

# Guidelines for contributors

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All papers will be submitted to two referees and reviewed by the Fritillary Board. If accepted they will be placed on the Fritillary website prior to publication.

Topics could include recording of flora, birds, insects or mammals, from a local nature reserve; research carried out as part of thesis for a degree; experimental studies on seed germination of endangered species; historical reviews of species or sites of interest to naturalists from the local areas.

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## Organisation, Style and Format

### Organisation

For a scientific research paper, the manuscript should contain as far as possible the following elements: Title, Author list and affiliations, Abstract, Introduction, Methods, Results, Discussion, Conclusions / Summary, Reference list and Acknowledgements.

For a review article, the manuscript, in addition to Title, Author(s) and affiliations, should have an abstract, summary and sub-titles appropriate to the topic under review.

### Style

Please use a depersonalized style where possible. Avoid the use of ‘the author’, ‘the reader’; use of ‘I’, ‘you’ or ‘we’ is preferred.

### File Format

Manuscript files should be sent in .doc or .docx. Word documents should not be locked or protected.

### Length

As a **guide**, manuscripts should be between four to twenty sides of A4 to include tables and figures.

### Font

Use a standard font and standard font size, such as Arial 11, Calibri 11, Times Roman 12. Times New Roman is preferred

### Spelling

Spelling should follow the Oxford English Dictionary. Italics should be used for all words of foreign languages, including generic and scientific names.

## **Species Names**

For plants, scientific and English names should follow those provided by Stace in the fourth edition (2019) of the *New Flora of the British Isles*. For bryophytes and lichens and for fungi and animal groups, the latest authority should be used.

For plants, on the first mention of a species both scientific and English names should be given, thereafter only one, preferably the scientific should be used. The scientific name should be given first, followed by the English name with no extra punctuation, e.g. the lawn was full of *Bellis perennis* Daisy. For all other species it is left for the author to decide on the configuration of scientific and English names.

Scientific trinomials need only be used if subspecific nomenclature is relevant to the topic under discussion. All scientific names should be italicised and English names capitalised.

## **Units**

Metric units and their international symbols should be used. Temperatures should be given in the Centigrade (Celsius) scale. Numbers one to ten should be written in full except when linked with a measurement, abbreviation or higher number, thus five birds, but 5 km and 5-12 birds. Numerals should be used for all numbers above ten.

## **Dates**

Dates should be written 1 January 2000, times of day, 08h30, 17h50 (24 hour clock).

## **Headings**

Limit manuscript sections and sub-sections to three heading levels. Make sure heading levels are clearly indicated in the manuscript text.

## **Layout**

Pages should be numbered.

## **Footnotes**

Do not use footnotes, include the information in the main text or Reference list as appropriate.

## **Abbreviations**

Define abbreviations upon first appearance in the text.

## **Figures and Tables**

Any figure, diagram or photograph (see below), should be called a Figure, numbered appropriately and fully captioned. Maps must be marked with a scale and a north arrow. Tables should be separately numbered. All figures and tables should be as near as possible to where they are referenced in the text. If this cannot be done insert: Figure X, Table X near here. They should also be submitted as separate jpeg files once the paper has been accepted for publication.

## **Photographs**

Good quality photographs can be included and should be fully captioned and acknowledged. People in photographs should not be identifiable unless those concerned have given permission. Photographs of children should not be included.

Photographs will be designated as figures and should be included within the text as near as possible to where they are referenced. If this is not possible insert: Figure X near here. All photographs should be submitted as separate jpeg files once the paper has been accepted for publication.

## References

### References to printed publications

References in the text should follow the form (Campbell and Lack 1985) when there are two authors and (King *et al.* 1975) when there are more than two authors. More than one within the same parenthesis should be chronologically listed, alphabetically if of the same year. Publication by the same authors in the same year may be distinguished by a, b etc., after the date. Full references must be listed alphabetically at the end in the form:

Church, A.H. 1922 *Introduction to the Plant Life of the Oxford District*. Oxford University Press.

Fuller, R.J., Moreton, B.D. 1987 Breeding bird populations of Kentish sweet chestnut (*Castanea sativa*) coppice in relation to age and structure of the coppice. *Journal of Applied Ecology*, 24: 13-27.

Fuller, R.J., Ray, C.M., Henderson, A.C.B. 1989 Distribution of breeding songbirds in Bradfield Woods, Suffolk, in relation to coppice management. *BTO Research Report 50*. British Trust for Ornithology, Tring.

Fuller, R.J., Warren, M.S. (in press) Conservation management in ancient and modern woodlands: responses of fauna to edges and rotations. *The Scientific Management of Temperate Communities for Conservation. British Ecological Society 29th Symposium*.

Gauch, H.G. 1982. *Multivariate analysis in community ecology*. Cambridge University Press.

Gowing, D.J.G. 2004. Lowland Wet Grassland Community Guidelines In: Brooks, A.W., José, P.V. and Whiteman, M.I. eds. *Ecohydrological Guidelines for Lowland Wetland Plant Communities*. Environment Agency, Peterborough. 16-36.

Preston, C.D., Pearman, D.A., Dines, T.D. (Eds) 2002. *New Atlas of the British and Irish Flora*. Oxford University Press.

### References to web publications

References to websites and internet articles will be accepted.

### Personal communications

Do not include “personal communications” in the list of references. The following forms may be used in the text:

In a conversation with H. E. Marman, MD (November 2018)

Similar findings have been noted by H. E. Marman, MD (written communication, January 2018).

According to the manufacturer (H. R. Smith, oral communication, July 2018), the drug became available in Japan in January 2004.

The author should give the date of the communication and indicate whether it was in oral or written (including email) form.

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