

## BSBI News

### Instructions to contributors

Keep it short, preferably fewer than two pages of finished print. Longer articles can be accepted but it may be more difficult to fit them in quickly. As you will see by looking through any issue, many contributions are half a page or less.

The editors prefer typed copy but if you cannot produce this, legible handwritten material is acceptable, paying particular attention to names of persons, places and other words that cannot easily be checked. Material should be submitted on white paper or as an electronic file (Word document saved as \*.doc or \*.rtf) attached to an email covering note.

When typing or printing, please use double or x1.5 line spacing.

For editorial scanning from hardcopy, any corrections to a typed page are best indicated in pale-blue pencil in the margins, but do ensure that the instructions are clear. If necessary, send two copies, one with and one without corrections.

Where emphasis is required, mark the words to be in italic, bold or underlined fonts in the normal way or print them using the correct fonts. There is no need to put Latin names in italics but it would be a help.

Latin and English names should conform to Stace's New Flora of the British Isles, Kent's List of Vascular Plants of the British Isles, Clement & Foster's Alien Plants of the British Isles or Ryves, Clement & Foster's Alien Grasses of the British Isles, and Dony et al's English Names of Wild Flowers. No authorities are needed for Latin names in these books but if the taxon is not included in any of the above then an authority should be given. English names if available must be given when a species is first mentioned in the text except sometimes in long lists of species.

Titles of articles and author's names should be in CAPITALS.

Keep formatting to a minimum.

If time allows, all contributors will receive a proof for checking, so that you will be able to see what your note looks like before it is printed and will have the opportunity to alter anything at that stage.

Illustrations. Suitable illustrations accompanying notes, in the form of line drawings, black and white or colour negatives, prints or slides are welcomed. These may be sent as 'hard copy' or as digital images on disk, CD-Rom or by email as attached files. The following notes, written by my predecessor, the late Edgar D. Wiggins, are reprinted almost word-for-word from BSBI News 25: 31 (Sept. 1980). They are as valid today as they were then and should be read by all aspiring artists.

Proportions. The print area of a page of BSBI News is 18.5 cm x 12.5 cm, giving a proportion of height to width of roughly 3 to 2, and to make the best use of the space available drawings should conform generally to these proportions, whatever their actual size.

Size. Illustrations should be as large as possible within reason. Not only is it much easier for the printer to reduce than enlarge, but any blemishes are correspondingly reduced, not magnified.

Evenness of line is important; not that all lines in a drawing should be of equal thickness or density, that way a drawing looks stodgy or lifeless. But too great a contrast between thick and thin can cause difficulties. Extremely fine lines, which become finer still on reduction, can almost disappear in the final printing.

Scale is best shown by a line marked in mm or cm, thus | 1 cm | close to the drawing. If several drawings at different scales are shown, a scale bar for each is needed. Then whatever reduction the printer has to use, the scale is reduced correspondingly. Do not use the notation

x1, x2, etc. This may be correct on the artist's original but if the printer reduces it to, say, 3/5 of its size what magnification does that then become?

Labelling is most satisfactory if the separate drawings on a page (showing for example, floral organs) are indicated by identifying letters, these being explained either on the back of the drawing itself or on an accompanying sheet.

Lest any budding illustrator is put off by the excellence of some of the drawings already published, let it be said that any drawing is welcome and if it is of an alien, so much the better. If not suitable for reproduction it will be returned together with a letter explaining why it was not acceptable. To convey as much information as possible about a species, an illustration should include a whole plant drawing to show habit and such morphological and/or anatomical details as are helpful in identification. It should be stressed that the Editor does not consider himself competent to pass judgement on botanical accuracy, the responsibility for which must rest with the artist.