure normally should be given in metric units, where abbreviations should be separated from the numbers by one space (1 mm or 5 miles).
- Date examples, include AD 100, in the 10<sup>th</sup> century, from the 10<sup>th</sup> to 11<sup>th</sup> century, a 10<sup>th</sup>-century building.

### Contribution Types

#### Regular Articles/Reports/Reviews

The AASDN Newsletter's main staple are regular articles/reports/reviews. These pieces usually are no more than 500 words in length, with two or three images.

#### Feature Articles

We try to have two or three feature articles (~1500 words) per newsletter. Please confirm with the Editor before you write a feature to make sure space is available and topic is suitable for the readership. Otherwise, you may be asked to reduce the length down to 500 words.

### Shorts

Short pieces (~200 words or so) are welcome. These pieces include news of events, project announcements or updates, reviews (e.g., books, exhibits, or films), object ids, and promotional items about a new publication or piece of work.

### Publication Listing

We try to identify recent (every six months) books/articles/dissertations on North East architecture and archaeology. Please send the Editor citations you would like to see included in this listing.

### Other: Puzzles / Creative Content

We are very open to consider new and/or creative content. Feel free to suggest and/or offer an idea.

### **Graphic Guidelines**

Engaging content needs artwork. Send at least one, high-quality graphic with each article. These graphics can include high resolution maps, photographs, diagrams, and other visuals that can help tell the story.

- You must either own or have permission for each graphic submitted. Please include the necessary graphic credit with graphic item.
- Send original graphics saved with little or no compression in TIF, BMP, PNG, or JPEG format. Do not send images that have been embedded in a Microsoft Office product (Word, Excel, PowerPoint).
- Include a caption of each graphic at the end of your Microsoft Word document (.doc or .docx) correlating the graphic file name with the caption. Send graphics separately but at the same time as the article. E-mail them or request assistance from the Newsletter Editor on another way to transfer them. Ideally, word documents and graphics can be bundled in a zip file format.

### **Article Submission Checklist**

Please review this checklist before submitting your article:

- ☐ Identify the type of article: regular, feature, short, publication listing, or other.
- ☐ Where appropriate, include a title.
- ☐ All articles and reports need to include the name and affiliation of all authors – note if you are an AASDN member.
- ☐ Spell out acronyms when first used.
- ☐ When opposable, include graphics to illustrate the article and write a caption for each graphic.

When your review is complete, please submit the article and graphics to the Newsletter Editor.

Thank you,

Dr Tudor Skinner  
AASDN Newsletter Editor  
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