

Authors Guide:
Transactions of the Natural History Society of Northumbria
Northumbrian Naturalist

(Last Revised: Sept 2015)

The *Northumbrian Naturalist* is published by the Natural History Society of Northumbria (NHSN) as continuation of its *Transactions*, a publication series which dates back to 1829. NHSN is a registered charity, number 526770.

The *Northumbrian Naturalist* is read by over 700 members of the Natural History Society of Northumbria, it is held in local libraries in the North East of England and distributed on exchange to over 60 other institutions around the world, it is held on the EBSCO Information Services system and it is also sold in small numbers to the wider public.

This guide is intended for authors who are considering submitting a paper for inclusion in the *Northumbrian Naturalist*.

Contents

1. CONTACT DETAILS

2. GENERAL INFORMATION

3. SUBMISSION OF COPY AND PRESENTATION

4. SEQUENCE AND FORMAT OF PAPERS

- 4.1 All Papers Should Follow This Arrangement:
- 4.2. Title, Author's Name and Address For Correspondence
- 4.3. Abstract/Summary

5. TEXT

- 5.1 Main Headings
- 5.2 Subheadings
- 5.3 Citation of published sources
- 5.4 Abbreviations
- 5.5 Dates
- 5.6 Numbers
- 5.7 Units of Measurement
- 5.8 Times
- 5.9 Species Names
- 5.10 Place Names and Directions
- 5.11 Italics
- 5.12 Quotations
- 5.13 Spelling
- 5.14 Use of hyphens
- 5.15 Reference to the Author(s)
- 5.16 Use of Footnotes
- 5.17 Internet sources

6. ACKNOWLEDGEMENTS

7. REFERENCES

7.1 Citing Internet resources

7.2 Sources “in press”

8. TABLES

9. PHOTOS, GRAPHS, MAPS and ARTWORK

10. SHORT NOTES/SHORT COMMUNICATIONS

11. FINAL COPY, PROOFS AND CORRECTIONS

12. AUTHORS COPIES

13. INTELLECTUAL PROPERTY RIGHTS OF PUBLISHED SUBMISSIONS

1. CONTACT DETAILS

Contact e-mail address for the Honorary Editor: chris.redfern@ncl.ac.uk

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Great North Museum: Hancock
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Newcastle upon Tyne, NE2 4PT

Tel: 0191 232 6386

Web: nhsn.ncl.ac.uk

Email: nhsn@ncl.ac.uk

2. GENERAL INFORMATION

Northumbrian Naturalist provides an avenue for the publication of papers on natural history in its broadest sense. This is taken to include ornithology, botany, geology, entomology, mammalogy, palaeontology, zoology, ecology, the lives of past naturalists, their publications, correspondence and collections, and the institutions and societies to which they belonged.

Bibliographical papers concerned with the study of rare books, manuscripts and illustrative material, and analytical and enumerative bibliographies are also published. Short notes are also welcome (see below).

The main focus of the journal is the North East of England, either subjects relating to the region or from authors in the region. However we do publish papers on other areas as well.

Papers are considered on the understanding that they present the results of original research and that their contents have not appeared, or will not appear, elsewhere in substantially the same or abbreviated form, whether in English or in translation.

Papers are submitted for scrutiny to one or more referees and are evaluated by the Editor. A paper may be rejected without review when it is deemed inappropriate for the journal or of inadequate quality.

Papers should be as concise as possible. Preference will be given to papers not exceeding 10,000 words (including Notes and References). Short notes should contain fewer than 1,500 words (including Notes and References).

Papers should be suitable to be understood by a lay-person with a basic understanding of natural history.

Authors intending to submit papers exceeding 10,000 words should contact the Editor before submission. Long papers, if accepted, may be delayed in publication and, at the Editor's discretion, may be published in more than one part.

3. SUBMISSION OF COPY AND PRESENTATION

In the first instance we recommend that you contact the Honorary Editor to discuss your paper with them. The Honorary Editor will be able to provide advice as to whether your paper is likely to be published, timeframe for submissions, etc.

If you have already written your paper before reading this guide, we recommend that you submit your paper to the Honorary Editor before attempting to make any style or format changes. Once the Honorary Editor confirms that they would like to publish your paper they will ask you to amend your paper in line with this guide.

NHSN only accepts submission of electronic files. These can be submitted via email or on CD or memory stick to the addresses above.

The file names should be formed from your surname, plus, when relevant, the figure or table number and avoiding the use of spaces (for example, Nelson_text, Nelson_table1, Nelson_figure01).

Text should be submitted in Word (.doc) format or in an open-source format that can be converted to Word (.doc). This file should not include tracking or comments.

Text should be single line spaced, justified and in Times New Roman font. Please keep any formatting of text to a minimum. We have to combine many papers into one document with the same formatting throughout – as a result any formatting you do will probably have to be undone!

Illustrations (figures, diagrams, photographs, etc): each image should be sent as a separate file in high-resolution tiff or jpeg format.

It is advisable to send a separate e-mail to nhsn@ncl.ac.uk without any attached files informing the Editor that you have submitted a paper. This e-mail will be acknowledged.

The Honorary Editor reserves the right to request hard-copy of the text (including any tables) of any paper submitted by e-mail.

4. SEQUENCE AND FORMAT OF PAPERS

4.1 All Papers Should Follow This Arrangement:

Title

Author name(s)

Author address(es)

Address for correspondence

Email for correspondence

Abstract/Summary

Text

Acknowledgements

References

Figure legends

Tables

Appendices

Figures should not be embedded in the text but on separate pages at the end of the manuscript.

4.2. Title, Author's Name and Address For Correspondence

These should follow this arrangement:

Title

Author(s) name

Address

Email

The title should be in capital letters, bold, centred and in 12pt font size.

The authors name should be in title case, centred and 12pt font size. This should include the author's full Christian name and no punctuation. If there is more than one author these should be numbered in superscript.

The authors address should be centred and 10pt font size.

The authors email should be centred and 10pt font size.

Examples of the format for the title, author's(s') name(s) and addresses:

Papers with one author:

THE CRASTER SCRAPES REDSHANK *TRINGA TOTANUS* COLONY 1976-2010

Rab C Smith

The Smith Museum, Barras Bridge, Newcastle, Yorkshire NZ2 4PT
jsmith@museum.uk

Papers with more than one author:

THE CRASTER SCRAPES REDSHANK *TRINGA TOTANUS* COLONY 1976-2010

Rab C Smith¹ and Peter F Jones²

¹The Smith Museum, Barras Bridge, Newcastle, Yorkshire NZ2 4PT
jsmith@museum.uk

² 123 My Street, My Town, My County, PE14 8DF
pfjones2@blognet.com

4.3. Summary

A summary, not more than 250 words long, must accompany each paper (but not a Short Note). Font size should be 10pt.

5. TEXT

Font style should be Times New Roman, font size should be 11pt. Text should be justified and single-line spaced.

5.1 Main Headings

Papers should be divided into headed sections: Introduction, Methods, Results, Discussion, as appropriate.

Each heading should be in CAPITAL LETTERS, centre alignment. Example:

RESULTS

As appropriate to the paper, Results and Discussion sections may be combined, and in some cases alternative headings to the conventional ones above may be appropriate, but should be discussed with the Editor.

5.2 Subheadings

Subheadings should be left aligned in bold sentence case. Example:

Data from adjacent areas

The use of sub-subheadings should be avoided.

5.3 Citation of published sources

In the text, published works are cited by the Harvard system using, within parentheses, the author's surname and the year of publication, without a comma. An author's first name or initial(s) should only be used when two or more cited authors share a surname and their works were published in the same year. Two authors are cited thus: Smith and Jones (1890); the ampersand (&) must not be used. More than two authors are cited as Baker *et al.* (1996).

When more than one work by an author or authors is cited within the same parentheses, the years are separated by commas; and if also published in the same year they are distinguished by supplementary letters as, for example, Nelson 1980a, 1980b, 1980c. When more than one author's work is cited with the same parentheses, the citations are separated by semicolons: for example Nelson 1980a; Lucas 2007.

If it is necessary to cite the volume or page number(s), these follow the date and are separated from the date by a colon. Multiple citations should be separated by a semi colon. Examples:

Wheeler (1999) stated that

... found in Norfolk (Smith, J E 1805).

...found in France (Bardot 1988).

... donated by Smith and Jones (1890).

... and support was provided (Baker *et al.* 1996).

... as discussed by Smith (1982a, 1984b).

Nelson (1998a: 127; 1998b) ...

Jones (1854: 4: 270) stated ...

5.4 Abbreviations

Some latin or other abbreviations including e.g., i.e., & and viz. should not be used in the main text; abbreviations such as *ibid.*, *loc. cit.*, *op. cit.* should not be used when citing sources.

Exceptions are made for *etc.* and *et al.* (when citing publications by more than two authors). Common abbreviations for units of measurement are allowed, see 5.7 below.

You should not abbreviate *circa* (for example *c* etc). Either write out *circa* or use “approximately”, “about”, “round about” or “around”.

5.5 Dates

Dates are printed in order of day, month and year in the following format: 17 March 1999 or 21 March 2005, unless they are within quotations when the exact format of the original should be followed.

5.6 Numbers

Numbers one to nine should be written out but numerals used for numbers of 10 or more except when the number is at the beginning of a sentence, or when indefinite amounts are involved (“as twenty or thirty miles”).

Numbers above 999 (unless a date) should have commas, for example, 10,267; 3,456,907.

Number order should be written out up to and including thirty-first but after that these should be represented in numbers, for example, first, ninth, twenty-first, 33rd, 115th or 200th.

5.7 Units of Measurement

Use SI units only.

Use the common abbreviations for centimetres = cm, kilometres = km and millimetres = mm and there should be a space between the number and the abbreviation, for example, 12 cm; 25 km; 3 mm.

Metres should be written out and not abbreviated, for example, 5 metres (this is to avoid any potential confusion for the reader with miles).

Percentages should be abbreviated and there should be no space between the number and percentage character, for example, 16%

Temperature should be in Celsius and abbreviated as follows: 14 °C. Unless they are within quotations when the exact format of the original should be followed.

5.8 Times

The 24 hour system should be used, with a colon separating hours from minutes, for example: 02:45 or 17:25

5.9 Species Names

Species names should be written in title case, for example: Common Tern or White-beaked Dolphin. However when referring only to the family name this should be in lower case, for example: “a flock of terns.”

The species full Latin name must be included after the common name the first time that the species is mentioned in the paper and should be written in italics, for example: Common Tern *Sterna hirundo*. Any subsequent reference to the species should only refer to the common name.

If the species does not have a common name then reference should be made to the full Latin name on the first occasion. On subsequent occasions the family name/genera should be abbreviated, for example *S. hirundo*

Accepted zoological practice should be followed in citing the authority for, and date of, names. When a date is included in an authority the author's name is followed by a comma, for example, Gosse, 1859 or (Linnaeus, 1758). (It is not necessary to cite the sources for the authorities under References.)

The authorities for botanical names, when given, may be abbreviated, following R. K. Brummitt & C. E. Powell's Authors of plant names.

5.10 Place Names and Directions

Place names should be in Title Case, even if they are "local" names not formally recognised (for example local landmarks). Place names should be spelt according to the convention for that location, including the use of hyphens. For example Newcastle upon Tyne or Berwick-upon-Tweed.

Title Case should also be used for compass points when these are recognised formally as a geographic place or area, such as for:

Informal district names, for example:

the Eastern Townships
the South Shore

Specific geographic divisions, for example:

the Northwest Territories
North Tyneside

Political or administrative rather than simply geographic divisions, for example:

the North East
Western Europe

Compass directions should be lower case, for example, north, south, east and west. Abbreviations (N, S, NW, etc) should not be used. Hyphens should not be used when there are only two compass points, for example northeast or southwest. Use a hyphen after the first point when there are three points in the compass point, for example north-northeast or south-southwest.

5.11 Italics

Scientific names of animals and plants (genera and species) are printed in italics. The names of plant or animal families and higher taxa are in roman and must not be put into italics.

Titles of books and serial publications, both in text and references, should be in italics. Ships' names are also put in italics.

The use of italics for emphasis is not permitted.

5.12 Quotations

These should follow the original copy exactly in punctuation, spelling and, as far as possible, typography.

Short quotations should be enclosed in double quotation marks.

Quoted passages in excess of 50 words should begin on a new line, typed as a block and indented from the left text margin; quotation marks are not used for such passages.

5.13 Spelling

British English must be used. Please note that the word 'data' is plural.

5.14 Use of hyphens

Hyphens should only be used in compound adjectives to avoid ambiguity, and in compound nouns where appropriate.

For example, consider the following phrase: 'a heavy metal detector'. As written, this could mean a metal detector that is heavy, OR a detector for heavy metals. Clearly, it is ambiguous because it can be read in two ways. In the latter meaning the 'heavy metal' is a compound adjective and should be hyphenated for clarity.

5.15 Reference to the Author(s)

Generally, manuscript should be written in the third person: you should not refer to "I" or "we". You should refer to yourself as "the author" or "the authors".

5.16 Use of Footnotes/Notes

Footnotes are for communicating matter relating to the text and for citation of unpublished and manuscript sources. "Unpublished" work includes theses and dissertations, manuscripts, images and Internet pages. Footnotes are not used for reference to published sources.

Notes should be given as a series of numbered footnotes. In the text, notes are indicated with superscript numbers placed (usually) outside the relevant punctuation, for example, "Further details are available.³ However, ...".

Description of unpublished sources (including theses and dissertations) and material in archival repositories; authors must provide all the information necessary to ensure the correct later recognition and retrieval of each item. Most repositories issue advice-sheets on full citation, which should be heeded. When the names of individuals or repositories are repeated frequently within notes, abbreviations may be used; for repositories the official acronyms or abbreviations are preferred.

Examples:

²⁷ Public Records Office, Dublin: State Papers (hereafter PRO-SP) 12/43/1.

²⁸ J Cain to E C Nelson, pers. comm., 27 March 2002.

³⁰ S Holmes, 1985 The natural history of Baker Street. Unpublished doctoral thesis, University of Norfolk.

³¹ C Darwin to J S Henslow, 6 March 1839: original ms in Cambridge University Library; Darwin Papers, letter 56, f. 5.

For economy of space, when exactly the same information has to be cited more than once, the requisite note number should be repeated.

For reference to published archival materials (for example correspondence), authors may cite a particular item in Notes, but when the reference is a general one, the published work must be cited in the main text (using the Harvard system). Examples:

²¹ J D Hooker to C Darwin, 20 December 1859 (Burkhardt and Smith 1991: 7: 437).

²⁷ L T Gronovius, *Systema ichthyologicum*: original ms in The Natural History Museum, London. This manuscript was written between 1764 and 1777; the text was published by Gray (1854) but the illustrations have never been reproduced.

Unpublished personal communications by letter, e-mail or other means should be cited in footnotes. The communication must be precisely dated and the names of the individuals concerned must be given (except when the recipient is the sole author of the paper).

Examples:

¹ J Cain to E C Nelson, pers. comm., 27 March 2002.

² E C Nelson, pers. comm., 30 March 2002.

5.17 Internet sources

Citation of Internet-based sources is discouraged because of their fleeting nature in the long-term process of scholarship, however we recognise that information is increasingly being posted only on the internet and enables the reader easy access to these sources.

Changes to a website can result in long URLs no longer working even if the website itself is likely to be long-lived. If the material can be easily found via a search on the website we recommend that readers are directed in this manner. Citations to Internet materials should be treated in the same manner as manuscripts, and must be included in footnotes in the following format. The date when the site was first published (if known) and date of access should be included, for example:

³ URL (accessed 12 March 2012) British Trust for Ornithology website www.bto.org.uk (Smith, J, 2010 “Migration patterns of passerines”).

6. ACKNOWLEDGEMENTS

These are treated as a separate section, with the heading ACKNOWLEDGEMENTS in capital letters, centred in the page.

7. REFERENCES

All published sources cited, named or noted must be listed alphabetically by surname under the heading REFERENCES (in capital letters and centred on the page) and should be presented as follows:

Author's surname is provided in block capital letters, followed by a comma and then initials. The name of an editor or translator is indicated by inserting “(editor)” or “(translator)” in parentheses between the initials and date. Do not abbreviate these words.

A publication without an author's (or editor's) name is to be cited as Anonymous (in full; not by “Anon.”).

Dates should be enclosed in parentheses and are followed by a full stop. When a printed work is not dated, and the date of publication cannot be determined, use “(no date)”.

Titles of serial publications and books should be put italics, and decapitalised except for proper names, or when linguistic customs require capital initial letters, or in two word titles when the first word is the definite article (for example, *The Times*, *The Zoologist*, *The Ibis*). Please take careful note of the punctuation in the following examples:

Examples of references for journal articles and research papers:

Note: The volume number should be bold.

ANONYMOUS (1845). Heathers in North America. *The gardeners' chronicle* 4 May, 356.

HERBERT, W (1847). A history of the species of *Crocus*. *Journal of the Horticultural Society of London* **2**: 249–293.

LUCAS, A M (2003). Assistance at a distance: the production of *Flora australiensis*. *Archives of natural history* **30**: 255–281.

PADEN, W D (1964). Arthur O'Shaughnessy: the ancestry of a Victorian poet. *Bulletin of the John Rylands Library* **46**: 429–447.

SMITH, J E, JONES, D L, SMITH, P and SMITH, Z (1989). Honey production in Afghanistan. *The Beekeeper* **45**: 129–345.

Examples of references for books.

Note: The place of publication (in modern English form) is included but usually not the publisher's name, nor the number of pages.

BURKHARDT, F and SMITH, S (1991). *The correspondence of Charles Darwin*. Volume 7. 1858–1859. Cambridge.

LINNAEUS, C (1753). *Species plantarum*. Stockholm.

WORDEN, F G, SWAZEY, J P and ADELMAN, G (editors) (1975). *The neurosciences: paths of discovery*. Cambridge, Massachusetts.

Example for when a publication date is not explicit, but is deduced or obtained from another source:

EWEN, A H and PRIME, C T (editors) [1975] *Ray's flora of Cambridgeshire*. Hitchin.

Example for reference to a book article or chapter:

DAVIES, G L (1985). Astronomy, geology, meteorology, pp 247–274 in O'RAIFEARTAIGH, T (editor), *The Royal Irish Academy: a bicentennial history, 1785–1985*. Dublin.

7.1 Citing Internet resources (see also above, under 5.15)

In general URLs should not be cited when the Internet resource is, for example, an electronic version of a book or periodical; in these instances the works are to be treated as publications and the URLs are omitted. However, where the source is only published electronically then it should be cited accordingly.

Example:

NATURAL ENGLAND (2013). Great Crested Newt Mitigation Guidelines. URL: Natural England website www.naturalengland.org.uk (accessed 12 March 2013).

Continually updated e-resources, such as the Oxford dictionary of national biography, should be cited from those sources rather than the printed version because the e-resources are more up-to-date. The access date must be stated. Example:

DRAYTON, R., 2004 Lindley, John (1799–1865). Oxford dictionary of national biography. (URL: www.oxforddnb.com/view/article/16674 accessed 15 February, 2006).

7.2 Sources “in press”

Works that have been accepted for publication, but are not yet published, should be cited as “in press”, and place of publication, or the journal title and, if known, the confirmed date of publication and volume number should be included. For example:

JOSEPH, L., 2002 (in press) Bird specimens figured by Thomas Bewick surviving in the Hancock Museum, Newcastle Upon Tyne. *Transactions of the Natural History Society of Northumbria*.

Works that are in preparation should not be cited.

8. TABLES

The print area of a page is normally 20 × 13cm; this proportion should be kept in mind when preparing tables.

Tables must be numbered sequentially with Arabic numerals. Each table must have a separate number. In the text, references to tables should be to Table 1, and so on. Where there is no direct reference to the table in the text but the author wishes to draw the readers attention to the table this should be done by putting the table reference in brackets, for example:

The breeding success in 2012 was the highest for 5 years (Table 2).

Data collected for the Farne Islands (Table 3) shows that it is the best breeding site for Grey Seals in the North East.

Table captions should go above the table and begin with the word “Table” and the number in bold, followed by explanatory text in sentence case. The font size should be pt9. For example, **Table 2.** Number of species in the study area.

The table format should be designed to make the table easily legible for the reader. For economy of space you may be permitted to use abbreviations or other changes to grammar or style not normally allowed in the text. You should not use double lines as borders but greyscale shading is permitted if it helps to make the table more legible, for example:

Table 4. Migrant arrival dates in 2011.

Species	First Date	Last Date	Status
Cuckoo	01 April	23 Sept.	Common-Declining
Swallow	03 Aug.	14 Oct.	Abundant-Increasing

9. PHOTOS, GRAPHS, MAPS and ARTWORK

When submitting a paper, all photos, graphs, maps or artwork must also be submitted at the same time and as separate files of the appropriate format. For reproduction purposes the larger the file size of the image the better. If you are unable to email large files then please submit them on a cd or email them via a file sharing website such as SendSpace.

Figures (low resolution versions) should also be included in the manuscript for review purposes.

Due to costs figures may be reproduced in black-and-white or as half-tones (greyscale) in the printed issue and we cannot guarantee that colour will be used. Please bear this in mind when creating any graphs or maps. If you feel it is essential that any of your figures is reproduced in colour please tell us when you submit your paper.

The print area of a page is normally 20 × 13cm; this proportion should be kept in mind when preparing figures. Particularly the legibility of any detail or legends on graphs.

Figures must be numbered sequentially with Arabic numerals. In the text, references to illustrations should be to Figure 1, and so on, and all Figures and Tables must be referred to in the text. For example:

The breeding success in 2012 was the highest for 5 years (Figure 2).
Data available for Gosforth Park (Figure 3) show that Reed Warbler numbers have increased higher than the national average since 1996 (Figure 4).

A separate page of Figure legends should be included in the manuscript as described in section 4.1.

Figure captions begin with the word “Figure” in full and in bold, followed by explanatory text in sentence case. The font size should be pt10. For example, **Figure 2.** Map of the study area

For any photos, graphs, maps or artwork that are not your own you must secure permission to use these in the *Northumbrian Naturalist* before you submit them to us. If there are any copyright restrictions, for example the need to credit the copyright holder, you must tell us when you submit your paper. Do not include images from Google Maps/Earth unless you have written permission from Google to do so.

References to other publications within figure should use the same style format as in the main text. Full publication details must be provided in the References. Acknowledgement of copyright and permission to reproduce an image should be included in a figure legend, in the form required by the copyright owner. Examples:

Figure 1. Illustration from H. Saunders’s *An illustrated manual of British birds* (1899). (Reproduced by permission of the Natural History Museum, Glasgow.)

Figure 2. *Magnolia campbellii*; original painting in Chinese ink, 1988. © W. Williams (reproduced by courtesy of the artist).

10. SHORT NOTES/SHORT COMMUNICATIONS

For short notes or short communications all the rules set out apply. However there is no need for a summary/abstract and Subheadings should not be used.

11. FINAL COPY, PROOFS AND CORRECTIONS

After a paper has been formally accepted for publication, it is the author’s responsibility to produce fully corrected final text in exact accordance with the style for *Northumbrian Naturalist* set out in this guide.

The author’s final text will be edited and copy-edited; the authors will be asked to approve any major changes at this stage. The NHSN will then produce an electronic version of the final document ready for print; a PDF proof will be created and will be e-mailed to the author(s) for review. Due to tight timescales for publication authors may be required to respond within 48 hours.*

*If authors fail to respond in the required time then NHSN reserves the right either not to publish those papers or to proceed to publishing without the author’s confirmation.

12. AUTHORS COPIES

Each author is entitled to 6 copies of the published document providing that they collect these from the NHSN office (in the event that collection is not possible 2 copies can be sent by post). Every author will also receive a PDF copy of the published document via email.

If any author requires more than 6 copies they should discuss this with the Honorary Editor when they submit their paper.

13. INTELLECTUAL PROPERTY RIGHTS OF PUBLISHED SUBMISSIONS

Intellectual property rights of papers published by the NHSN must be assigned to the NHSN, or an exclusive royalty-free licence must be granted.