

## ARCHIVES OF NATURAL HISTORY

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### GENERAL INFORMATION

*Archives of natural history* is published by Edinburgh University Press for the Society for the History of Natural History. The journal provides an avenue for the publication of papers and short notes on the history and bibliography of natural history, including botany, geology, palaeontology, zoology, the lives of past naturalists, their publications, correspondence and collections, and the institutions and societies to which they belonged. Bibliographical papers concerned with the study of rare books, manuscripts and illustrative material, and analytical and enumerative bibliographies are also published.

Papers are considered on the understanding that they present the results of original research and that their contents have not appeared, or will not appear, elsewhere in substantially the same or abbreviated form, whether in English or in translation. Papers are submitted for scrutiny to one or more referees and are evaluated by the editors.

Papers submitted to *Archives of natural history* may include lists of names and catalogues of specimens and may concern such matters as the authorship and dates of publication of taxonomic works. However, papers primarily concerned with nomenclatural matters, including the publication of new names, the conservation or rejection of names, and discussion of type status will not be considered.

Papers should be as concise as possible. Longer papers will be in the region of 6,000–8,000 words, but shorter articles are perfectly acceptable. Authors intending to submit papers exceeding 10,000 words should contact the Editor before submission. Long papers, if accepted, may be delayed in publication and, at the Editor's discretion, may be published in two parts within *Archives of natural history*. Short notes should contain fewer than 1,500 words including Notes and References.

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**Submission of manuscripts:** Contributions should be submitted online to [editor@shnh.org.uk](mailto:editor@shnh.org.uk) as attached files. Name the files with your surname, plus, when relevant, the figure or table number (for example, Nelson text, Nelson table1, Nelson figure 01). The names of two suggested referees should be added to the submission.

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**Text:** should be submitted either in rich-text (.rtf) or as a MS Word (.doc) format. This file must not contain embedded tables or illustrations.

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

**Illustrations** (figures, diagrams, photographs): each image should be sent as a separate PDF file. For full details see the section on ‘Illustrations’ below (p.8). Please do not attempt to send high-resolution images at submission stage; these will only be requested after a paper is formally accepted for publication.

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### **SHORT NOTES**

The journal welcomes short notes, which should be not more than 1,500 words. The format of these is different from longer papers. The title is given first, and is immediately followed by the text. Subheadings should not be used. Acknowledgements, Notes and References follow the text, with the headings in capital letters. The author’s name, in capital letters, and address come at the end. A short note does not have an Abstract or Key Words.

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Follow this sequence: Title; Author’s name; Address for correspondence; Abstract; Key Words; Text; Acknowledgements; Notes; References; Appendix + Bibliography (if appropriate).

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The following are examples of the format for the title, author’s(s’) name(s) and addresses:

*Papers with one author*

The fate of Marmaduke Smith’s collections

L. TAYLOR

The Whitby Museum, Civic Centre, Whitby, Yorkshire NZ2 4PT, United Kingdom (e-mail: mushan@barras.ac.uk).

*Papers with more than one author*

The fate of Marmaduke Smith’s collections

L. TAYLOR<sup>A</sup> and M. SMITH<sup>B</sup>

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<sup>B</sup> The Museum, The Oval, Wisbech, Cambridgeshire, PE14 8DF.

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Papers exceeding 2,000 words should be divided into headed sections, each heading and subheading to be aligned on the left text margin. Headings should be in capital letters. Subheadings should be in bold but not be in capital or italic letters.

*Citation of published sources in the text:* use the Harvard system: Smith and Jones (1890). More than two authors are cited as Baker *et al.* (1996). More than one work by an author or authors are cited: (Nelson 1980a, 1980b, 1980c). Several authors' work within the same parentheses are cited: (Nelson 1980a; Lucas 2007:25).

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*Italics:* names of genera and species are in italics, as are the permitted Latin abbreviations (see above). 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.

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## **Acknowledgements**

These are treated as a separate section, with the heading **ACKNOWLEDGEMENTS** in capital letters. Acknowledgements immediately precede the Notes.

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NOTES follow **ACKNOWLEDGEMENTS** and precede **REFERENCES**, as a series of numbered endnotes, not footnotes. Do not use the automatic “endnotes” section in MS Word. In the text, Notes are indicated with superscript numbers placed (usually) outside the relevant punctuation, for example, “Further details are available. However, ...”.<sup>4</sup>

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Examples:

26 Public Records Office, Dublin: State Papers (hereafter PRO-SP) 12/43/1.

27 J. Cain to E. C. Nelson, pers. comm., 27 March 2002.

28 S. Holmes, 1985 The natural history of Baker Street. Unpublished doctoral thesis, University of Norfolk.

29 C. Darwin to J. S. Henslow, 6 March 1839: original ms in Cambridge University Library; Darwin Papers, letter 56, f. 5.31.

For economy of space, when repeating exactly the same source of information, use the same Note number in the text.

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20 J. D. Hooker to C. Darwin, 20 December 1859 (Burkhardt and Smith 1991: 7: 437).

21 L. T. Gronovius, *Systema ichthyologicum*: original ms in The Natural History Museum, London. This manuscript was written between 1764 and 1777; the text was published by Gray (1854) but the illustrations have never been reproduced.

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All published sources cited, named or noted must be listed alphabetically by surname under the heading REFERENCES as follows: Surname; Initials; Date; Title; Volume (in bold); page numbers.

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ANONYMOUS, 1845 Heathers in North America. *The gardeners’ chronicle* 4 May: 356.

HERBERT, W., 1847 A history of the species of *Crocus*. *Journal of the Horticultural Society of London* 2: 249–293.

LUCAS, A. M., 2003 Assistance at a distance: the production of *Flora australiensis*. *Archives of natural history* 30: 255–281.

SMITH, J. E., JONES, D. L., SMITH, P. and SMITH, Z., 1989 Honey production in Afghanistan. *The Beekeeper* 45: 129–345.

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Note: The place of publication (in modern English form) is included but not the publisher’s name, nor the number of pages, unless essential to the understanding of a bibliographical paper.

BURKHARDT, F. and SMITH, S., 1991 *The correspondence of Charles Darwin*. Volume 7. 1858–1859. Cambridge.

WORDEN, F. G., SWAZEY, J. P. and ADELMAN, G. (editors), 1975 *The neurosciences: paths of discovery*. Cambridge, Massachusetts.

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EWEN, A. H. and PRIME, C. T. (editors), [1975] *Ray’s flora of Cambridgeshire*. Hitchin.

When referring to a chapter within an edited book:

HERRIES DAVIES, G. L., 1985a Astronomy, geology, meteorology, pp 247–274 in O’RAIFEARTAIGH, T. (editor), *The Royal Irish Academy: a bicentennial history, 1785–1985*. Dublin.

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Examples:

DRAYTON, R., 2004 Lindley, John (1799–1865). *Oxford dictionary of national biography*. DOI: 10.1093/ref:odnb/16674 (accessed 15 February 2006).

WINTERS, R. and HUME, J. P., 2014 The dodo, the deer and a 1647 voyage to Japan, *Historical biology: an international journal of paleobiology*, DOI:10.1080/08912963.2014.884566 (accessed 28 March 2014).

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#### *References from Newspapers and Magazines*

*For a signed or anonymous article:*

AUTHOR + INITIALS or ANONYMOUS, YEAR Title of article [or first few words (in quotation marks) if untitled so the item can be identified]. *Newspaper’s name* [Place of publication if needed] date of issue [DD Month YYYY]: p. 00 or pp 00-00.

For example:

ANONYMOUS, 2013 Warthog discovery in France. *The evening chronicle* [Newcastle, UK] 14 March 2013: pp 4-5.

or

BLOGGS, J., 2013 “Yesterday, while walking along the shore ...”. *The evening chronicle* [Newcastle, UK] 14 March. 2013: pp 4-5.

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N[ELSON], E. C., 1841 [Advertisement] Australian College. *Sydney courier* [Hobart] 26 November 1841: p. 3.

*Notices of death:*

ANONYMOUS, 1867a [Death notice, Mary Anne Rennie]. *South Australian advertiser* [Adelaide] 16 February 1867: p.6.

### **Appendix + Bibliography (if appropriate)**

Use an APPENDIX for supplementary material and Tables.

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