

## Reminder to contributors

We would like to remind contributors that all copy needs to come initially to the Receiving Editor, Trevor James, rather than being sent to Gwynn Ellis.

**Deadlines are always indicated in large bold type at the end of each previous issue.** These remain as they always have done: **1<sup>st</sup> March, 1<sup>st</sup> August and 1<sup>st</sup> December in any one year.**

If you are contemplating submitting any-thing, please do remember a few key things:

- Produce material in Word, using simple text, without formatting, 'bold', underlined *etc.* (except for scientific names, which can be italicised). If you lay out your article with all sorts of gismos, we only have to undo it all!
- PLEASE do not embed photographs, maps or drawings in the text – send them as attached JPEGs, or put them as separate files in a Dropbox folder for us to share if they are large files (over 5Mb) (or send them on a stick *etc.*). We only have to extract them and create JPEGs out of them, via Powerpoint, which takes up unnecessary time and can lead to distorted or somewhat degraded images. If necessary, we can scan hard copy images, slides, drawings *etc.*, and (if needed) can return the originals – let us know.
- When giving species names, please insert the common name after a first use of the scientific name of a plant. Use the names as given in C.A. Stace (2010) *New flora of the British Isles* (3<sup>rd</sup> ed.). We do not need to give scientific names for animals *etc.* that might also be mentioned, unless there is a real need for clarification.
- In compiling references, it would be useful to scan the format we use first, and make sure your references comply: author's name (surname, initials); date of publication (in brackets); publication title as appearing on title page (in italics), using capital letters ONLY for place and personal names *etc.*; name of publisher, followed by place of publication. Journal articles are inserted in single quotes, with the journal title italicised, not the title of the article.
- If necessary, we can still handle hand-written material, if you really cannot get it to us electronically.

### ***BSBI News or New Journal of Botany?***

We would like to emphasise that we do not want to compete with the Society's very own scientific journal, and would also encourage people to contribute anything they consider of scientific significance to the *NJB* first. Especially, if people are considering writing up anything 'new', scientifically, then the *NJB* should be the first option.

However, we remain keen to publish interesting, topical items about plants, plant hunting, recording, identification tips, interesting finds, unusual sightings, bits about botanists, events *etc. etc.* **We would especially like to encourage new people to write.** If you think what is in the journal is dull and boring, then write something yourself. We do not often reject material (and sometimes get into trouble for not doing so!).

TREVOR JAMES (*BSBI News*, Receiving Editor), 56 Back Street, Ashwell, Baldock, Herts., SG7 5PE. (Tel.: 01462 742684) (trevorjames@btinternet.com)

GWYNN ELLIS (*BSBI News*, General Editor), 41 Marlborough Road, Roath, Cardiff CF23 5BU.  
Tel: 02920332338; Answer phone & Fax: 029 2049 6042. gwynn.ellis@bsbi.org

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