

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 any area of numismatics, ancient through modern, though preference is given to Australian and New Zealand related material.

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

All submitted articles are refereed before being accepted for publication

Submissions:

Articles: should be sent as an email attachment as an MS Word file, .doc or .rtf format following the layout in the last volume.

Images and tables: submit article images and tables individually and separately 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.

Author statement: supply a brief numismatic biographical statement which will be appended to the published article with full name and email address.

Article format details:

References: the JNAA uses **footnote referencing**. Text reference numbers are placed after punctuation marks e.g. end.³ They follow sequentially through the text.

Images and tables: all images must 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 needs to be indicated by <Insert Fig. 'x'> with figure caption text.

Lists: all lists should be presented as tables.

Captions: figure and table captions should explain images fully and independently of the main text. **All images must be referenced and have copyright clearance.**

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

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 by page, column and line number in a separate document. Corrections must be received by email by the Managing Editor no more than five days after receiving the proof. Changes to the edited text at the proofing stage will only be permitted in exceptional circumstances at the sole discretion of the Managing Editor.

Enquiries: please direct all communications to the Managing Editor, Dr Gil Davis at editor@numismatics.org.au.