AIA CONFERENCE GUIDES AND GAZETTEERS – GUIDELINES

Since 1982 it has been the desire of the Association for Industrial Archaeology to publish a guide to the Industrial Archaeology of the area where the AIA's annual conference is to be held. The guide is usually compiled by the local organisers.

These Guides aim to:
a) Provide an authoritative guide to the industrial heritage in the area/county for AIA conference delegates and the membership in general;
b) Provide a guide for public sale;
c) Foster both local interest and increase public awareness of
   (i) Industrial archaeology
   (ii) the AIA.

GUIDELINES

These notes are intended as guidance for the Editor(s) and to ensure that each guide has a reasonably standard format. Authors are advised to consult previous AIA guides as an indication of the general layout expected. Over 40 guides have been published and some can be downloaded as PDFs from the AIA's website at www.industrial-archaeology.org/conferences/past-conferences/. If necessary, the AIA Secretary can send the Editor examples of recent guides.

Timescale
After the conference location has been finalised, the Conference Secretary will contact local organisers to identify an Editor or Editor(s). If some entries are by others, the Editor should ensure they keep to the timescale and length of their entry. The area to be covered in the guide should be agreed in advance, i.e. a whole county, a region or city, etc.

The size (A5) and general format are standard. These guidelines must be followed, especially adherence to the production timescale. Recent guides have been set in Arial fonts. The text ***must be complete by mid-March*** so that the printer's proof can be checked by **mid-May**. It should be printed **by mid-June** at the latest so that it can be mailed to members prior to the conference.

Speak to printers at an early stage and discuss their preferences e.g., what file format do they prefer (e.g. MS-Word or pdf for text and JPEG or TIFF for pictures?), and tell them our timescales. Show them recent Guides e.g., Somerset printed in 2019. Advise them on the likely number of copies to be printed (the AIA's requirement of 550, plus copies for the local society), the envisaged number of pages and the use of colour, etc. Ask for quotes and variations on quotes e.g. different print runs. Ensure that the printer will supply a proof in good time. With the AIA Treasurer, agree the choice of printer before an official order is placed by the AIA. The Treasurer can agree other arrangements with the local society. The cost of printing and any other costs incurred, such as copyright fees will be shared between the AIA and the local society, in proportion to the number of copies taken. A sale price and possible discounts for the Guide should be agreed.

After publication, copies must be sent to the appropriate copyright receipt offices and review copies sent to relevant bodies.

Text
20,000 words maximum plus acknowledgements, index, bibliography, etc., 72 printed pages maximum; the exact number should be discussed with the printer since different presses can operate with different size sheets.

Cover
Title and a good colour photograph. Editor(s) name and AIA spelt out in full.

Inside front cover describe overall structure:
>   **Contents**
>   **How to use guide**

Explanation of any symbols i.e. listing status of site plus the following about site access:
>   A – Accessible at all times
>   V – Visible from public highways and/or footpaths. Access to site not permitted
>   P – Private and cannot be seen without permission
>   O – Occasionally open to the visitors.

Copyright statement
PUBLISHED BY THE ASSOCIATION FOR INDUSTRIAL ARCHAEOLOGY (including year date and 'Charity No 277511')
ADDRESS Ironbridge, Shropshire. It may be necessary to agree a share of the publishing rights with the local organisers.

© The Editor(s) and the AIA

An ISBN from the AIA's holding can be obtained from the AIA Secretary and should appear on the inside front cover and might also be on the back cover. Details of the printer are a legal requirement.

Introduction and historical background
to the conference area, to include an overall map.

The Gazetteer
This forms the Guide's main body, divided into areas depending on the conference location. If a County, use local Authority boundaries, each with a brief introduction (if necessary) and a location map. Physical regions might also be possible.

Create for each district a code (e.g. EX for Exeter) and *place in alphabetical order.* It is easier to find them from the Index. Use the correct letters for the codes to ensure the districts are kept alphabetical. Select sites for each district and list them alphabetically according to Parish.

Sites
Exact numbers of sites 170-200 is typical and the following amount of wordage are guidelines only. Wordage will vary according to the site's importance, etc. *It is worth planning in advance how many words to allocate to each section.*
Describe each entry in up to100 words including the following details:
>   Name of site
>   Local district e.g., village, district in larger cities and towns
>   OS grid reference, access details abbreviations.

Consider including relevant museums and attractions here, as they are potential sales outlets.

For selected sites any photograph should be placed on the same or opposite page with an appropriate caption including details of the photographer or copyright details.

Last page(s):
>   **Further Reading**
>   **Acknowledgements**
>   **Museums** (if relevant and not in gazetteer)
>   **Association for Industrial Archaeology** (standard blurb)
>   **Local Societies** (if relevant)
>   **Index** inside back page.

Back cover – digital colour photograph(s) / illustration.

THE FINAL TEXT

Decide, who will check the final text before sending it to the printer and who will read the printer's proof. The AIA Secretary will say how many copies will be needed by the Association (currently 550). Remember to add those required by the local Society and maybe others.

Text

The body of the text plus extras should be supplied to the printer by mid-March as:

(a) a PC file in MS-Word *with no special formatting* and

(b) a hard copy, which indicates italic, bold text, etc., and also indicates site access symbols and site protection status, position of photographs and illustrations. Discuss these matters with the agreed printer.

Maps

The guide should include:

(1) overall map of county/region of guide

(2) maps of individual areas covered

(3) if there is room and relevant, include some specific topics, e.g. rail routes, plans of works, city areas, etc.

Keep maps as simple as possible – name only key towns and roads include scale and compass point. Number the gazetteer sites in their true locations.

Map Size

These should preferably be drawn large enough to be reduced to the page size for printing without loss of detail. It may be necessary for the Editor to arrange for the drawing of suitable maps, OS maps can be used if over 50 years old. *Beware of copyright.*

Line Drawings

Some drawings are acceptable if relevant; include a short caption (max 20 words).

Photographs

Select no more than 50 (mark some as for inclusion only if room).

Photographs should be of high quality – talk to your printer about what they can work with: Digital image files 1-2 Mb and JPEG, RAW or TIFF colour or black & white images.

The editor may need to obtain help to convert colour prints and transparencies into a suitable digital format. Most typesetters and printers prefer photos as separate files, not embedded in the text so check with printer.

Size should be larger than final size, i.e. 6" x 4" minimum for prints.

Covers: Use digital photographs of high quality.

For all photographs: include site number & short caption (max 20 words) plus acknowledgement; *N.B.* copyright on all illustrations must be cleared first.

Fillers

It is useful to have a supply of small 'fillers' to fit in awkward spaces e.g. at end of chapters, etc. Period drawings or engravings and adverts from trade books, etc. are the sort of thing.

Additional notes on house style for AIA Conference Guides

Authors are advised to consult previous AIA guides as an indication of the general layout and style expected. Avoid controversial statements.

Only a single space is left after a full stop. Double spaces may cause printing difficulties.

Use a double space for paragraphs – do not indent.

Dates *e.g., the nineteenth century*, should be spelt out rather than expressed in numbers.

Hyphenate them where used as adjectives, as in 'a nineteenth-century warehouse'. For approximate dates write, c1820 (no space between the 'c' and the date).

The phrase 'industrial archaeology' is usually spelled out in full with no capitals, unless it is part of a name, e.g. Hampshire IA Society, or is very frequently used.

Abbreviations should not be used unless they are familiar to the majority of readers or have been defined earlier: for example, 'Sites & Monuments Records (or SMRs) are the principal means of doing this. SMRs are held by ...'

Give full stops after personal initials: e.g. 'Prof P.H. Smith of the AIA' but none after Co or Ltd, e.g. J. Smith & Co Ltd.

For numbers of ten and below use words but 11 and above use figures, unless they are approximate, or part of a phrase (e.g., 'about thirty years ago' or 'a four-storey building') or they begin a sentence.

Measurements: Use numbers e.g. 3 miles. Give measurements in miles, yards, feet, inches, etc. followed by metric in brackets. Use fractions for 'old' measurements and decimals for metric. Abbreviate measurements with single space after number, e.g. 4 ft 6 in (1.4 m).

Publications, book titles and names of ships are *italicised*.

For contact details give email or a telephone number but only with the agreement of the person or organisation involved

Please use your spelling checker!

It is highly recommended that the Editor plans in advance how many words they have available for each section. Keep to the required number of words or there will be less room for pictures. It must all fit the required number of pages.

Bearing in mind the page limit the Editor must be strict on what is to be included. Sites that you dearly wish to mention but cannot allocate a paragraph and number, can be usually mentioned in passing sometimes!

If any problems arise or the editors wish to discuss the format please contact Dr Michael Nevell of the AIA. Don't leave things until too late!

Most recent update June 2021 – These guidelines were first compiled in 2000, updated in 2002 and 2004, and with this major update in June 2021.