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Archæologia Cantiana



Dr Frank Panton 1923-2013

Vice President of the Society, to whose memory this volume is dedicated

Archæologia Cantiana

Being Contributions to the History and Archaeology of Kent



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NOTES FOR THE GUIDANCE OF CONTRIBUTORS TO *ARCHAEOLOGIA CANTIANA*

Deadline for Submission

Contributions should reach the Honorary Editor by the end of September in the year preceding publication.

Length of Item

Papers in *Archaeologia Cantiana* typically contain 5,000-10,000 words. Significantly longer items are sometimes acceptable; alternatively the Hon. Editor may prefer to agree with the author a reduction in the length of the article. With the setting up of the Society's website another option for long papers is to publish a Summary or Introduction in *Archaeologia Cantiana* referenced to the full report on the Internet.

The Submitted Text

The text must be submitted in electronic form in Word – as an email attachment or on a CD. Where the text needs to be italicised, indicate either by underlining or type as such. Indicate quoted material clearly.

Illustrations and Photographs

The image area of a page of *Archaeologia Cantiana* is 7.8 x 5.1 in. (197 x 130mm). Take into account the depth of the caption and whether the image is to be portrait or landscape. Please provide a sequential list of illustrations/photographs together with the captions required.

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|-----------------------|--|
| Line illustrations | If images need to be scanned a clear original in black ink on white paper/drawing film is ideal, but good quality photocopies are acceptable. Provide an imperial/metric scale and north point, as appropriate. |
| Photographs | For scanning, good quality originals should be provided with adequate contrast, unmounted. Colour prints/transparencies can be reproduced in b/w or in colour if this has been agreed. |
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Tables

Bear in mind the size limits of the page (see above) in designing your table(s). Tables which can be presented in portrait are preferred. Avoid over-complexity.

Some points on House Style

Please do not use the first person.

Tenth century, not 10th century; dates in the form 12 November 1432; July 1675; Augustine landed AD 597 (although sixth century AD), Caesar in 55 BC.

Per cent should be spelled out.

Compass points to appear in full: e.g. south-west, north-eastward.

Old money set out as, for example, £5 14s. 9d.

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*Cover illustration: The motte and gatehouse at Tonbridge Castle.
(Photograph by Dr Deborah Cole)*