

FORTH NATURALIST AND HISTORIAN

instructions to Authors for the Preparation of Manuscripts

TITLE

The title of the paper should be meaningful and as short as possible.

TEXT

Manuscripts should be typed (double-spaced) on one side of A4 size paper, leaving ample margins with the folios numbered. Words to be printed in italic should be underlined.

The style should be designed to appeal to the educated layman/sixth year studies student, without sacrifice of scientific content. Manuscripts should be as concise as possible.

All linear measurements and weights should be in the metric scale. International abbreviations should be used, e.g. g (gram), kg (kilogram), h (hours), min (minutes).

Photocopies of illustrations and figures should be submitted in the first instance. Originals should not be forwarded until the paper is accepted.

TABLES

Tables should be set out on separate sheets numbered in Arabic numerals, and given a concise legend.

TEXT-FIGURES

Text-figures should be in black ink on white paper. It is important to make the lines sufficiently black. No drawing should be so large that it must be reduced to less than one-third of its original size. The degree of reduction need not be inserted by the author.

The size of the printed area of the journal page is 18 x 10.5 cm. The maximum size for a full-page figure (with legend) is;19 x 12 cm. although double-page spreads or fold out figures can be considered.

Lettering, numerals, etc. should be very carefully drawn in black ink or inserted with "letraset" or stencils.

Legends should not be inserted in the figures.

Text figures are numbered in arabic numerals, and referred to in the text as 'Fig.1', etc. Places of figures relative to the text should be indicated in the margin.

PLATES

Photographs should be on smooth-surfaced paper, semi-matt or glossy. The edges of the photograph must be trimmed square. It is important that the background in the photograph be of a uniform tone and free from blemishes.

REFERENCES

References should be listed alphabetically at the end of the paper. The full title and year must be given. Titles of papers, but not of books, are decapitalized. Titles of journals are to be given in full. Where a volume appears in parts the part need only be specified where each has separate pagination. References to books should include the publisher. Citations in text are to be given by author's name followed by year in brackets.

Examples:

MARSHALL, S. M., NICHOLLS, A.G. & ORR, A.P., 1939. On the growth and feeding of young herring in the Clyde. *Journal of the Marine Biological Association of the United Kingdom*, 23, 427-55.

RUSSELL, F.S. & YOUNGE, C.M. 1928. *The Seas*, 379 pp. London:Frederick Warne.

PROOFS

Proofs should be corrected and returned as soon as possible, i.e. within ten days. Authors corrections must be minimal - after acceptance of manuscript by the Board there should normally be no text changes.

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