



About *Surrey's Past*

Surrey's Past (formerly the *Bulletin*) is one of three regular publications which the Society produces each year, alongside *Surrey Archaeological Collections* (its annual scholarly journal) and *Surrey History* (an annual booklet of historical articles). Published three times a year, *Surrey's Past* is intended to serve as a magazine-style publication which contains short notes and articles of more permanent interest, including in a scholarly context, alongside announcements and news. These articles are eventually referenced in the *Collections* as well, in the report for the year entitled 'Archaeology in Surrey', and occasionally may have a longer *Collections* article to supplement the interim note in *Surrey's Past*.

Subject matter

- Contributions are encouraged about any conceivable aspect of the archaeology and history of Surrey, be that the historic or present-day administrative county area.
- Pieces primarily about places outside of Surrey will be considered but will need to satisfy the editors that they are of relevance and interest to Surrey Archaeological Society (SyAS) members and other readers of *Surrey's Past*.
- The editorial team will not accept everything. *Surrey's Past* is a publication with a readership and profile that goes well beyond SyAS. The editors will not approve contributions that are deemed not to meet the minimum standards for a *Surrey's Past* article or note, although wherever possible suggestions will be offered on how a piece could be worked up into a suitable article.
- Contributions from SyAS members are at the heart of *Surrey's Past*. Notwithstanding this important fact, an author being a SyAS member is not by itself guarantee that a submitted contribution will appear in *Surrey's Past*.
- For the above reasons, prospective contributors are encouraged to discuss their idea for a piece or pieces with the editor and/or assistant editor at the earliest opportunity.

Word count

- Exceptions can be made but *Surrey's Past* contributors should aim to write no more than 2500 words, excluding references and image captions.
- Longer, serialised pieces, i.e. split over two or more issues, are acceptable but writers should aim to complete them in as few parts as possible. A long-form piece may find a more suitable outlet in the *Surrey Archaeological Collections* or *Surrey History*.

Responses to previously published pieces

- *Surrey's Past* can serve as a platform for debate and advancing knowledge of a particular topic. Feedback has taught us, however, that lengthy pieces going over old ground and offering little in the way of new information tend not to be very interesting for most readers.
- We welcome respectful, letter-like pieces to published contributions of no more than *circa* 500 words that can be published as concise counterpoints.

- Longer pieces that build upon a published article and extend existing knowledge with novel contributions will be considered favourably.
- The editorial team will undertake to share longer written responses that do not appear in print with the author(s) of the relevant published piece(s) as a means of facilitating the exchange of ideas relating to the archaeology and history of Surrey.

Writing style

- Please try to write with others who do not have the same level of specialist knowledge on a period/place/theme in mind, so that *Surrey's Past* can be an enjoyable as well as informative publication for its readers. It's all too easy for us as authors to write for ourselves, i.e. to assume prior knowledge on the part of the reader and to use terms and abbreviations that will not be obvious in their meanings to others.
- Longer pieces tend to be easier to read if they are divided into sections under subheadings. Authors are encouraged, therefore, to consider at the outset if this is a suitable way of structuring their prospective contributions for *Surrey's Past*.
- Abbreviations can be used, but in the first instance, the name/term should be spelled out in full (this applies to units of measurement as well). If possible, please supply metric and imperial equivalents of measurements.
- All passages of text in a language other than English (excluding idiomatic borrowed phrases, e.g. *terminus post quem*) should be followed with a Present Day English translation.

Referencing

- To provide a simpler, smoother reading experience, *Surrey's Past* uses Harvard style in-text, author-date referencing, not footnotes. These are in the format (author + year of publication, page number/s), e.g. (Bird 2004, 55).
- These correspond to the contents of the reference list that appears at the end of a published contribution. They are included in the word count. It is the responsibility of the author to provide a reference list with their text if they have included an in-text reference, even if it a single item long.
- Books should appear in the reference list in the following way: author surname, initials, [repeat for any co-author/s] year of publication title, supplementary publication information (place of publication: publisher)
- A chapter in a book should appear in the reference list in the following way: author surname, initial/s, [repeat for any co-author/s] year of publication chapter title, in editor surname, initial/s, [repeat for any co-author/s] (ed/s), edited collection title, supplementary publication information (place of publication: publisher), page numbers
- Journal articles, including *Surrey's Past/Surrey Archaeological Society Bulletin* pieces, should appear in the reference list in the following way: author surname, initials, [repeat for any co-author/s] year of publication article title, journal title, volume and/or issue number, page numbers
- Referencing of webpages and other online content may vary according to the available information: not all webpages have dates of creation and many lack a named author. The editorial team is happy to be more flexible over references to online sources,

providing any such reference ends as follows: title of website, online at <URL of relevant webpage> [date when last accessed by author]

- Original primary documentary sources, including unpublished maps, should appear as they do in the relevant archival catalogue: name of archive, archival reference for item title of item, ascribed year/s of production of item.

Images

- Other than for very short contributions (less than 300 words), we expect at least one image or figure to provide visual interest for sighted readers.
- Though the correlation need not be universal, generally, the longer the text, the more images/figures we would expect to support it.
- Photographs should be of as high resolution as possible, preferably 300dpi. Note that exceptionally large image files (several MB in size) may pose issues in terms of transmission by email — the editorial team can advise further if required.
- Please provide images as JPEG, PNG or other standard image file type (please note PDF should be avoided, where possible).
- The editor and assistant editor are very happy to discuss what might be suitable by way of one or more image to accompany a published text.

Maps

- Maps are not a necessity for every *Surrey's Past* contribution but can help to enhance pieces that cover multiple locations or set a site in a landscape context.
- Ordnance Survey (OS) maps are preferred. OS mapping more than 50 years old is out of copyright so is preferable for publication. Historic OS maps can also have the added benefit of showing the historic environment in a state identical or closer to how it existed at the time of the subject of a given contribution. Up-to-date OS OpenStreetMap can also be used and is not subject to a copyright fee or license.
- Specific acknowledgements and key details about any OS map used, especially the edition and date/s of survey and/or publication, must be provided by the author so they can appear in the caption accompanying the map as it appears in *Surrey's Past*.
- Historic maps not produced by the OS can also be used but the source of any such map should always be stated, including any archival reference for the original.
- Brand new hand-drawn maps will be considered for publication but will be accepted only if the editorial team decide they are sufficiently clear and accurate in what they show and have legible labels.
- The Surrey Historic Environment Record is able to create maps and images using spatial data, e.g. Lidar, to illustrate *Surrey's Past* pieces free of charge (subject to the complexity of the requirement and other workload). The best way of making a request of this nature is by completing the HER online enquiry form accessible via <https://www.surreycc.gov.uk/land-planning-and-development/heritage-and-planning/historic-environment-record/how-do-i-consult-the-surrey-historic-environment-record>.

Copyright

- It is the responsibility of authors to ensure that all images are exempt from copyright or else have the permission of the copyright holder/s to be reproduced.
- This includes archive material (e.g. from the Surrey History Centre) as well as books, maps etc.
- We will not publish an image without being confident that the permission of the copyright holder has been obtained.
- Authors should also supply any form of words that the copyright holder wishes to appear in association with the image.

Be patient and kind

- The editors are not employed full- or even part-time in their roles so may not respond immediately to an email. It is possible a message was overlooked, in which case a follow-up is warranted (and appreciated), but please do not send multiple chaser emails without reply; be satisfied that the editors will respond at their earliest convenience, as and when they have the time outside of their day jobs to do so.

Editorial process

- Some contributions may be accepted and printed as they are, but others may become the subject of a review process with the intention of creating the best possible version that can appear in *Surrey's Past* and have the greatest long-term value to future researchers.
- This process is not formal peer review, rather one that may entail little more than correction of minor omissions or errors. Sometimes, however, suggested changes may relate to the structure of a contribution, or to elements of its content, and will require additional writing on the part of the author. No changes, large or small, will be made to a text at this stage without being flagged to the author by means of tracked changes or comments added to the text.
- Please do not send a revised draft without having received specific instruction from the editor or assistant editor. It becomes very difficult to keep track of which version is the current one if multiple "live" versions are in existence (especially if the author changes different parts of their own text independent of editorial input).
- Similarly, if the editorial team sends you a version of the draft with corrections and/or comments, that version becomes the master version and further changes should be made to that version alone — please do not make revisions to a preceding version or create a new file.
- Print deadlines are sometimes such that the usual collaborative process between editors and authors is not possible. Although they will always do their best to ensure they gain authorial consent, the editorial team reserves the right to make minor changes to a submitted text or image for layout reasons, e.g. in order to ensure a piece fits within a given number of pages.