

Guidelines for Contributors

GENERAL INFORMATION

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Articles should be as concise as possible and should not exceed 2,500 words, including Notes and References. Notes should be as brief as possible. The Editor reserves the right to reduce text where necessary to adhere to this word count. Images should be limited to 3–5 high-resolution images; authors are responsible for image use clearance and submission of appropriate copyright and credit information.

INSTRUCTIONS FOR AUTHORS

Submission of manuscripts: Contributions should be submitted online to leonie@linnean.org as attached files. Name the files with your surname, plus, when relevant, the figure or table number (for example, Douglas text, Douglas table1, Douglas figure 01).

Text: should be submitted in MS Word (.doc). This file **must not** contain embedded tables or illustrations, or captions.

Tables: each table should be in a separate text file (.doc) with its caption.

Illustrations (figures, diagrams, photographs): each image (c. 72dpi) should be initially sent as a separate pdf file. Please note: images sent as PDFs *will not* be used for publication. High-resolution images will only be requested after an article is formally accepted for publication and should be JPEGs, TIFFs or PNGs with a minimum 300dpi (no lower than 1–2 Mb per image). The captions should be sent as a numbered list in a separate Word file (.doc).

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PRESENTATION OF ARTICLES

The title is given first, and is immediately followed by the text (preferably without subheadings); British English is preferred. Acknowledgements, Notes and References follow the text in that order, with their headings in capital letters. The author's name, in capital letters, and address come at the end. Articles in *The Linnean* do not have an Abstract or Key Words.

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

Years and year ranges: years and year ranges in the text should be presented consistently. Years should have no apostrophes—1930's should be 1930s. Year ranges should show full years and read e.g., 1935–1965.

Italics: names of genera and species are in italics; names of higher taxa are in roman. Titles of books and serial publications, both in text and references, should be in italics. Ships' names are also put in italics. Do not use italics for emphasis.

Numbers: are printed in Arabic numerals, except in the following circumstances:

- The numbers one to nine should be written as words (unless in dates or pagination).
- Numbers 10 and above should be in Arabic numerals, except when the number is at the beginning of a sentence and should be written in words (for example, 'Twenty-two new species have been described...').
- Roman numerals are used only when within quotations and for royal titles (Henry VIII).

Abbreviations: should be consistent throughout, for example, circa = c. Contractions like Dr, Mr, Mrs, St, Jr, and Sr should not carry a full stop.

Quotations: follow the original copy exactly in punctuation, spelling and, as far as possible, typography. Enclose short quotations in single quotation marks. Quoted passages over 50 words should begin on a new line, typed as a block.

FINAL COPY, PROOFS AND CORRECTIONS

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