

# Archives of natural history

## *Instructions to authors*

(updated 4 March 2003)

Contact postal addresses for the Honorary Editor (email: [editor@shnh.org](mailto:editor@shnh.org) or [shnh@zetnet.co.uk](mailto:shnh@zetnet.co.uk)) and Book Reviews Editor (e-mail: [books@shnh.org](mailto:books@shnh.org)) may be found on the Society's website ([http://www.shnh.org/ABT\\_council.html](http://www.shnh.org/ABT_council.html)).

*Archives of natural history* (formerly *Journal of the Society for the Bibliography of Natural History*) provides an avenue for the publication of papers on the history and bibliography of natural history in its broadest sense. This is taken to include botany, geology, palaeontology and zoology, the lives of naturalists, their publications, correspondence and collections, and the institutions and societies to which they belong. 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). 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 which are primarily concerned with **nomenclature or systemic revisions** cannot be considered.

Papers are submitted for scrutiny to one or more referees and are evaluated, with these reports, by the editors. Authors can expect a report from the editor on the suitability of their submission, with a summary of pertinent comments from referees, and amendments may be requested or required. The Honorary Editor may reject a paper without review when it is deemed inappropriate for the journal or of inadequate quality. No paper is published without the formal, written acceptance of the Honorary Editor, and the signing of an exclusive publication agreement by the author(s).

Authors should study these instructions carefully and present their papers in the exact style required by *Archives of natural history*. Papers not conforming to the journal's style may be returned to authors for amendment *before* consideration for possible publication.

Papers should be as concise as possible. Other matters being equal, preference will be given to papers not exceeding 10,000 words (including notes and references). Short notes should contain fewer than 1,500 words.

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 two parts within *Archives of natural history*. **Page charges** may also be levied on these papers.

### **1. Submission of copy and presentation**

a. Two (2) copies of the typescript (see sections 2, 3, 5 & 6) and of all intended illustrations (see section 4) should be submitted to The Honorary Editor, *Archives of natural history*, Society for the History of Natural History, c/o The Natural History Museum, Cromwell Road, London SW7 5BD. *Archives of natural history* does not accept submission by fax or e-mail attachment.

The total number of words, including references and notes, should be printed at the end of the typescript.

b. After a paper has been formally accepted for publication, final copy will be required in two forms: (1) a double-spaced, corrected typescript; (2) a computer file (see 8a below). Authors unable to provide a computer file should inform the Honorary Editor when they submit their papers; they will be asked to provide a fully corrected typescript, entirely free of manuscript alterations, suitable for scanning.

Authors must retain a copy of their paper for reference and for use when proof-reading.

c. Typescripts must be double spaced throughout, including notes and references, using A4 (208 x 298mm) or equivalent paper. All pages must be numbered. One side of the paper only should be used. All margins should be at least 30mm (1 inch) wide. Text, notes and references should be fully justified. The abstract and keywords (see section 2) must be printed on a separate page, numbered serially with the rest of the paper.

d. Papers exceeding five typescript pages should, for preference, be divided into headed sections, each heading and subheading to be aligned on the left hand text margin. Headings should be in capital letters. Subheadings should not be in capital letters.

e. Explanatory notes are to be presented as endnotes, not footnotes. For the presentation of notes and references see 5 and 6 (below).

## 2. Title, abstract and Keywords

a. The title should be informative and concise. The title is not printed in capital letters. The author's name is printed in capital letters. The institutional affiliation or private address should appear on a single continuous line beneath the author's name. If another address is preferred for correspondence this should be given in parentheses. E-mail addresses may also be given, in parentheses, after the main postal address.

Example:

**The fate of Marmalade Duke's collections**

L. SMITH

The Hancock & Wear Museum, Barras Bridge, Newcastle, Yorkshire, NZ2 4PT (e-mail: mushan@barras.ac.zn).

b. The format of the title, author's name and address in a Short notes is different. The title is given first, followed by the text. Subheadings should not be used. Notes, acknowledgements and references follow the text, with headings in capital letters. The author's name ( in capital letters) and address are printed at the end. A short note does not have an abstract or keywords.

c. An abstract, in English and not more than 200 words long, must accompany each paper. This must be printed on a separate page. The abstract should be a concise summary of the paper's contents and conclusions. Abstract are posted on the Society's website at the time of the paper's publication.

Authors whose first language is not English are invited also to provide an abstract and keywords in their own language. These will be printed in *Archives of natural history*, following the English abstract, and will also be posted on the Society's website at the time of the paper's publication.

d. Keywords follow the abstract and enable the identification of the paper's subject matter in retrieval systems. Not more than six (6) keywords (or phrases), separated by hyphens, should be provided. Key words should *not* duplicate words or phrases in the title.

Example:

Keywords: *Erica* – Ireland – history of collection

## 3. Conventions

a. Scientific names of animals and plants are printed in italics (or underlined). The names of plant or animal families are printed in roman and must not be put into italics (or underlined). Accepted zoological or botanical practice should be followed in citing the authority for, and date of, scientific names. Acronyms of herbaria should be enclosed in parentheses, e.g. (DBN).

Papers submitted to *Archives of natural history* should not include discussion of nomenclatural matters (see 10 below)

b. Titles of books and serial publications, both in text and references, should be printed in italics (or underlined). Ships' names are also to be printed in italics (or underlined).

c. In the text, published works are cited using, within parentheses, the author's patronym (surname) and the year of publication; an author's first name or initial(s) should only be used when two or more authors share a patronym. When both the author's name and the date are enclosed within parentheses, they are separated by a comma. When more than one work by an author was published in the same year, a sequence of lower case letters should be appended to the date to distinguish each work (e. g. 1980a, 1980b, 1980c). When more than one author's work is cited, the citations are separated by a semicolon.

When citing volume or page number(s), these follows the date and are separated from the date by a colon.

#### Examples

Wheeler (1999) stated that ...

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

... and support was provided (Baker, 1996) ...

... career (Turner, 1979, 1980; Pettigrew, 1979).

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

Jones (1854: 4: 270) stated ... – thus the reference is to page 270 in volume 4 of Jones (1854)

d. Quoted matter should follow the original copy exactly both in punctuation, spelling, and as far as possible typography. Short quotations should be enclosed in double quotation marks. Quoted passages in excess of about 100 words should commence on a new line and be indented from the text margin; quotation marks are *not* used for such passages.

e. Dates are printed in the form day month year, without punctuation or abbreviations – e.g. 17 March 1999, March 1999 (not 17<sup>th</sup> March 1999, or March 17, 1999) – unless these are within quotations when the exact format of original should be followed.

f. Numbers are printed in Arabic numerals. Roman numbers are not used except within quotations and for royal titles (e.g. Henry VIII). Use words for the numbers 1 to 12 inclusive (unless in dates, etc.). Numbers above twelve should not be written out except when the number is at the beginning of a sentence, or when indefinite amounts are involved (e.g. “as twenty or thirty miles”). Numbers above 999 (unless a date) should have commas as separators (e.g. 10,267; 3,456,907).

#### 4. Figures and illustrations

When a paper is submitted for consideration, all illustrations should be provided as fine-quality photocopies. High-quality images or original artwork will be required only when a paper has been formally accepted. Normally, original line-drawings and photographic prints are preferred, but computer files containing scanned images may be acceptable when the scans are of sufficient quality. Instructions for preparing computer files and scans will be provided by the Honorary Editor when a paper is formally accepted. Some preliminary guidance is provided in 4f below.

a. Figures are reproduced in black-and-white or as half-tones (greyscale). Authors who wish to include full-colour illustrations will be required to meet the cost of printing *each* colour page. The Honorary Editor will advise authors about the costs.

b. The print area of a page in *Archives of natural history* is 20 x 13cm; this proportion should be kept in mind when preparing figures.

c. Illustrations must be numbered sequentially with Arabic numerals. In the text, references to illustrations should be to Figure 1, etc. Figure captions begin with the word "Figure" in full. References within captions to other publications may include the author, title, and date of publication. Full publication details must be provided in References. Acknowledgement of copyright and permission to reproduce an image should be included in a caption, 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).

d. Photographs should be submitted as high-quality black-and-white prints. Special instructions about reduction or enlargement of an image must be sent with the image when it is submitted to the Editor.

e. Illustrations drawn by hand should be in Indian ink on Bristol board or high-grade paper. Computer generated artwork is acceptable. The size of any lettering or numbering should be kept in mind if reduction is required. Special instructions about reduction or enlargement of an illustration must be sent with the illustration when it is submitted to the Honorary Editor.

f. Electronic images. File format must be Tagged-Image File format (\*.tiff/\*.tif) for Windows or Adobe Photoshop format (\*.psd). Photographs should be scanned at a resolution of 300 pixels per inch (ppi), as a minimum, and must be cropped as required. Line-drawings should be scanned at a resolution of 600 ppi resolution, as a minimum, and 1200 ppi is preferred. Files must be supplied on CD-ROM or diskette. *Do not attempt to send image file as e-mail attachments.*

## 5. Notes and Acknowledgements

a. Notes provide a means for communicating expository matter relating to the text and for citation of unpublished and manuscript sources. Notes should be given as a series of numbered endnotes under the heading NOTES (in capital letters). Notes precede References.

b. Notes are numbered consecutively in sequence of occurrence in the text, with superscript numbers placed outside the punctuation.

When exactly the same information is being cited more than once, only one note is required, and its number is simply repeated, as a superscript, at all subsequent points in the main text. The use of *ibid.*, *loc. cit.*, *op. cit.* is not permitted.

A numbered note must not comprise only references to published sources. These should be cited in the main text using the method described in section 6 below.

c. Authors who are preparing papers using word-processing software are requested *not* to generate notes automatically. Each superscript number should be inserted in the text separately, and the text of all the notes should be included within the main body of the document file.

d. Items cited in Notes should follow these formats.

1) Unpublished sources (including unpublished theses and dissertations) and manuscript material. Authors must provide both the repository's official title and sufficient details to ensure the correct later recognition of each item.

Examples:

<sup>26</sup> Public Records Office, Kew: State Papers 12/43/1; nothing else about the Essex salt industry occurs in the State papers. [Subsequent citations can be in abbreviated form i.e. PRO, SP.]

<sup>27</sup> L. T. Gronovius, *Systema ichthyologicum*; original manuscript 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.

<sup>28</sup> C. Darwin to J. S. Henslow, 6 March 1839: original manuscript in Darwin Papers, Cambridge University Library, letter 56, f. 5.

<sup>40</sup> HOLMES, S., 1985 *The natural history of Baker Street*. Unpublished doctoral thesis, University of Norfolk.

When the names of individuals or repositories are repeated frequently within notes, abbreviations may be used. For repositories, official acronyms are preferred.

2) References to archival materials (e.g. correspondence) that has been published. 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 method described in 6 below).

Example for citing a particular item.

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

3) URLs for Internet materials, see (12) below.

4) Unpublished personal communications, whether by unpublished letter, e-mail or other means, must be cited in Notes. The communication must be precisely dated and the names of the individuals concerned must be given.

Examples:

<sup>1</sup> J. Cain to E. C. Nelson, pers. comm., 27 March 2002.

<sup>2</sup> E. C. Nelson to J. Smith, e-mail, 30 March 2002; a printed copy of this e-mail is deposited in the Botany Library, The Natural History Museum, London.

e. Acknowledgements should be treated as a separate section, with a heading in capital letters. These should not be incorporated in Notes or be presented as a foot-of-page note. Acknowledgements precede Notes.

## 6. References

a. All published sources cited or noted within a paper must be listed alphabetically by the patronym (surname) of the author, under the heading REFERENCES (in capital letters) and should be presented as follows:

Author's patronym (in capital letters), initials, and date of publication. When the name of an editor or translator is cited, this is indicated by inserting "(editor)" or "(translator)" in parentheses between the initials and date. Do not abbreviate "editor", etc.

For works written by more than one author, use "and" (in lower case) not "&" (ampersand).

If published in a serial publication, the title of the paper, journal name in full (with series number if appropriate), volume number (in Arabic numerals, not in italics) (and part number if required), and pagination.

If published as a book, the title of the book, edition if appropriate, place of publication and name of publisher, and

total pagination including preliminary pages (*not* the page number cited in the paper).

Use “n.d.” when no date is printed on a work, and insert the date, if known, in square brackets.

Examples:

BURKHARDT, F. and SMITH, S., 1991 *The correspondence of Charles Darwin*. Volume 7: 1858–1859. Cambridge: Cambridge University Press. Pp xxx, 671.

DARWIN, C., 1868 *The variation of animals and plants under domestication*. London: John Murray. 2 volumes.

EWEN, A. H. and PRIME, C. T. (editors), n.d. [1975] *Ray's flora of Cambridgeshire*. Hitchin: Wheldon & Wesley. Pp 146.

HERRIES DAVIES, G. L., 1985a Astronomy, geology, meteorology, pp 247–274 in Ó RAIFEARTAIGH, T. (editor) *The Royal Irish Academy a bicentennial history 1785-1985*. Dublin: Royal Irish Academy. Pp xii, 340.

MILL, J. S., 1862 *A system of logic, ratiocinative and inductive, being a connected view of the principle of evidence, and the methods of scientific investigation*. Fifth edition. London: Parker, Son & Bourn. 2 volumes.

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

RAVEN, C. E., 1986 *John Ray naturalist his life and works*. (Reissue of second edition with introduction by S. M. Walters.) Cambridge: Cambridge University Press. Pp xxvi, 506.

*Please take careful note of punctuation.* There is a comma after the author's patronym, and a second comma after the last initial before the date. There is *no* punctuation mark after the date. The titles of books and articles end with a full stop. The place of publication is separated from the publisher's name by a colon. The volume number of a serial publication is following by a colon.

b. Titles of serial publications are given in full, and are *not* abbreviated. Volume numbers are given in Arabic (not Roman) numerals, and are *not* printed in italics.

Examples of titles of serial publications:

*Archives of natural history*

*Journal of the history of science*

*Journal of the Society for the History of Natural History*

c. Titles of papers, serial publications and books should be decapitalised except for proper names (see examples above) and titles in the German language.

d. Works that have been submitted and formally accepted for publication, but are not published at the time the final text of a paper for *Archives of natural history* is prepared, should be cited as “in press”, and place of publication and publisher's name, or the journal title and, if known, the confirmed date of publication and volume number should be included.

Works that are merely in preparation should not be cited within papers submitted to *Archives of natural history*.

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*.

e. More complex citations should follow precedents in recent issues of *Archives of natural history* and the editors will be pleased to advise authors on citation formats.

## 7. Bibliographies

a. These should follow the conventions regarding References (see 6), and precedents in recent issues of *Archives of natural history*.

b. Annotations to entries in bibliographies should be identified by beginning a new line, and by preceding the annotation with "Note:" or "Notes:".

c. Subject bibliographies. Author entries in a subject bibliography should be arranged in alphabetical order of authors' names, and chronological order where an author is cited more than once.

d. Personal bibliographies should be arranged chronologically.

e. To be of any real worth a bibliography should be indexed under appropriate geographical, systematic or other headings to allow the user to retrieve titles from a variety of approaches. Furthermore, any limitations imposed on the scope of the bibliography should be clearly stated in the introduction. Thus limits of language, period, geographical area, and breadth of coverage, should be immediately apparent to the user before he makes a fruitless search.

## 8. Final copy, proofs and corrections

a. Following formal acceptance of a paper, it is the author's responsibility to produce *fully corrected* final text *in exact accordance* with the style of *Archives of natural history*. This final copy will be required as a double-spaced, fully-corrected typescript, and as a computer file. The Honorary Editor will provide further instructions for formatting the computer file when a paper has been formally accepted.

Authors unable to provide a computer file must provide a typescript, entirely free of manuscript alterations, suitable for scanning

b. The Honorary editor will copy-edit the author's final text. A galley proof will be supplied to the author, or the first named of two or more authors. Once checked, and if necessary corrected, the marked galley proof must returned to the Honorary Editor.

Final page layout, according to the style of *Archives of natural history*, will be carried out by the publisher using the corrected computer file supplied by the Honorary Editor. Page proofs will then be supplied to the author in the form of a PDF file by e-mail or on diskette. Authors must print a hard-copy from this PDF file, mark any matters requiring correction (see 8c below) and return the marked hard-copy to the Honorary Editor.

*Page proof corrections will not be accepted by e-mail.*

c. Once the Honorary Editor has sent the corrected computer file to the publisher unnecessary changes to the text will not be permitted. The only corrections permitted to the page proofs are those rectifying errors in typography and layout. The full cost of all other alterations must met by the author.

## 9. Copyright of Papers and Short Notes

a. Copyright of papers and short notes published in *Archives of natural history* remains with the authors.

b. The Society for the History of Natural History requires each author to assign exclusive publication rights for a period of 10 years. When a paper or short note is formally accepted for publication, a publication agreement will be offered in

the form of a deed between the Society for the History of Natural History and the author(s). The completion of this agreement is required for publication.

c. Authors are not provided with offprints, but will receive a PDF file allowing facsimile reproduction of text and illustrations as published in *Archives of natural history*.

## 10. Nomenclatural discussions & proposals

It is recognized that there is often a fine line between historical bibliography and nomenclature, and that papers concerning the history of natural history can have significant nomenclatural consequences that need to be resolved. Papers submitted to *Archives of natural history* may include listings of names, catalogues of specimens and bibliographies, and may concern such matters as the authorship and dates of publication of taxonomic works. However, *Archives of natural history* is not a nomenclatural journal nor a place for original taxonomic discourses. Thus papers that are primarily concerned with nomenclatural matters, including the publication of new names, the conservation or rejection of names, and typification (whether by lectotypes or neotypes), cannot be considered. In general, discussions and formal proposals about the validity of names (including the publication of new names) and typification properly belong in journals devoted to taxonomy and nomenclature and should not be included in papers submitted to *Archives of natural history*.

## 11. Page charges

Page charges may be levied to meet the cost of publishing lengthy papers by members, and papers by authors who are not members of the SHNH. The charge will be revised regularly. Those applying in March 2003 are as follows.

a. Papers by Honorary Members, and by Members and Associate Members in good standing when a paper is accepted:

1–20 printed pages\*: no page charge.

more than 20 pages\*: £35 for each page in excess of 20.

At the discretion of the Honorary Editor and the Honorary Treasurer, this charge may be waived or reduced for Members.

b. Papers by individuals who are not members of Society for the History of Natural History when a paper is accepted:

1–10 printed pages\*: no page charge.

more than 10 pages\*: £45 for each page in excess of 10.

There will be no reduction or waiving of charges, unless an author becomes a Member or Associate Member (when the Members' rates will apply).

\* The page count will be made by the Honorary Editor when proofs are received from the Society's publisher. Illustrations, notes and references will be included in the count. An invoice will be issued with the proofs and payment must be made when these are returned.

As a rough guide, an uninterrupted page of *Archives of natural history* contains approximately 550 words. Thus papers by Members which exceed c. 11,000 words may be subject to page charges, while papers by non-members which exceed c. 5,500 words will incur page charges.

## 12. Citing Internet sources

*Archives of natural history* discourages citation of Internet-based sources because of their fleeting nature in the long-term process of scholarship. A URL available today may not be available in future years. Please bear in mind the likely



ephemeral status of any Internet-based materials and the perhaps temporary nature of each URL when considering your obligations to future scholars.

URL citations in papers submitted to *Archives of natural history* must be special cases (for example, when an author wishes to provide the full text of a manuscript that would be too lengthy to publish). Printed or handwritten texts are always to be preferred, and URLs should only be used in an ancillary role. When URLs are cited, we recommend that authors preserve a printed record or an electronic file of the material cited; this archive can aid later reference.

Citations to Internet materials should be treated in the same manner as manuscripts, and must be placed in NOTES in one of the following formats.

a. Sources accessed by an author

<sup>2</sup> URL (accessed 8 March 2002): [www.ucl.ac.uk/sts/cain/projects/diverse/diverse.htm](http://www.ucl.ac.uk/sts/cain/projects/diverse/diverse.htm) (J. Cain, 2002 Diversifying assessment in undergraduate history of science courses. Department of Science and Technology Studies, University College London).

b. An author's own website providing further data

<sup>2</sup> URL (published January 2002): [www.ucl.ac.uk/sts/cain/projects/diverse/diverse.htm](http://www.ucl.ac.uk/sts/cain/projects/diverse/diverse.htm) (J. Cain, Diversifying assessment in undergraduate history of science courses. Department of Science and Technology Studies, University College London).

| element                          | example  | notes   |
|----------------------------------|--|---|
| Date of access                   | (accessed 8 March 2002)  | Citing the date (enclosed in parentheses) protects you in case the contents change.   |
| Date of publication              | (published March 2002)   | Citing the month and year (enclosed in parentheses) when the site was first published. NB The year may be omitted after the author's name.)   |
| URL (Universal Resource Locator) | <a href="http://www.ucl.ac.uk/sts/cain/projects/diverse/diverse.htm">www.ucl.ac.uk/sts/cain/projects/diverse/diverse.htm</a> | Omit "http://" and do what you can to provide the full URL. Some sites use coding in the URL to make this difficult. Be sure to bookmark the page so you can find it if asked.  |
| Author                           | J. Cain  | Should be cited as if a manuscript – so "J. Cain" (surname not in capitals). If authorship is not clear, use either "Anonymous" or the most specific producer's name you can find — here, prefer "Department of Science and Technology Studies" over "University College London". |
| Year                             | 2002   | Date of production or date of most recent revision. Only provide the year; series of years are not allowed. If the pages are not dated, use "no date".  |
| Title                            | Diversifying assessment ... courses  | The title of the page may not be the title of the site as a whole. You should cite specific page titles in full; a search for the title should locate the page.   |
| Publisher                        | Department of Science and Technology Studies, University College London  | Cain is the author of the page but the Department/University publishes the site. Do not abbreviate unless the publisher is well known (e.g. IBM). Web company names can be used (e.g. "Lycos.com").   |