

WILTSHIRE BOTANICAL SOCIETY NEWSLETTER

Guidelines for Contributors

Text

Ideally we'd like to receive article text as computer files. Documents can be from Microsoft Word (any version, doc or docx), Open Office, or probably any other source. Do not worry about formatting fonts etc. as this will be re-done for the newsletter. Manuscript is quite acceptable if you do not use computers.

Species names

Plant names should be written in the following format: English Name *Scientific name*, ideally following the nomenclature used by the current edition of Stace's New Flora of the British Isles. If you are unsure of the latest nomenclature, just do your best and the editorial process will make any necessary amendments. Scientific names will be spell-checked to ensure accuracy.

Examples

Rough Hawkbit *Leontodon hispidus*

Common Field-speedwell *Veronica persica*

Dandelion *Taraxacum* agg.

When referring to the common name of a group or a genus of plants, please do not capitalise these unless the word begins a sentence.

Examples

willowherbs

buttercups

a speedwell

Whilst we always aim to minimise the amount of editing of individual contributions, we will if necessary correct species names and place them in the required format.

Images

Photos and diagrams are extremely welcome. Paste these into the text if you wish, but as they are difficult to extract when the newsletter is compiled, please also send the image files.

Image files can be jpg or any other common format. Full photographic resolution is not required and makes for rather large email attachments. Photo storage programs, photo editors and mobile phones usually can reduce the image sizes before sending. It's difficult to give clear advice on this, but suggested sizes are:

- around 1600 pixels across *or*
- a total of about 1,000,000 pixels *or*
- a file size between a few hundred kilobytes and one megabyte *or*
- around 300 dpi (dots per inch).

If pictures don't have enough definition to print well, we may ask you to re-send. We can also scan paper copies of any diagram or other artwork that is not in electronic form.