

Guidelines for Contributors

GENERAL INFORMATION

The Linnean Newsletter and Proceedings is published by The Linnean Society of London. Apart from including more extensive news updates, reports on events and information on Society activities than those published in *PuLSe*, it also publishes articles and short notes on such subjects as the history of the Society, its members, past and present, and on other associated subjects.

Contributions should always have some demonstrable link to The Linnean Society of London and should not appear elsewhere, whether in English or in translation. Articles submitted are evaluated by the Hon. Editor and members of an advisory group. Papers primarily concerned with:

- systematic and evolutionary botany and comparative studies of both living and fossil plants
- systematic and evolutionary zoology and comparative studies of both living and fossil animals
- the process of organic evolution in the broadest sense

will not be considered for *The Linnean* and are better suited to our peer-reviewed journals. For more information on submitting articles to our journals, visit www.linnean.org/journals

Papers should be as concise as possible and should contain not more than 2,500 words including Notes and References. The Editor reserves the right to reduce text where necessary to adhere to this word count.

INSTRUCTIONS FOR AUTHORS

Submission of manuscripts: Contributions should be submitted online to editor@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 either in rich-text format (.rtf) or as a MS Word (.doc). This file must not contain embedded tables or illustrations, or captions.

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

Illustrations (figures, diagrams, photographs): each image (ca. 72dpi) should be initially sent as a separate pdf file. High-resolution images will only be requested after a paper is formally accepted for publication and should preferably be JPEGs or TIFFs with a minimum 300dpi (a rule of thumb is that images should be no lower than 1–2 Mb). The print area of a page in *The Linnean Newsletter and Proceedings* is 256 × 180cm; this proportion should be kept in mind when preparing figures. The legends should be sent as a numbered list in a separate file (.doc or .rtf).

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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. Papers 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 within the same century should read 1935–65, year ranges in different centuries should read 1890–1935.

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 ten should be written as words (unless in dates or pagination).
- Numbers above ten 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 = ca. 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 double quotation marks. Quoted passages over 50 words should begin on a new line, typed as a block.

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 *The Linnean*. This final electronic copy must be submitted as a double-spaced, fully corrected typescript without embedded tables or images. Authors must retain a copy of their paper for reference and for use when proof-reading.

The Editor will provide a proof in PDF format which will be sent 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 proof to the Production Editor, who will make all necessary alterations to the master electronic file. Once the paper is approved and the issue published, authors will receive two printed copies of *The Linnean* and a PDF from which to print future copies of their paper.

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