

The Glasgow Naturalist

Advice to Contributors

1. The Glasgow Naturalist publishes articles, short notes and book reviews. All articles are peer reviewed by a minimum of two reviewers. The subject matter of articles and short notes should concern the natural history of Scotland in all its aspects, including historical treatments of natural historians. Details of the journal can be found at www.gnhs.org.uk/publications.html
2. Full papers should not normally exceed 20 printed pages. They should be headed by the title and author, postal and email address. Any references cited should be listed in alphabetical order under the heading References. All papers must contain a short abstract summarising the work. The text should normally be divided into sections with sub-headings such as Introduction, Methods, Results, Discussion and Acknowledgements.
3. Short notes should not normally exceed one page of A4 single-spaced. They should be headed by the title and author's name, postal and email address. Any references cited should be listed in alphabetical order under the heading References. There should be no other sub-headings. Any acknowledgements should be given as a sentence before the references. Short notes may cover, for example, new locations for a species, rediscoveries of old records, ringed birds recovered, occurrences known to be rare or unusual, interesting localities not usually visited by naturalists, and preliminary observations designed to stimulate more general interest.
4. References should be given in full according to the following style:
Pennie, I.D. (1951). Distribution of Capercaillie in Scotland. *Scottish Naturalist* 63, 4-17.
Wheeler, A. (1975). *Fishes of the World*. Ferndale Editions, London.
Grist, N.R. & Bell, E.J (1996). Enteroviruses. Pp. 381-90 In: Weatherall, D.J. (editor). *Oxford Textbook of Medicine*. Oxford University Press, Oxford.
5. An organism's genus and species should be given in italics when first mentioned. Thereafter the common name is only required. Please use lower case initial letters for all common names e.g. wood avens, blackbird; unless the common name includes a normally capitalised proper name e.g. Kemp's ridley turtle. The nomenclature of vascular plants should follow Stace, C.A. (1997). *The new Flora of the British Isles*, (Second Edition). Cambridge University Press, Cambridge. Normal rules of zoological nomenclature apply. When stating distribution, it may be appropriate to give information by vice-county.
6. All papers, including electronic versions, must be prepared on A4, double spaced throughout, with margins of 25mm, with 12 point Times New Roman font. Tables and the legends to figures should be typed separately and attached to the end of the manuscript. The Editor can make arrangements to have hand-written manuscripts typed if necessary.
7. Tables are numbered in arabic numerals e.g. Table 1. These should be double-spaced on separate sheets with a title and short explanatory paragraph underneath.
8. Line drawings and photographs are numbered in sequence in arabic numerals e.g. Fig. 1. If an illustration has more than one part, each should be identified as 9 (a), (b) etc. They should be supplied as a high resolution digital image or camera-ready for uniform reduction of one-half on A4 size paper. Line drawings should be drawn and fully labelled in Indian ink, dry-print lettering or laser-printed. A metric scale must be inserted in photo-micrographs etc. Legends for illustrations should be typed on a separate sheet. Photographs are normally printed in black and white, however the Editor is able to accept a small number of high quality colour photographs for each issue.
9. Articles should be submitted to the Editor: Dr Dominic McCafferty by email dominic.mccafferty@glasgow.ac.uk either as a single word processed document or pdf. Photographs and illustrations should be high resolution with a minimum of 300 dpi in tif or jpeg format. Please contact the Editor if you require assistance with photographs as in some cases suitable photographs can be obtained.
10. When the article is accepted for publication, the author should return the corrected manuscript to the Editor as soon as possible. Final proofs should be returned to the Editor by email / return of post. Alterations at this stage should be kept to the correction of typesetting errors. More extensive alterations may be charged to the author.
11. A copy of the published article will be sent to the first author as a pdf file. A paper copy of the article can be provided if requested.
12. All submissions are liable to assessment by the Editor for ethical considerations, and publication may be refused on the recommendation of the Editorial Committee.
13. From this point forward (Sept 2016) we will also request that Authors sign a publishing agreement giving The Glasgow Natural History Society the Copyright for articles published in The Glasgow Naturalist. This is standard procedure for publishing in most scientific journals today.