

ARCHIVES OF NATURAL HISTORY: INSTRUCTIONS FOR AUTHORS
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Archives of natural history is published by Edinburgh University Press for the Society for the History of Natural History.

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GENERAL INFORMATION

Archives 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, zoology, 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).

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, with the referees' reports, by the editors. A paper may be rejected without review when it is deemed inappropriate for the journal or of inadequate quality.

It is recognized that there is often a fine line between historical bibliography and biological 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 primarily concerned with nomenclatural matters, including the publication of new names, the conservation or rejection of names, and typification (including by lectotypes or neotypes), cannot be considered.

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).

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.

SUBMISSION OF COPY AND PRESENTATION

Archives of natural history accepts submission by **post*** (as hard-copy), or by **e-mail**** attachment using the dedicated email address **submit2archives@shnh.org.uk**.

***By post:** Two copies of the typescript and photocopies of illustrations should be submitted to the Honorary Editor, *Archives of natural history*, at the address above.

Typescripts must be double-spaced, including notes and references, on one side of A4 or equivalent-sized paper. All pages must be numbered. All margins should be at least 25mm (1 inch) wide. Text, Notes and References should be fully justified. The abstract and key words must be printed on a separate page. The total number of words, including references and notes, should be printed at the end of the typescript.

****By email:** The files attached to one or more emails should be kept as small as possible, please. The file names should be formed from your surname, plus, when relevant, the figure or table number (for example, Nelson text, Nelson_table1, Nelson_figure01) and should be composed as follows.

1. Text (including abstract, key words, notes and references) in rich-text (.rtf), Word (.doc) or Wordperfect (.wpd) format. This file must *not* contain embedded tables or illustrations, and should not include tracking or comments.
2. Tables: each table should be in a separate text file (.rtf, .doc or .wpd) with its caption.
3. Illustrations (figures, diagrams, photographs): each image should be sent as a separate pdf file comprising the image with its caption. (Please do *not* attempt to send high-resolution images at this stage; these will be requested on a CD when required after a paper is formally accepted for publication.)

If you submit by e-mail, it is advisable to send a separate e-mail to editor@shnh.org.uk (without any attached files) informing the Editor that a paper has been submitted. This e-mail will be acknowledged.

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

SEQUENCE AND FORMAT OF PAPERS

All **papers** (for **Short notes** see below) follow this arrangement

Title
Author's name
Address for correspondence
Abstract
Key words
Text
Acknowledgements
Notes
References

1. TITLE, AUTHOR'S NAME AND ADDRESS FOR CORRESPONDENCE

These are examples of the format for the title, author's(s') name(s) and addresses:

Papers with one author

The fate of Marmalade Duke's collections

L. SMITH

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

Papers with more than one author

The fate of Marmalade Duke's collections

L. SMITH^A and M. SMITH^B

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

^B The Museum, The Oval, Wisbech, Cambridgeshire, PE14 8DF.

For further information about the format of **Short notes** see below.

2. ABSTRACT AND KEY WORDS

An Abstract, in English, not more than 250 words long, on a separate page, must accompany each paper (but not a Short note).

Authors whose first language is not English may provide an abstract and key words in their own language. These will be printed following the English abstract, and will also be posted on the Society's website at the time of publication.

Not more than six Key Words (or very brief phrases), separated by n-dashes, should be provided for papers (not for Short notes), following the Abstract. Key Words should *not* duplicate words or phrases in the title.

Example:

KEY WORDS: *Erica* – Ireland – history of collections – nineteenth century.

3. TEXT

Headings and subheading

Papers exceeding five typescript pages or 2,000 words should be divided into headed sections, each heading and subheading to be aligned on the left text margin. Headings should be in capital letters. Subheadings should be in bold but not be in capital or italic letters.

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.

Examples

Wheeler (1999) stated that
... found in Norfolk (J. E. Smith 1805).
... 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 ...

Abbreviations

Latin or other abbreviations including e.g., etc., i.e., viz. are not permitted in the main text, nor are such abbreviations as *ibid.*, *loc. cit.*, *op. cit.* when citing sources. Exceptions are made for
c. (for *circa*) or *fl.* (for *floruit*) before dates
et al. (when citing publications by more than two authors)
ms, mss, f., ff (in Notes)
p., pp (in Notes and References).
standard acronyms (or abbreviations) of herbaria, bold and enclosed in parentheses, for example (**DBN**).

Dates

Dates are printed as 17 March 1999 or March 1999, unless they are within quotations when the exact format of the original should be followed.

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.

Names of American states

These should be written in full; the two-letter abbreviations should not be used.

Numbers

Numbers are printed in Arabic numerals. Roman numbers are not used except within quotations and for royal titles (for example Henry VIII). Use words for the numbers 1 to 12 inclusive (unless in dates or pagination). 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 ("as twenty or thirty miles"). Numbers above 999 (unless a date) should have commas, for example, 10,267; 3,456,907.

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.

Scientific and vernacular names

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*.

Vernacular names should not have capital initials, for example, house sparrow, lesser celandine, unless convention demands these or they are desirable to prevent ambiguity, for example, Persian lilac, Irish hare, Little Owl.

Spelling

Whereas British English is preferred, papers in which American English is used are acceptable.

Authors are advised to follow the *Oxford dictionary for writers and editors* for spelling (for example, in the use of -ize/-ise) and other format advice.

4. ACKNOWLEDGEMENTS

These are treated as a separate section, with the heading **ACKNOWLEDGEMENTS** in capital letters. Acknowledgements immediately precede the Notes (see below).

5. NOTES

NOTES 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. Notes are not used for reference to published sources.

Notes should be given as a series of numbered endnotes, not footnotes, under the heading **NOTES** (in capital letters). Notes immediately precede References. 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 as a plain superscript, as required, in the main text.

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 Notes. 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.

Internet sources

Citation of Internet-based sources is discouraged because of their fleeting nature in the long-term process of scholarship. URL citations must be special cases (for example, to provide the full text of a manuscript that would be too lengthy to include). When URLs are cited, we recommend that authors preserve a printed record or an electronic file of the material cited.

Citations to Internet materials should be treated in the same manner as manuscripts, and must be included in NOTES in the following format. The date when the site was first published and date of access are essential.

² URL (accessed 8 March 2002): www.ucl.ac.uk/sts/cain/projects/diverse/diverse.htm (J. Cain, 2002 “Diversifying assessment in undergraduate history of science courses”).

6. REFERENCES

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

Author’s surname is provided in block capital letters, followed by initials; when using MSWord please ensure by using “Caps Lock” that surnames are not automatically converted into SMALL capitals. 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 are not enclosed in parentheses and are not followed by a full stop (point). 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 decapitalized except for proper names, or when linguistic customs require capital initial letters (for example, nouns in German titles), 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 full references to journal articles and research papers:

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 full references to books.

Note: The place of publication (in modern English form) is included but usually not the publisher's name, nor the number of pages, unless essential to understanding of a bibliographical paper.

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: 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 of full reference to a book article or chapter:

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

Citing Internet resources (see also above, under 5. Notes)

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, continually updated e-resources, such as the *Australian dictionary of biography* and 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).

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.

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.

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

ILLUSTRATIONS

When submitting a paper, all illustrations should be provided as good quality photocopies with the relevant caption included on the same page. High-resolution electronic images or original artwork will be required only when a paper is formally accepted. Computer-generated artwork is acceptable (NB colour must not be used in such diagrams unless the cost of reproduction is met by the author).

Instructions for preparing and submitting the electronic images in Tagged-Image File format (*.tiff/*.tif) for Windows or Adobe Photoshop format (*.psd) will be provided by the Honorary Editor when a paper is formally accepted.

Figures are reproduced in black-and-white or as half-tones (greyscale) in the printed issue. Authors who wish to include full-colour illustrations in the print issue will be required to meet the cost of printing *each* colour page. The Honorary Editor will advise authors about the costs. Images can be included in colour in the online (electronic) issue free of charge.

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

Figures must be numbered sequentially with Arabic numerals. Each figure must have a separate number. In the text, references to illustrations should be to Figure 1, and so on. 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).

SHORT NOTES

The placing of the author's name and address in a short note is different. The title is given first, and is immediately followed by the text. Subheadings should not be used. Acknowledgements, Notes and References follow the text, with the headings in capital letters. The author's name (in capital letters) and address come at the end. A short note does not have an Abstract or Key Words.

BIBLIOGRAPHIES

These should follow the conventions regarding References and precedents in recent issues of *Archives of natural history*.

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

In subject bibliographies entries should be arranged in alphabetical order of authors' surnames, and in chronological order where an author is cited more than once.

Personal bibliographies should be arranged chronologically. When all the items are under sole authorship, it is not necessary to include the author's name for each one. For items under joint authorship, do not use "with Gray and Wilson" or similar wording. It is essential in such cases to give the precise authorship for such a work

To be of 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 users before they make a fruitless search. The original search strategy and sources must be stated.

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 of *Archives of natural history*. This final copy will be required as a double-spaced, fully corrected typescript, and as an exact electronic copy without embedded tables or images.

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.

The Honorary Editor will copy-edit the author's final text, creating a master electronic file. A galley proof (in PDF format) will be created from this and will be supplied (usually by e-mail) to the author, or the corresponding author when two or more authors are involved. Authors must print a hard-copy from this PDF file, mark any matters requiring correction and return the marked galley proof to the Honorary Editor who will make all necessary alterations to the master electronic file.

Once the Honorary Editor has sent the fully corrected master electronic file to Edinburgh University Press only in exceptional circumstances can changes to the text be permitted.

Final page layout, according to the style of *Archives of natural history*, will be carried out by the publisher (Edinburgh University Press) using the master electronic file supplied by the Honorary Editor.

Page proofs will be supplied by Edinburgh University Press to the author, or corresponding author, again usually in PDF format by e-mail. Authors must print a hard-copy from this PDF file, mark any matters requiring correction and return the marked hard-copy to the Honorary Editor. The *only* corrections permitted to the page proofs are those rectifying errors in typography and layout. *Page proof corrections will not be accepted by e-mail.*

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When a paper exceeds ten printed pages, the charge to non-members (including members in arrears) will be £40 for each page beyond ten pages. This will be estimated at time of acceptance on the basis of 600 words per printed page. Illustrations, captions, tables, notes and references will be included in the page count. An invoice will be issued with the galley proofs. The author will be expected to pay the invoice or (re)join the Society before the paper can be sent by the Editor to Edinburgh University Press for publication.

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