

***The Naturalist* - Guidance for authors (Updated June 2016).**

The Editorial Board welcomes articles on any aspects of natural history pertaining to Yorkshire and the north of England. Contributors should indicate whether they wish their manuscripts to be subjected to anonymous peer review. All other manuscripts will be reviewed by the Editorial Board who, at their discretion, may send them to third parties for comment and advice.

Original articles should be submitted electronically as an MS Word document to Dr A. Millard at: editor@ynu.org.uk. Please incorporate the author's surname in the names of all files submitted.

If electronic submission is not possible, contributions should be sent to Dr. A. Millard, Woodland Villas, 86 Bachelor Lane, Horsforth, Leeds LS18 5NF (Tel. 0113 258 2482)

Contributors should ensure the accuracy of reference citations. The Editorial Board and Council accept no responsibility for opinions expressed by contributors.

Copy Dates: April issue - 14 February; August issue - 14 June; December issue - 14 October

Please look at a recent issue of the journal for a general idea of how to present your article but use the style guide below for more detailed information on formatting and style.

Style Guide

Main text

- This should be in Calibri 11pt, single spacing, justified and with a single line space between paragraphs. Please do not add any formatting to paragraphs.
- There should only be a single space after full stops and commas etc.
- No indenting at start of paragraph.

Titles and sub-headings

- Titles of articles should be in Calibri 15pt bold.
- Authors may choose how their name and contact details are written, although it is not necessary to include all of: postal address, email and telephone number. (2 items max). Author details should be separated from the article title by a single line space. Author names should be in Calibri 11pt bold and contact/address details in Calibri 11pt regular (not bold).
- Sub-headings should be in Calibri 11pt bold with no space between sub-heading and paragraph text.

Names of organisms

- Vernacular names should have capital initial letters e.g. Common Rockrose, Red Kite. The recommended source for vernacular names is the NBN Gateway, accessible at: <http://www.nbn.org.uk/>
- First mention may have scientific name in italics immediately following e.g. Red Kite *Milvus elegans*. Alternatively, if all species referred to in the article are also listed in a table(s), the use of the scientific name can be restricted to the table(s)
- Future mention should use the vernacular name where one is available. Naming authorities should not be included except in articles of a taxonomic nature.

Authorities should not be included in titles.

Units

- In text, units should immediately follow the number (no space), with no stop after the unit. e.g. 10mm

Tables

- Tables should use MS Word table format. Alternatively, separate the column entries in a single row with commas and enter a paragraph mark at the end of the row. Please do NOT use tabs to separate the columns of the table.
- Tables should be able to fit comfortably within the width of the B5 page, although consideration will be given for larger tables to be shown in landscape orientation, although this should be avoided if at all possible.
- Table cell borders (if present) should be in Light Grey.
- Table headings should be above the table, and each table should be numbered in sequence.
- Units should be in table row/column headers and should be SI units where possible, with standard abbreviations.
- Table contents should be in Calibri 10pt regular in most cases.

Figures

- Diagrams, graphs, images etc. should NOT be incorporated in the text but sent as separate files with a note in the text indicating their preferred location (although the Editorial Board reserves the right to change the location to fit with page breaks etc.).
- Captions to figures should not be incorporated within the figure file but sent in MS Word format.
- Good quality, high resolution images should be sent as .jpg files of at least 500kb.
- Captions for all figures (diagrams, graphs, images etc.) can be included at the end of the MS Word document containing the main text (or in a separate MS Word file).
- In the case of images, please incorporate within the caption the name of the person to whom the image should be attributed.

Grid references

- Grid references should include the 100km square letters.
- 10-figure references should be rounded to 8-figures as the GPS system is not accurate to 1m (as would be implied by the use of 10 figures).

Abbreviations

- All abbreviations should have a stop after them (unless the abbreviation has the same final letter, e.g., Mr). Latin abbreviations should be italicised, e.g. *op.cit.*
- Any non-standard abbreviations should be explained, as should all acronyms, on first use.

Quotation marks

- Single quotes may be used to emphasise words or phrases in the text e.g. 'style guru' but please use sparingly.
- Double quotes should be used for quoted text or speech.

References

- References should be in 10pt Calibri.
- Citations in the text should be in the following forms, as appropriate: Johnson (1995), Harms & Johnson (1992), or (Johnson, 1995), (Johnson *et al.*, 1998), or (Miller, 1988; Johnston, 1998, 1999).
- References in a list in the text should be in chronological order.
- References in the list at the end of the article should be in alphabetical order with a hanging indent of 1.25cm and adhere to the example formats given below

Billard E., Serrão E.A., Pearson G.A., Engel C.R., Destombe C. & Velaro M. (2005) Analysis of sexual phenotype and prezygotic fertility in natural populations of *Fucus spiralis*, *Fucus vesiculosus* (Fucaceae Phaeophyceae) and their putative hybrids, *European Journal of Phycology*, 40, 397-407, available at <http://www.insertwebsitehere.com/article/article>, last accessed on 03/01/2011

Davis P.S. & Horne D.J. (1985) George Stewardson Brady (1832-1921) and his collections at the Hancock Museum, Newcastle-upon-Tyne, *Journal of Micropalaeontology*, 4, 2, 141-152.

Smith-Vaniz W.F. (1986) Carangidae, in Whitehead P.J.P., Bauchot M.L., Hureau J.C., Nielsen J. and Tortonese E. (eds) *Fishes of the North-eastern Atlantic and the Mediterranean Vol II* p 832. UNESCO, Paris.

Wheeler A.C. (1969) *The Fishes of the British Isles and North-west Europe*, Macmillan, London.

- Titles of books etc mentioned in the text should be in italics (not in quote marks).
- Email and website addresses should not be in a different colour, font etc. Correct this tendency using Format – Character – Hyperlink and deleting the URL.

Appendix: Hints on writing Excursion Reports

Do not let any of the guidance above discourage you from writing and submitting a report. The Editors are grateful to all writers of reports and the individuality and variety of the different reports is an important part of their significance and interest.

- Concentrate on notable, unusual or otherwise significant and interesting items.
- Avoid mere lists of common species, e.g., by simply stating the number of such species recorded and noting anything of particular interest (e.g., unusual habitat, number or activity) about any individual species.
- Avoid descriptions of sites or locations merely echoing the Excursion Circular. But descriptions of striking or particular features, habitats, etc., relevant to particular records are desirable.
- As far as your individual style allows, follow the journal's editorial and house style re. the use of vernacular and scientific names.