

# *Journal of the Numismatic Association of Australia Inc (JNAA)*

## **Guidelines for authors**

Submitted articles can be on any worthwhile numismatic topic, keeping the following guidelines in mind:

*Subject Matter:* should offer new information or throw new light on an area of numismatics, although preference is given to Australian and New Zealand authors or subject matter.

*Submitted Articles:* should be as much as possible the result of **original research**. Articles should not have been previously published or presently be under consideration for publication elsewhere.

### **All submitted articles are refereed before being accepted for publication**

Once their work has been published in the *JNAA*, authors are asked not to re-publish that work elsewhere within a two-year period. Any applications for exemption from this requirement should be submitted in writing to the Managing Editor.

### **Submissions:**

*Articles:* should be sent as an MS Word file, .doc, .docx or .rtf format. Submission should be by email attachment or by mail on CD.

*Images and Tables:* Submit article images and tables individually to the text document in high resolution JPEGs or TIFFs for images, or a separate MS Word or MS Excel document for tables. DO NOT supply images and tables only within the body of your document.

*Special Fonts:* If special characters or fonts are used within the text, please supply the relevant file with your submission.

*Author Statement:* Authors are asked to supply a brief numismatic biographical statement, which is appended to their published article with full name and email address.

### **Article format details:**

**<http://www.numismatics.org.au/pdfword/JNAAGuidelines.pdf>**

*References:* The *JNAA* uses **footnote referencing**. Text reference numbers are placed before punctuation marks but after full stops, eg. end<sup>3</sup>; end.<sup>3</sup>, and follow sequentially through the text. If two references are needed at one point, separate them by a semicolon ';', in the footnote.

*Images and Tables:* All images should be referenced in the text. Text references to images should be numbered as (Fig. 1), (Figs. 1 and 2); (Table 1), (Tables 1 and 2); etc. The location of images and tables within the article needs to be indicated by <Insert Figure 'x'> or similar with figure caption text.

*Lists:* All lists should be presented as tables. These can be submitted within the body of the document or in a separate file.

*Captions:* Figure and table captions should explain images fully and read independently of the main text (in case they are moved). **All images must be referenced and have copyright clearance.**

*Quoting:* use quotation marks for quotes under two lines. Italicise and indent quotes longer than two lines. All quotes need to be referenced in the footnotes.

**Proofs:** Authors will receive a .pdf proof of their article for comment by email. Author comments can be made by placing comment tabs in the .pdf, or listing corrections/comments by page, column, and line number in a separate document. Comments must be returned by email to the Managing Editor no more than 5 days after receiving the proof.

**Enquiries:** Please direct all communications to the Managing Editor, Dr Gil Davis:

post: 1/1 Kiara Close, North Sydney, NSW 2060 Australia

email: [editor@numismatics.org.au](mailto:editor@numismatics.org.au)