

## **WRITING FOR THE NAS NEWSLETTER**

The editor of Nautical Archaeology is always looking for contributions and welcomes input from NAS members, contributions from anyone involved in maritime archaeology are also invited. The following is a brief guide to writing an article for the Newsletter:

### **WHAT CAN I WRITE ABOUT?**

Have you been involved in a maritime archaeological project recently? Have you attended an NAS training course or other activity? Do you want to share your archaeological experiences with other members? Do you have any advice you'd like to impart to others? Have you come across an unusual artefact that you need help identifying? Would you like to write about new developments in the Society, in the field of maritime archaeology, or in heritage and policy issues? If there is something you think members should know about, why not contact the editor and let her know?

### **HOW DO I GO ABOUT WRITING FOR NAUTICAL ARCHAEOLOGY?**

If you have an idea for an article please email the editor, the following guidelines let you know what to do next and what to expect when submitting an article to Nautical Archaeology:

- The editor will be delighted to discuss ideas with you. Please contact her **BEFORE** you start writing, this will enable her to plan the edition and she can let you know how many words are needed as well as discussing content
- Please stick to the deadline and word limit given to you by the editor. If for some reason you cannot deliver the article, let the editor know as soon as possible, so that she can make alternative arrangements
- Unless previously agreed otherwise, the article will become the copyright of the NAS
- Your article will look different once it's on page! The editor will have had to make it fit the space available, and may have needed to change it to fit with editorial policy, house style, etc
- Remember that you are writing for the whole of NAS membership and anyone else who sees the newsletter – so this does not mean just the UK. The audience is far-reaching! Try not to get bogged down with small details. Often it helps to pretend you are writing to your best friend (leaving out the slang)
- Keep your sentences short and avoid technical jargon! Nautical Archaeology is a members' newsletter, not an academic journal. If you do have an article that you think is worthy of academic publication, why not submit it to the International Journal of Nautical Archaeology for consideration?
- At times it will be necessary for the editor to delay an article, even if it has been pre-arranged. This is usually an issue of space and should not be taken. The editor's decision is final

### **HOW DO I SUBMIT AN ARTICLE TO THE EDITOR?**

- You should send your article to the editor at  
[newsletter@nauticalarchaeologysociety.org](mailto:newsletter@nauticalarchaeologysociety.org)

- Articles should be sent as a Word document. The font should be Arial Narrow at size 12 and written in a single column. Please do not try to dress up your copy with fancy fonts
- Remember to Include a title for your article and a byline
- Images must NOT be embedded in the Word document but should be sent separately at 300 dpi. Any lesser quality cannot be published Try to include a mix landscape and a portrait format of different pictures
- All images must have a description and a credit
- Remember that unless it is on the front cover your picture will appear in black and white inside the hard copy of the Newsletter. However, if you or your institution is willing to pay the extra cost it may be possible to include a full colour 4-page centre section, in addition to the main newsletter

For more information or advice on writing and submitting an article for the NAS Newsletter please contact the editor on [newsletter@nauticalarchaeologysociety.org](mailto:newsletter@nauticalarchaeologysociety.org)