

BSBI News

Instructions to contributors

The editors' aim for *BSBI News* is to maintain a readable, interesting, news and current interest journal, accessible to all BSBI members, whether expert or beginner.

For this, we ask contributors to try to follow the following guidance when submitting material. If in doubt, consult a recent issue of the journal to see what might be acceptable. The editors encourage debate, even dissension, but we reserve the right to refuse material that might be damaging to the Society or defamatory. While the journal is not strictly 'peer-reviewed', we also do occasionally seek second opinions on scientific accuracy and other technical issues, and reserve the right to refuse material that appears not to meet necessary standards, or which is too technical or lengthy.

Contributions should therefore be:

- On time for the relevant issue of *BSBI News!* **Take note of the deadlines published towards the back of each issue.** We cannot promise to be able to publish all last minute material that may come in.
- **Not too long.** Short notes are fine, but papers more than 3 pages of printed text may be refused, or asked to be shortened.
- **Submitted in WORD format** in an electronic document as an email attachment or on disc etc. if at all possible. However, if a contributor is unable to produce computer-generated copy, we may be able to accept legible, hand-written manuscripts, single sided.
- WORD documents should be in **Times New Roman** font, **without formatting**, 10 pt. type size. Where emphasis is required, words should be underlined. Latin names and non-English tags or abbreviations should be in *italics*.
- **Photographs are welcome**, but should be submitted separately from typescript, as attached JPEGs (preferably), GIF or BMP files, at least 300Kb in size, and preferably 1Mb or larger. These may be submitted by email, or via Dropbox if large files. Full details of captions intended should be included, along with the copyright owner (usually the photographer), for acknowledgement.
- **Line illustrations are also acceptable**, and should either be submitted as electronic JPEG files (as above), or, if only available as hard copy, as clear, black and white drawings on good quality paper. Line thickness should be adequate for any likely reduction to the relevant size in the journal, to avoid loss of detail. If relative scale is important, a scale bar in millimetres/centimetres should be included (not given as '2 × etc.). Details of copyright should be supplied.
- *BSBI News* currently follows the **English and scientific names** used in C.A. Stace *New flora of the British Isles* (3rd edition) (2010). Authorities of scientific names are not necessary, unless a name not available in this publication is being discussed.

Finally, we do want to encourage beginners and others to think about sending in contributions. The journal is not all about experts! So, have a go and submit something you think will interest others.

Trevor James, Receiving Editor