

Editor/Author Checklist for PRIA Section C

Below is a checklist for papers submitted to *Proceedings of the Royal Irish Academy* Section C. Once reviewed, your paper will be checked by the editor of the journal for each of these technical requirements, and this form will be returned with the paper as a guide if any of these elements requires attention. If an item is marked on the list it means that the paper **cannot** go into production until the item has been addressed (e.g. missing information supplied or formatting corrected). See guidelines for submission at www.ria.ie/publications/ for full details (choose the journal from the pop-up menu, then click on 'Instructions to Authors').

Please e-mail your paper to submissions@ria.ie once you have made the necessary adjustments.

Abstract

- Present
- Approximately 150 words
- No footnotes or references

Text

- Paper divided into logical headed sections, including introduction and conclusion
- All abbreviations given in full at first mention
- Few or no typographical errors
- Ensure foreign language spelling is correct

References

- Author–date style for archaeology papers; footnote style for history papers; no mixing of the two styles
- Format for the journal correctly followed (e.g. punctuation, order, capitalisation style for titles)
- Complete reference supplied in all cases (e.g. page spans of articles in books and journals, full first names if required)
- All quotations accompanied by a reference
- No use of 'ibid.', 'op. cit.' etc.
- **Archaeology:** all items on the reference list cited in the text; all works cited in the text included on the reference list
- **History:** second and subsequent citations of a work given as 'Surname, *Short title*'

Tables (if applicable)

- Each table referred to in the text *in sequence*
- Each table labelled according to the submission instructions and guidelines for authors
- Each table saved in a separate file, with a name in the format 'AuthorSurname-Table01'

Illustrations

- Author should aim to include at least one illustration per paper
- Each illustration referred to in the text *in sequence*, as 'Fig.' or 'Pl.'
- Separate sequences for figures (line drawings, maps) and plates (photographs)
- Figures numbered in arabic and plates in roman
- Plates in black and white unless colour has been approved
- Supplied in .jpeg format; minimum resolution of 300 dpi
- Each image saved in a separate file, with a name in the format 'AuthorSurname-Figure01', 'AuthorSurname-Plate01'
- Separate file listing captions for illustrations provided
- Where copyright is not owned by the author, permission to use the fig/pl must be sought by the author prior to publication

Author information

- Affiliation
- Email address
- Phone number
- Postal address