

Bulletin of the Natural History Museum, Botany Series

Instructions to authors

AIMS AND SCOPE

The Natural History Museum publishes four Bulletins biannually: Botany, Entomology, Geology and Zoology. The Botany Bulletin publishes papers relevant to the taxonomy of all plant groups, particularly those based on the work or collections of the Museum.

SUBMISSION OF PAPERS

Where possible, a proposal form (available from the [Editor](#)) should be completed and submitted in advance of the manuscript. This is especially important in the case of long papers. Authors should submit the manuscript on disk and with two printed copies to the Editor (address on front cover). Authors should indicate on the disk label the software programme used and the name of the files containing the text. Only papers in English will be accepted. Manuscripts must be printed on one side only of A4 size paper, double-spaced throughout. Margins should be at least 2.5 cm wide. All pages should be numbered. When preparing manuscripts, authors should consult recent copies of the Bulletin and follow the style as closely as possible. Authors are also requested to follow the instructions below and manuscripts that do not conform to these guidelines will be returned. All papers submitted to the Bulletin will be subject to appropriate internal and external refereeing.

PROOFS, OFFPRINTS, COPYRIGHT

Authors will receive the first (page) proof, but second proofs will not normally be sent. Twenty-five reprints will be supplied free of charge, and an order form for the purchase of more reprints (minimum of 25 extra) will be sent with the proofs. Authors who are not members of staff will normally be required to assign copyright to the Museum. A letter of agreement will be sent with the first page proofs covering the copyright situation.

MANUSCRIPT

TITLE PAGE

Title - should be concise and include name of family or higher taxon, where appropriate. Authorities for names of plants should be excluded. Papers in numbered series are not accepted.

Authors names - should preferably appear in full, followed by the full institutional address.

Synopsis - A brief summary of the paper which should not include references.

Table of contents - Only first and second order headings should be included.

TEXT

Headings - The hierarchy of headings should not exceed three. Main headings in caps, subordinate headings in bold lower case or italics, all ranged left.

Paragraphs - first paragraphs should be full-out and subsequent paragraphs beneath a heading indented.

Scientific names - in italics. Cite authors of all specific and infraspecific taxa when first used in text.

Genus names - in full where first used within each paragraph.

Male and female symbols within the text should be flagged somehow within curly brackets to enable setter to do a swift global search.

Author abbreviations - follow Brummitt, R.K. & Powell, C.E. (Eds). 1992. *Authors of plant names*. Kew.
Place names - spell as in the latest comprehensive edition of *Times atlas of the world*, or maps of the Ordnance Survey. Avoid anglicized names of foreign localities.

Dates - follow the sequence of day, month, year, in the form 25 December 1993.

Measurements - in metric, using the appropriate abbreviations without a full stop (e.g. 6 mm).

Collectors' names - in italics, with collecting numbers in roman.

Herbaria - use abbreviations in the latest edition of *Index herbariorum*.

Contractions - no full point (e.g. Dr, Mr, St)

Abbreviations - common abbreviations or foreign words should be in roman, except c.

Quotes - single quotes have preference over double quotes.

Z spellings - should be used (e.g. colonise, not colonize).

Keys - should be bracketed. Plant names should be in bold, roman, lower-case.

Genera and species - in systematic accounts taxa should be numbered. Genera should be given roman numbers, and sections and species Arabic, not in bold. A genus heading should be in bold caps roman, a species heading in bold, lower-case roman.

Synonymy - arranged in chronological order or in paragraphs under each basionym (in date order), with combinations separated by a dash. References must be included within the synonymy. Titles of books should be abbreviated according to Stafleu & Cowan's *Taxonomic Literature*, 2nd ed., and periodicals should be cited in full or abbreviated according to *Botanico-Periodicum-Huntianum* (B-P-H) and *Supplement* (B-P-H/S).

Descriptions - start full-out. Side headings under a species should be in caps and small caps followed by a stop, e.g. Distribution.

ILLUSTRATIONS

Whenever possible, a full page of artwork should be presented which only has one level of reduction, i.e. where four figures are to appear together they should all have a reduction of 40%, for example, rather than 75%, 60% and 50%. The reduction of each figure must be indicated clearly. Maximum size of artwork for use of flatbed scanners is A3. Larger artwork has to be reduced photographically prior to scanning, therefore adding to expense. Figures should be designed to go across single (84 mm wide) or double (174 mm wide) column width of the journal page, type area 235 × 174 mm.

All illustrations will be called Figs. Each should be numbered in sequence and identified on the back with the name of the bulletin, the author's name and the figure number. All figs should be referred to in the text by their number and their approximate position indicated in the margin of the manuscript. All artwork must be free of pencil, glue or tape marks.

Drawings - should be in black on white card, with a line weight and lettering suitable for the same reduction throughout (ideally not more than 40%). After reduction the smallest lettering should not be less than 10pt (3 mm). Tracing paper should ideally be avoided because of the possibility of shadows when scanned.

Photographs - should be prepared to the final size of reproduction, mounted on stiff card and labelled with press-on lettering (Letraset). After reduction the smallest lettering should not be less than 10pt (3 mm).

Photos, when components of figure plates, should be abutted, trimmed as regular rectangles or close trimmed up to edge of specimen. They can be mounted on white or black background; a black background must be evenly black all over; any background must be free of all pencil and glue marks within the image area. Joins can be removed at the scanning stage but at extra cost. Cropping instructions, if any, should be indicated on an overlay or marked on a photocopy of the figure.

All drawings and microphotographs should have a scale.

REFERENCES

Text references - should be cited in the following form: Smith (1990) or Smith (1990: 345) or (Smith & Thomas, 1845; Davidson, 1901). Note that joint authors are separated by '&'. When papers are by three or more authors, abbreviate to the first name and 'et al'.

The list of references should include all publications cited in the text but only these. Entries should be in alphabetical order by author. If two or more citations by the same author or authors (names in same order), list chronologically. Subsequent works by the same author in the same year should be indicated by *a*, *b*, *c*, etc., e.g. White 1972*a*. Use a long dash for repeated author(s).

Books - give title and the first place of publication only. The publisher should not be included.

Periodicals - titles in full.

References should conform as closely as possible to one of the following styles:

- Knapp, S. & Helgason, T.** 1997. A revision of *Solanum* section *Pteroidea*: Solanaceae. *Bulletin of the Natural History Museum, Botany* **27**: 31-73.
- Henssen, A. & Jahns, H.M.** 1973 ['1974']. *Lichenes*. Stuttgart.
- Mellanby, K.** 1970. *Pesticides and pollution*. 2nd ed. London.
- White, F.** 1978. Chrysobalanaceae. In E. Launert (Ed.), *Flora zambesiaca* **4**: 33-48. London.
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