

## **Guidelines for Authors**

Please follow the below guidelines for submitting articles to NatSCA News. For further information, please contact the Editor: editor@natsca.info

### **Submitting articles to NatSCA News**

NatSCA news appears three times a year. Issue deadlines are available on request from the Editor. Articles should be submitted no later than three weeks before the publication deadline.

Conference reports, meeting write ups, news and views can be included and should be sent to the Editor no later than three weeks before the publication deadline.

### **Bursaries**

NatSCA is pleased to receive contributions, but cannot pay for articles submitted. Bursaries can be requested to help cover the costs of attending meetings, seminars or conferences. Successful bursary applicants will be required to write an article for the next NatSCA News as a condition of acceptance. This can be a review of the event attended, or an article about a project you have been working on. Please discuss with the Bursary Committee/Editor beforehand.

### **Submitting an article; Text**

- All articles should include an Abstract briefly summarising the content of the article, including keywords.
- All articles should be submitted electronically either on disc or by email to the Editor (editor@natsca.info).
- Articles should be sent in PC Word format (**not** the new version of Word 2007). Please name your files with the first author, year of submission and content, e.g. Smith09Text.
- All text should be in Times New Roman font, at 10 points.
- The names of animal and plant species should be in Italics and the authority name given in full for the first time used, thereafter they may be omitted. Scientific names should follow the most recent relevant codes, e.g. ICZN, ICBN.
- The author will receive a \*PDF proof of their article before the issue is sent to the printers. It is the authors' responsibility to check the article is ready for print by the deadline given by the Editor.

### **Submitting an article; Images**

- All images must be sent separately, and not embedded in your document, as tiffs/jpegs at 300 dpi. Images should be labelled with the name of the author, year of submission and figure number, e.g. Smith09Fig1, etc.
- All figure captions should be in full and in the main body of the text where you want the images to go.
- Images which need to be printed in colour should be discussed with the Editor prior to submission.
- If colour printing is preferred, but is not essential to the sense of the paper, there is the option of the author paying for colour printing,. We will always try to print articles in colour when necessary.

### **Submitting an article; References and footnotes**

- All references should be given in full at the end of the paper using the Harvard referencing system (i.e. author, initials, date, title, reference).
- Footnotes will not be accepted. Include important data within the body of the text or omit.

### **Further information**

- Back Issues of NatSCA News are available free on the NatSCA website. The PDF's of the latest issues are updated every April. All PDFs on the website are in full colour where available.
- A full author and subject index is available to browse on the NatSCA website, and is updated every April.
- Opinions expressed in the Newsletter are not necessarily those shared by the NatSCA Committee, the Editor or the membership at large.
- NatSCA reserves the right not to publish article which may not be suitable and may also require more articles to be peer reviewed prior to publication.
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Authors will receive:

A free colour \*.pdf of the article, or a copy of the journal, or xx reprints (whichever applies)