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 made in the first instance by email attachment.

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 after punctuation marks e.g. end.[3] They 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.

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