

GUIDANCE 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 six weeks before that issue is due to appear, i.e. end of November, end of February, and end of July.

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 and informative that they would like to share with others and this newsletter is meant to be a forum for such material. When submitting an article the following recommendations will, if followed, make the editor's job that much easier.

Submitting articles

1. Keep it short and to the point. 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. Photographs are now an important part of the *News*, so please consider if you have any suitable photographs that will help to convey your message.
2. The best way to send in material is to email the editor and attach to this the proposed article, letter or note as a Microsoft Word document together with any photographs. The Word document should include only minimal formatting (e.g. italics), do not try to emulate the printed style of the *News* as this is carried out separately. Any images should be sent as high resolution jpegs. Please ensure that the images are sent as separate files (however, it may be useful to embed smaller versions in the Word document). Please contact the editor if you are planning to submit graphs, maps or other graphics or hand-drawn illustrations.
3. Scientific names must conform to Stace's *New Flora of the British Isles* (edition 4) 2019, 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 included in these books, but if the taxon is not included in any of the above then an authority should be given. 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 in brackets after the scientific name, e.g. *Ranunculus acris* (Meadow Buttercup), except sometimes in long lists of species.

4. References should follow the following format:

Walker, K.J., Stroh, P.A. & Ellis, R.W. 2017. *Threatened plants in Britain and Ireland*.
BSBI, Bristol.

5. If in doubt about the level and style of contributions, the best approach is to look at recent back issues of *BSBI News*. If you need further guidance please contact the editor, who will be happy to help.

6. All contributors will receive, if time allows, an electronic (pdf) proof for checking, so that you will be able to see what your contribution looks like before it is printed and will have the opportunity to make changes at that stage.

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