

# GUIDE TO CONTRIBUTORS TO *BSBI NEWS*

*BSBI News* appears three times a year, in the middle of January, April and September. Copy for inclusion in any issue should be sent to the editor at least 6 weeks before that issue is due to appear.

## PAPERS

The success of a journal like *BSBI News* depends on the editor receiving many relatively short contributions of topical interest. There must be lots of members who have something interesting, informative or just plain amusing that they would like to share with others and this journal is meant to be the place for the 'ordinary' member to express her or his opinions. So please do continue to send in your notes or letters and I will do my best to publish them. I am prepared to accept copy in any form but it is so much easier for me if this can be sent typed or printed and by email. The following recommendations will, if followed, make the editor's job that much easier.

1. Keep it short! Preferably to less than two pages of finished print. Longer articles can be accepted but it may be more difficult to fit them in quickly. As you will see by looking through any issue, many contributions are half a page or less.
2. It is nice to have typed copy but if you don't have access to a typewriter or computer, just write it out making sure that your handwriting is **legible**, especially for names of persons, places and other words which cannot easily be checked.
3. The Editors would prefer to have computer produced copy as a printed page and on disc.
4. If you have access to the Internet, save your copy as a Word document (either .doc or .rtf) and send to trevorjames@btinternet.com
5. When typing or printing, please use double (or 1½) line spacing and ensure that the image is dark.
6. To make it easier to scan accurately, any corrections to a typed or printed page are best confined to the margins using a **pale-blue** pencil, but do ensure that the instructions are clear. If necessary, send two copies, one with, the other without corrections.
7. Where emphasis is required, mark the words to be in *italic*, **bold** or underlined fonts in the normal way or print them using the correct fonts. There is no need to put Latin names in italics but it would be a help.
8. Latin names must conform to Stace's *New Flora of the British Isles* edn 2, Kent's *List of Vascular Plants of the British Isles* & supplements, Clement & Foster's *Alien Plants of the British Isles* or Ryves, Clement & Foster's *Alien Grasses of the British Isles*. No authorities are needed for names in these books but if the taxon is not included in any of the above then an authority should be given.
9. English names should also conform to Stace, Clement & Foster or Ryves, Clement & Foster and if available **must** be given when a species is first mentioned in the text except sometimes in long lists of species.
10. Titles of papers and author's names should be in upper and lower case, **NOT** capitals
11. **Keep formatting to a minimum.**

**PLEASE NOTE:** to save postage, contributions will not be acknowledged when first received, unless accompanied by an S.A.E.

All contributors will receive, if time allows, a proof for checking, so that you will be able to see what your note looks like before it is printed and will have the opportunity to alter anything at that stage. Any contributions received, which appear to be more suitable for inclusion in *Watsonia* as a 'Short Note' will be passed on to the editor of that journal.

Suitable illustrations accompanying notes, in the form of line drawings (see below), black and white or colour negatives, prints, slides, or especially colour digital photos are also welcomed. These may be sent as 'hard copy' or as digital images on disk, CD-Rom or over the Internet, but please, **PLEASE, PLEASE, always** send a separate copy of the illustration (in bitmap, jpeg, or tiff format), especially if you have embedded it in your Word document.

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## ILLUSTRATIONS

The following notes, written by our predecessor, the late Edgar D. Wiggins, are reprinted almost word-for-word from *BSBI News* **25**: 31 (Sept. 1980). They are as valid today as they were then and should be read by all aspiring artists. Note in particular the comments on size – **please draw at least at A4 size** so that the printer can reduce them, and on scale bars – please do not give magnifications.

*BSBI News* has more than once been complimented on the excellence of the line drawings, usually of alien plants, which appear in its pages. For these we have to thank the small band of talented artists who freely make their expertise available to us. Nor should we forget our Printers who ensure that these illustrations reach the printed page exactly as they left the artist's drawing board.

We set great store by these illustrations as they are often the only extant representation of the species in question, and for this reason are fully protected by copyright.

Regrettably we do receive some drawings, no less meticulously executed, which are unsuitable for reproduction because of technicalities despite all the skill the printer can bring to bear on them.

For the benefit of the many aspiring young artists we know we have amongst our members, we append what we hope will be some helpful notes for their guidance.

First of all, **proportions**. The print area of a page of *BSBI News* is 24.5cm. × 16.9cm. giving a proportion of height to width of roughly 2 to 1, and to make the best use of the space available drawings should conform generally to these proportions, whatever their actual size. Next, **size**; as large as possible within reason. Not only is it much easier for the printer to reduce than enlarge, but any blemishes are correspondingly reduced, not magnified. **Evenness of line** is important; not that all lines in a drawing should be of equal thickness or density, that way a drawing looks stodgy or lifeless. But too great a contrast between thick and thin can cause difficulties. Extremely fine lines, which become finer still on reduction, can almost disappear in the final printing.

**Scale** is best shown by a line marked in millimetres or centimetres, thus | 1 cm | close to the drawing. If several drawings at different scales are shown, a scale bar for each is needed. Then whatever reduction the printer has to use, the scale is reduced correspondingly. Do **not** use the notation ×1, ×2, etc. This may be correct on the artist's original but if the printer reduces it to, say, 3/5 of its size what magnification does that then become?

**Labelling** is most satisfactory if the separate drawings on a page (showing for example, floral organs) are indicated by identifying letters, these being explained either on the back of the drawing itself or on an accompanying sheet.

Lest any budding illustrator is put off by the excellence of some of the drawings already published, let it be said that any drawing is welcome and if it is of an alien, so much the better. If not suitable for reproduction it will be returned together with a letter explaining why it was not acceptable.

To convey as much information as possible about a species, an illustration should include a whole plant drawing to show habit and such anatomical and/or floral details as are helpful in identification.

It should be stressed that the Editors do not consider themselves competent to pass judgement on botanical accuracy, the responsibility for which must rest with the artist.

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