

ECC GUIDANCE FOR AUTHORS

This document provides details of the English Ceramic Circle's publication policy, together with guidance to be followed by authors who wish to submit papers or other material for publication.

ECC Publication Policy

The English Ceramic Circle (ECC) is a registered charity whose objectives are:

- To advance public knowledge and appreciation of ceramics and enamels of the British Isles
- To promote research and study of all matters relating to ceramics and enamels of the British Isles and to disseminate the useful knowledge gained for the public benefit.

To fulfil these objectives the ECC holds meetings and seminars, and publishes information in various forms. Publications include the *English Ceramic Circle Transactions*, published annually in printed form, special publications printed on an *ad hoc* basis, and information published on the website, www.englishceramiccircle.org.uk.

ECC members who pay an annual subscription will receive a copy of *Transactions* and some special publications included in the cost of their subscriptions. Others are made available to purchase. Members of the public may purchase copies of *Transactions* and special publications, and have free access to materials published on the website.

In publishing material, the ECC is acting as an outlet for the authors to disseminate information to members and to the public. As with most areas of academic study ceramics is one in which differences of opinion, sometimes significant, will arise from time to time. The ECC cannot guarantee or accept an obligation to give equal weight to opposing views. Furthermore, whilst the ECC welcomes the examination of controversial topics in ceramics, it will not publish material that may tend to personalise academic differences.

Publishing in *ECC Transactions*

Set out below is the publication policy relating to *Transactions* and web publishing, both of which rely on contributions from members and in some cases non-members. *Ad hoc* publications do not have set publishing criteria, although they may draw from the policies set out in this document.

ECC Transactions, a journal published annually, is intended as the prime record for new research carried out by members and presented to the ECC at one of its meetings. Papers may also on occasion be accepted from non-members, although the authors of

those papers will be encouraged to join. Papers published in *Transactions* are subject to the following criteria and procedures:

- a) Papers should include significant content that provides new information or insights into a topic.
- b) Papers will inevitably draw on the previous body of ceramic knowledge and so may contain information that has previously been published. However, the paper or major part of its contents should not have been presented to another audience or published by the author previously, neither should it be published in written form by the author in any other medium before the relevant issue of *Transactions* containing the paper is published.
- c) Members wishing to present a paper should submit a 100-word summary to the Meetings Organiser. Following review, the ECC may accept the paper and will programme a date for it to be presented at a meeting
- d) The main papers included in *Transactions* are usually presented in person or online by the author at an ECC meeting. At the discretion of the Editors, papers may be accepted without this stipulation. Members who have completed written papers that meet the ECC's criteria for publication in *Transactions* but are unable to present the paper at a meeting, may either seek an alternative speaker to present their paper or may submit the paper for possible publication in *Transactions* or on the website, subject to peer review. Notes and shorter papers (< c.3,000 words, < c.10 Figs) that have not been presented at a public meeting are also included in *Transactions*, again at the discretion of the Editors.
- e) To avoid unnecessary delays to the publication of the relevant *Transactions* authors who present papers at a meeting should submit the full text of the written paper together with all Figures at the earliest opportunity and no later than two months after their presentation; the ECC reserves the right to defer or cancel publication of any paper not so received.
- f) Once a paper has been submitted to the ECC the Editors will submit it for peer review; this may result in suggestions to the author concerning further data, additions, or amendments that might add to the quality or accuracy of the piece. In the unlikely event that any changes cannot be agreed between the author and the Editors, the ECC reserves the right not to publish the paper.
- g) Some of the short papers presented at ECC meetings do not merit (or the author would prefer not to produce) a full paper in *Transactions*. The ECC may suggest publication of material on the website in these instances. Some longer papers may not lend themselves to full verbal presentation; in such

cases they may be published in *Transactions* when only a summary of the research has been presented at a meeting. A section for Notes and Shorter Papers, introduced in *Transactions* Vol. 30 (2019), is intended for contributions that have not been presented in person. These should, however, contain original research that has not been published by the author elsewhere, and follow the guidance laid out in this document. Acceptance is at the discretion of the Editors.

Transactions Style Sheet

The preferred formats for receipt of papers submitted to the Editors for publication in *Transactions* are set out below. The Guide used by the Editors for all style matters is the *New Oxford Style Manual*, published in 2012.

- 1) Text and photographs must be submitted in digital format. The text should be in Word – please do not send text or Figures in PDF format. Files should be sent via email (maximum file size of the attachment is 10 MB per email) or via upload to a cloud-based system such as Dropbox or WeTransfer. **Please send all material together, rather than in instalments.** If you have difficulty submitting material by these means, the Editors will be pleased to give advice on alternative methods.
- 2) All notes and references should be in the form of **ENDNOTES**, not footnotes. Within the text these should be indicated by a superscript Arabic numeral *following* any punctuation (*e.g.* George II.³⁴), and in one consecutive sequence, using the **automatic note numbering** of the word-processing program (in Word this is implemented by means of the ‘References’ menu and ‘Insert endnotes’ in the tool bar). Please do not insert endnotes in any other way as this makes for confusion; if you have difficulty do not hesitate to consult the Editors.
- 3) References in endnotes are given in the following form: surname, date of publication in brackets, page number(s), fig./pl. nos, for example: Britton (1987), pp. 33–35 (specific references cited within publication). Each successive reference should be in this format, even if referring to the same publication; *ibid.* and *op. cit.* are no longer used, to avoid over-complication.
- 4) *Transactions* of the ECC should be referred to in endnotes as, for example: *ECC Transactions* 19, Pt. 3, pp. 12–14.
- 5) A separate **BIBLIOGRAPHY** of books and articles, combined alphabetically, is to be provided for inclusion at the end of the article, using the following formats:

BOOKS

Author’s Surname, Initial(s) (date), *Book Title* (in italics, main words capitalized) (place of publication: name of publisher).

Example: Britton, F. (1987), *London Delftware* (London: Jonathan Horne).

JOURNAL/MAGAZINE/NEWSPAPER

Author's Surname, Initial(s) (date), 'Article title' (main words not capitalized, within single quotes), *Name of Journal/Magazine* (in full, in italics), Volume Number/Part Number, page number(s) (full range).

Example: Pryor, S. & Blockley, K. (1978), 'A 17th-century kiln site at Woolwich', *Post-Medieval Archaeology* 12, pp. 3–85.

There are many other possible sources (*e.g.* edited volumes, theses). For these use the Journal format above and the Editor will put the endnote into the correct *Oxford Style Manual* format.

6) Illustrations:

- The number of illustrations is not generally limited, but should be in keeping with the length of the paper; we will endeavour to use all pictures submitted
- Number the photographs/illustrations sequentially; when provided electronically, use the attachment filename to state clearly the Illustration Number
- Digital images should be as sharp as possible, at 300 dpi resolution or higher, and a minimum of 17 cm wide. Images should be in JPG or TIFF format (minimum size of 0.5 MB for colour pictures, and 0.2 MB for black & white)
- **Please do not embed Figures within the final text submitted for publication** – these only have to be removed and page layout is designed by the typesetter.

7) Captions for illustrations, preferably no longer than 25 words, should be numbered, and listed at the end of the submitted paper.

The captions will normally be published underneath the relevant illustration. The images will be inserted where indicated by the author (by an image reference number) or at the next most convenient point in the text to ensure good layout. The illustration number should appear in bold within brackets *e.g.* picture of George II (**8**). It is preferable for measurements to be provided in the captions – these should be given in cm.

8) It is desirable not to have more than one set of alterations made by an author to the printed proof as this may incur extra printing charges, so please try to avoid them if possible.

9) Heading levels within the article should be set out according to the following hierarchy:

- Level 1: *Introduction* (left justified, initial capital, italics);
- Level 2: The porcelain (left justified, initial capital, roman).
- In the event of more than two heading levels being required, the Editors will advise.

10) Please refer to *Transactions* Volumes 28 to 31 for guidance with current house style.

11) Please do not hesitate to **contact the Editors** with any queries or problems.

Copyright and permissions

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If material from the author's own published work is to be used, permission must still be obtained from the publisher. Copyright is required for use in all formats (including digital), in perpetuity and in all geographical regions worldwide. Authors are responsible for ensuring that their articles do not infringe copyright and should make every effort to secure any necessary permissions in writing.

In order to protect the ECC from legal action, *inter alia* for copyright infringement, a condition of publishing any material is that the author holds the ECC harmless from the consequences of any such proceedings against it. The form which **all authors will be required to sign** is provided in Appendix A.

ECC Website publishing criteria

The ECC will accept material for publication on its website, both from ECC members and non-members. All material will be edited by the ECC and the timing and duration of its publication will be at the discretion of the ECC to allow for the appropriate management of the website and web resources. Material published on the website, including images etc., may take the following form:

- a) News of ceramic events, exhibitions, or seminars
- b) News of new ceramic publications
- c) Contact details, introductory pages, or links to other ceramic societies and organisations (provided that where these organisations also have websites they will reciprocate)
- d) Summaries or abstracts of research material published elsewhere

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- e) Full articles on appropriate topics that have previously been published elsewhere
- f) New articles or papers considered to be of interest, but which do not meet the criteria for publication in *Transactions*
- g) In exceptional cases (*e.g.* the wish of an author to ensure these are published quickly) summary papers detailing new discoveries may be accepted for web publication even though they meet the criteria for *Transactions*. Generally the author will be asked to present a full paper to the ECC at an early date thereafter, and any summary papers will also be subject to ECC's peer review process
- h) All material published must meet ECC's general criteria set out above.

Last updated: 19/10/2021

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APPENDIX A

English Ceramic Circle – Copyright Disclaimer Form

To the Editors, *ECC Transactions*,

In consideration of the English Ceramic Circle (ECC) agreeing to publish my paper entitled:—

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delivered to the ECC on,

I hereby grant to the ECC, a licence to publish and re-publish the above titled article (or part of it), in any form, in *Transactions* or in any other publication or format of the ECC.

I acknowledge that as the author of the article, the copyright remains mine and that I own the copyright of the article and any image reproduced in said article, or that I have obtained written permission from the owner of the copyright, to reproduce the material.

Accordingly, I hold ECC harmless from any action for copyright infringement or otherwise arising as a result of the publication of the article.

Name

.....

Signed.....

Date

Please send this form, duly signed, to the Editors, Transactions of the English Ceramic Circle, MOLA, Mortimer Wheeler House, 46 Eagle Wharf Road, London N1 7ED.