

Archives of natural history

INSTRUCTIONS FOR AUTHORS
(updated 28 August 2007)

Contact e-mail addresses for the Honorary Editor: editor@shnh.org
Contact e-mail addresses for Book Reviews Editor: books@shnh.org
Postal address for both is

Society for the History of Natural History
c/o The Natural History Museum
Cromwell Road
London SW7 5BD, UK

Preamble

Archives of natural history (formerly *Journal of the Society for the Bibliography of Natural History*) provides an avenue for the publication of papers on the history and bibliography of natural history in its broadest sense. This is taken to include botany, geology, palaeontology and zoology, the lives of naturalists, their publications, correspondence and collections, and the institutions and societies to which they belong. Bibliographical papers concerned with the study of rare books, manuscripts and illustrative material, and analytical and enumerative bibliographies are also published. Short notes are also welcome (see below).

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 which are primarily concerned with nomenclature or systemic revisions cannot be considered (see section **10** below).

Papers are submitted for scrutiny to one or more referees and are evaluated, with these reports, by the editors. Authors can expect a report from the Honorary Editor on the suitability of their submission, with a summary of pertinent comments from referees, and amendments may be requested or required. The Honorary Editor may reject a paper without review when it is deemed inappropriate for the journal or of inadequate quality. No paper is published without the formal, written acceptance of the Honorary Editor, and the assignment by the author(s) of copyright to the Society for the History of Natural History.

Authors should study these instructions carefully and present their papers in the exact style required by *Archives of natural history*. Papers not conforming to the journal's style may be returned to authors for amendment *before* consideration for possible publication.

Papers should be as concise as possible. Other matters being equal, preference will be given to papers not exceeding 10,000 words (including notes and references). Short notes should contain fewer than 1,500 words.

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*. Page charges may also be levied on these papers (see section **11** below).

Publisher and publishing procedures from 2008

From volume **35** (2008), *Archives of natural history* will be published for the SHNH by Edinburgh University Press.

All the papers for an issue will be sent to Edinburgh together, fully copy-edited, on 1 January (for part 1) and 1 July (for part 2). Final page-proofs will be issued by the Press by e-mail soon afterwards, and the issues will be published at the beginning of April (part 1) and October (part 2).

****** indicates that a change in format or style has been adopted. Authors who have had papers published in *Archives of natural history* during the past five years should take special note.

1. SUBMISSION OF COPY AND PRESENTATION

a. *Archives of natural history* does not accept submission by fax or e-mail attachment.

Two (2) copies of the typescript (see sections 2, 3, 5 & 6) and printed copies of all intended illustrations (see section 4) should be submitted to The Honorary Editor, *Archives of natural history*, Society for the History of Natural History, c/o The Natural History Museum, Cromwell Road, London SW7 5BD.

The total number of words, including references and notes, should be printed at the end of the typescript.

b. After a paper has been formally accepted for publication, final copy will be required in two forms: (1) a double-spaced, corrected typescript; (2) a computer file (see 8a below). Authors unable to provide a computer file should inform the Honorary Editor when they submit their papers; they will be asked to provide a fully corrected typescript, entirely free of manuscript alterations, suitable for scanning.

Authors must retain a copy of their paper for reference and for use when proof-reading.

c. Typescripts must be double spaced throughout, including notes and references, using A4 (208 x 298mm) or equivalent paper. All pages must be numbered. One side of the paper only should be used. All margins should be at least 25mm (1in) wide. Text, notes and references should be fully justified. The abstract and key words (see

section 2) must be printed on a separate page, numbered serially with the rest of the paper.

d. Papers exceeding five typescript pages should, for preference, be divided into headed sections, each heading and subheading to be aligned on the left hand text margin. Headings should be in capital letters. Subheadings should not be in capital letters.

e. Explanatory notes are to be presented as endnotes, not footnotes. For the presentation of notes and references see 5 and 6 (below).

2. TITLE, ABSTRACT & KEY WORDS; SHORT NOTES

a. The title should be informative and concise. The title is not printed in capital letters. The author's name is printed in capital letters. The institutional affiliation or private address should appear on a single continuous line beneath the author's name. If another address is preferred for correspondence this should be given in parentheses. E-mail addresses may also be given, in parentheses, after the main postal address.

Examples:

- *Papers with one author*

The fate of Marmalade Duke's collections

L. SMITH

The Hancock & Wear Museum, Barras Bridge, Newcastle, Yorkshire, NZ2 4PT (e-mail: mushan@barras.ac.zn).

- *Papers with more than one author*

The fate of Marmalade Duke's collections

L. SMITH^A and M. SMITH^B

^A The Hancock & Wear Museum, Barras Bridge, Newcastle, Yorkshire, NZ2 4PT (e-mail: mushan@barras.ac.zn).

^B The Museum, The Oval, Wisbech, Cambridgeshire, PE14 8DF.

b. An abstract, in English and not more than 200 words long, must accompany each paper. This must be printed on a separate page. The abstract should be a concise summary of the paper's contents and conclusions.

Authors whose first language is not English are invited also to provide an abstract and keywords in their own language. These will be printed in *Archives of natural history*, following the English abstract, and will also be posted on the Society's website at the time of the paper's publication.

c. Key words follow the abstract and enable the identification of the paper's subject matter in retrieval systems. Not more than six (6) key words (or very brief phrases), separated by hyphens, should be provided. Key words should *not* duplicate words or phrases in the title; they are additional words.

Example:

KEY WORDS: *Erica* – Ireland – history of collections – nineteenth century.

d. **Short notes.** The format of the title, author's name and address in a Short note is different. The title is given first, followed by the text. Subheadings should not be used. Notes, acknowledgements and references follow the text, with headings in capital letters. The author's name (in capital letters) and address are printed at the end. A short note does not have an abstract or keywords.

3. CONVENTIONS ***

a. Scientific names of animals and plants are printed in italics. The names of plant or animal families are in roman and must not be put into italics.

Accepted zoological practice should be followed in citing the authority for, and date of, scientific names. When a date is included in an authority the author's name is followed by a comma; for example (Linnaeus, 1758).

The authorities for botanical names should follow R. K. Brummitt & C. E. Powell's *Authors of plant names*, and may be abbreviated. Acronyms of herbaria should be in bold and be enclosed in parentheses: **(DBN)**.

*** Vernacular names of plants and animals should not have capital initials unless convention demands these or they are desirable to prevent ambiguity; for example, Persian lilac, house sparrow, Irish hare, lesser celandine. Preference is always given to the scientific name.

b. Titles of books and serial publications, both in text and references, should be in italics. Ships' names are also put in italics.

c. In the text, published works are cited using, within parentheses, the author's patronym (surname) and the year of publication; an author's first name or initial(s) should only be used when two or more authors share a patronym.

*** When both the author's name and the date are enclosed within parentheses, they are separated by a single space.

When more than one work by an author was published in the same year, a sequence of lower case letters should be appended to the date to distinguish each work: for example (Nelson 1980a, 1980b, 1980c). Commas are used to separate dates when the papers are by the same author.

When more than one author's work is cited, the citations are separated by semicolons: for example (Nelson 1980a; Lucas 2007).

When citing volume or page number(s), these follow the date and are separated from the date by a colon.

Examples

Wheeler (1999) stated that ...

... found in Norfolk (J. E. Smith 1805).

*** ... and support was provided (Baker *et al.* 1996) ...

... career (Turner 1979, 1980; Pettigrew 1979).

... as discussed by Smith (1982a, 1984b) and ...

Nelson (1998a: 127; 1998b) included a ...

Jones (1854: 4: 270) stated ... – thus the reference is to page 270 in volume 4 of Jones (1854)

d. Quoted matter should follow the original copy exactly both in punctuation, spelling and as far as possible typography. Short quotations should be enclosed in double quotation marks.

Quoted passages in excess of about 50 words should commence on a new line and be indented from the text margin; quotation marks are *not* used for such passages.

e. Dates are printed in the form day month year, without punctuation or abbreviations – 17 March 1999, March 1999 (not 17th March 1999, or March 17, 1999) – unless these are within quotations when the exact format of original should be followed.

f. Numbers are printed in Arabic numerals. Roman numbers are not used except within quotations and for royal titles (for example Henry VIII). Use words for the numbers 1 to 12 inclusive (unless in dates or pagination). Numbers above twelve should not be written out except when the number is at the beginning of a sentence, or when indefinite amounts are involved (“as twenty or thirty miles”). Numbers above 999 (unless a date) should have commas as separators (e.g. 10,267; 3,456,907).

g. Abbreviations – including e.g., etc., i.e., viz. – are not permitted in the main text, except for some conventional abbreviations:

c. (for *circa*) or *fl.* (for *floruit*) before dates

*** *et al.* (when citing publications by more than two authors)

ms, mss, f., ff (in Notes)

p., pp (in References).

h. The names of American states should be written in full; the two-letter abbreviations should not be used.

4. FIGURES AND ILLUSTRATIONS

When a paper is submitted for consideration, all illustrations should be provided as good quality photocopies. High-quality images, electronic copies (scans) or original artwork will be required only when a paper has been formally accepted. Normally, original line-drawings and photographic prints are preferred, but computer files containing scanned images may be acceptable when the scans are of sufficient quality. Instructions for preparing computer files and scans will be provided by the Honorary Editor when a paper is formally accepted. Some preliminary guidance is provided in 4f below.

a. Figures are reproduced in black-and-white or as half-tones (grayscale). Authors who wish to include full-colour illustrations will be required to meet the cost of printing *each* colour page. The Honorary Editor will advise authors about the costs.

b. The print area of a page in *Archives of natural history* is 20 x 13cm; this proportion should be kept in mind when preparing figures.

c. Illustrations must be numbered sequentially with Arabic numerals. In the text, references to illustrations should be to Figure 1, etc. Figure captions begin with the word “Figure” in full. References within captions to other

publications may include the author, title, and date of publication. Full publication details must be provided in References. Acknowledgement of copyright and permission to reproduce an image should be included in a caption, in the form required by the copyright owner.

Examples

Figure 1. Illustration from H. Saunders's *An illustrated manual of British birds* (1899). (Reproduced by permission of the Natural History Museum, Glasgow.)

Figure 2. *Magnolia campbellii*; original painting in Chinese ink, 1988. © W. Williams (reproduced by courtesy of the artist).

d. Photographs should be submitted as high-quality scans (see 4f below), or as black-and-white prints or colour transparencies. Special instructions about reduction or enlargement of an image must be sent with the image when it is submitted to the Editor.

e. Illustrations drawn by hand should be in Indian ink on Bristol board or high-grade paper. Computer generated artwork is acceptable (NB colour must not be used in diagrams unless the cost of reproduction is met by the author; see 4a above). The size of any lettering or numbering should be kept in mind if reduction is required. Special instructions about reduction or enlargement of an illustration must be sent with the illustration when it is submitted to the Honorary Editor.

f. Electronic images. File format must be Tagged-Image File format (*.tiff/*.tif) for Windows or Adobe Photoshop format (*.psd). Photographs should be scanned at a resolution of 300 pixels per inch (ppi), as a minimum, and must be cropped as required. Line-drawings should be scanned at a resolution of 600 ppi resolution, as a minimum, and 1200 ppi is preferred.

Files must be supplied on CD-ROM or diskette. *Do not attempt to send image files as e-mail attachments, please.*

5. NOTES AND ACKNOWLEDGEMENTS ***

a. Notes provide a means for communicating expository matter relating to the text and for citation of unpublished and manuscript sources. "Unpublished" work includes theses and dissertations, Internet pages, as well as manuscripts and images.

Notes should be given as a series of numbered endnotes under the heading NOTES (in capital letters). Notes precede References.

NB Authors who are preparing papers using word-processing software are requested *not* to generate notes automatically. Each superscript number should be inserted in the text separately, and the text of all the notes should be included within the main body of the document file.

b. A numbered note must not comprise *only* references to published sources. Published works should be cited in the main text using the method described in section 6 below.

c. Notes are numbered consecutively in sequence of occurrence in the text, with superscript numbers placed (usually) outside the punctuation. Items cited in NOTES should follow these formats.

- Items cited from archival repositories should include all the information necessary to retrieve the document. Most repositories issue advice sheets on full citation, which should be heeded.
- When the names of individuals or repositories are repeated frequently within notes, abbreviations may be used. For repositories, official acronyms are preferred.
- Unpublished sources (including theses and dissertations) and manuscript material. Authors must provide both the repository's official title and sufficient details to ensure the correct later recognition of each item.

Examples:

²⁷ Public Records Office, Dublin: State Papers (hereafter PRO-SP) 12/43/1.

²⁸ J. Cain to E. C. Nelson, pers. comm., 27 March 2002.

²⁹ E. C. Nelson to J. Smith, e-mail, 30 March 2002; a printed copy of this e-mail is deposited in the Botany Library, The Natural History Museum, London.

³⁰ S. Holmes, 1985 The natural history of Baker Street. Unpublished doctoral thesis, University of Norfolk.

³¹ C. Darwin to J. S. Henslow, 6 March 1839: original ms in Cambridge University Library; Darwin Papers, letter 56, f. 5.

- *** When exactly the same information is being cited more than once, the subsequent citations are given the next sequential note number in the text; in the NOTES use the following form:

³⁵ CD to JH, 6 March 1839 (note 31).

- References to archival materials (for example, correspondence) that has been published. Authors may cite a particular item in Notes, but when the reference is a general one, the published work must be cited in the main text (using the method described in 6 below).

Example for citing a particular item.

²¹ J. D. Hooker to C. Darwin, 20 December 1859 (Burkhardt and Smith 1991: 7: 437).

²⁷ 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.

- The use of *ibid.*, *loc. cit.*, *op. cit.* is not permitted.
- Unpublished personal communications, whether by unpublished letter, e-mail or other means, must be cited in Notes. The communication must be precisely dated and the names of the individuals concerned must be given.

Examples:

¹ J. Cain to E. C. Nelson, pers. comm., 27 March 2002.

² E. C. Nelson to J. Smith, e-mail, 30 March 2002; a printed copy of this e-mail is deposited in the Botany Library, The Natural History Museum, London.

d. URLs for Internet materials, see 7 below.

e. Acknowledgements should be treated as a separate section, with a heading in capital letters. These should not be incorporated in NOTES or be presented as a foot-of-page note. ACKNOWLEDGEMENTS precede NOTES.

6. REFERENCES ***

a. All published sources cited or noted within a paper must be listed alphabetically by the patronym (surname) of the author, under the heading REFERENCES (in capital letters) and should be presented as follows:

- Author's patronym is provided in capital letters, followed by initials (not names). When the name of an editor or translator is cited, this is indicated by inserting "(editor)" or "(translator)" in parentheses between the initials and date. Do not abbreviate "editor".
- All publications without an author's (or editor's) name are cited as Anonymous (in full).
- *** The year of publication follows the author's final initial, preceded by a space. The date is not in parentheses (brackets). When a printed work is not dated, insert the date (which can be qualified by *c.* or "?"), if known or deduced from other sources, in square brackets; or, when the date cannot be determined, use "no date".
- For works written by more than one author, use "and" (in lower case) not "&" (ampersand).
- When the same author has several publications in the same year, please use a, b, etc, after the year to distinguish them.
- If published in a serial publication, the title of the paper, journal name *in full* (with series number if appropriate), volume number (in bold, Arabic numerals, not in italics) (and part number if required), and pagination.
- *** If published as a book, the title of the book, and edition if appropriate. The place of publication, followed by a colon, and the name of the publisher are also given in modern English form.
- Titles of papers, serial publications and books should be decapitalised except for proper names (see examples below) and when linguistic customs require capital initial letters (for example, in the names of German publications).

Examples of titles of serial publications:

Archives of natural history

Journal of the history of science

Journal of the Society for the History of Natural History

- *Please take careful note of punctuation.* There is a comma after the author's patronym, and a second comma

after the last initial before the date. There is *no* punctuation mark after the date. The titles of books and articles end with a full stop. The place of publication is separated from the publisher's name by a colon. The volume number of a serial publication is following by a colon.

Examples of full references to journal articles and research papers:

- ANONYMOUS, 1845 Heathers in North America. *The gardeners' chronicle* 4 May: 356.
 NELSON, E. C., 2007 *Erica scoparia* in Spain. *Heathers* 5: 23–47.
 PADEN, W. D., 1964 Arthur O'Shaughnessy: the ancestry of a Victorian poet. *Bulletin of the John Rylands Library* 46: 429–447.
 SMITH, J. E., JONES, D. L., SMITH, P. and SMITH, Z., 1989 Honey production in Afghanistan. *The beekeeper* 45: 129–345.

Examples of full references to books:

- BURKHARDT, F. and SMITH, S., 1991 *The correspondence of Charles Darwin*. Volume 7 1858–1859. Cambridge: Cambridge University Press.
 DARWIN, C., 1868 *The variation of animals and plants under domestication*. London: John Murray.
 LINNAEUS, C., 1753 *Species plantarum*. Stockholm: L. Salvius.
 WORDEN, F. G., SWAZEY, J. P. and ADELMAN, G. (editors), 1975 *The neurosciences: paths of discovery*. Cambridge, Massachusetts: Massachusetts Institute of Technology Press.

When a publication date is not explicit, but is deduced or obtained from another source:

- EWEN, A. H. and PRIME, C. T. (editors), [1975] *Ray's flora of Cambridgeshire*. Hitchin: Wheldon & Wesley.
 EWEN, A. H. and PRIME, C. T. (editors), [c. 1975] *Ray's flora of Cambridgeshire*. Hitchin: Wheldon & Wesley.

Full reference to a book article:

- 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: Royal Irish Academy.

b. Works that have been submitted and formally accepted for publication, but are not published at the time the final text of a paper for *Archives of natural history* is prepared, should be cited as “in press”, and place of publication and publisher's name, or the journal title and, if known, the confirmed date of publication and volume number should be included.

Works that are merely in preparation should not be cited within papers submitted to *Archives of natural history*.

Example:

- JOSEPH, L., 2002 (in press) Bird specimens figured by Thomas Bewick surviving in the Hancock Museum, Newcastle Upon Tyne. *Transactions of the Natural History Society of Northumbria*.

c. More complex citations, for example in enumerative bibliographies, should follow precedents in recent issues of *Archives of natural history* and the editors will be pleased to advise authors on citation formats.

7. CITING INTERNET SOURCES

Archives of natural history discourages citation of Internet-based sources because of their fleeting nature in the long-term process of scholarship. A URL available today may not be available in future years. Please bear in mind the likely ephemeral status of any Internet-based materials and the perhaps temporary nature of each URL when considering your obligations to future scholars.

URL citations in papers submitted to *Archives of natural history* must be special cases (for example, when an author wishes to provide the full text of a manuscript that would be too lengthy to publish). Printed or handwritten texts are always to be preferred, and URLs should only be used in an ancillary role. When URLs are cited, we recommend that authors preserve a printed record or an electronic file of the material cited; this archive can aid later reference.

Citations to Internet materials should be treated in the same manner as manuscripts, and must be placed in NOTES in one of the following formats.

a. Sources accessed by an author

- ² URL (accessed 8 March 2002): www.ucl.ac.uk/sts/cain/projects/diverse/diverse.htm (J. Cain, 2002 Diversifying assessment in undergraduate history of science courses. Department of Science and Technology Studies, University College London).

b. An author's own website providing further data

² URL (published January 2002): www.ucl.ac.uk/sts/cain/projects/diverse/diverse.htm (J. Cain, Diversifying assessment in undergraduate history of science courses. Department of Science and Technology Studies, University College London).

element	example	notes
Date of access	(accessed 8 March 2002)	Citing the date (enclosed in parentheses) protects you in case the contents change.
Date of publication	(published March 2002)	Citing the month and year (enclosed in parentheses) when the site was first published. NB The year may be omitted after the author's name.)
URL (Universal Resource Locator)	www.ucl.ac.uk/sts/cain/projects/diverse/diverse.htm	Omit "http://" and do what you can to provide the full URL. Some sites use coding in the URL to make this difficult. Be sure to bookmark the page so you can find it if asked.
Author	J. Cain	Should be cited as if a manuscript – so "J. Cain" (surname not in capitals). If authorship is not clear, use either "Anonymous" or the most specific producer's name you can find — here, prefer "Department of Science and Technology Studies" over "University College London".
Year	2002	Date of production or date of most recent revision. Only provide the year; series of years are not allowed. If the pages are not dated, use "no date".
Title	Diversifying assessment ... courses	The title of the page may not be the title of the site as a whole. You should cite specific page titles in full; a search for the title should locate the page.
Publisher	Department of Science and Technology Studies, University College London	Cain is the author of the page but the Department/University publishes the site. Do not abbreviate unless the publisher is well known (e.g. IBM). Web company names can be used (e.g. "Lycos.com").

8. BIBLIOGRAPHIES

- a. These should follow the conventions regarding References (see 6), and precedents in recent issues of *Archives of natural history*.
- b. Annotations to entries in bibliographies should be identified by beginning a new line, and by preceding the annotation with "Note:" or "Notes:".
- c. Subject bibliographies. Author entries in a subject bibliography should be arranged in alphabetical order of authors' names, and chronological order where an author is cited more than once.
- d. Personal bibliographies should be arranged chronologically.
- e. To be of any real worth a bibliography should be indexed under appropriate geographical, systematic or other headings to allow the user to retrieve titles from a variety of approaches. Furthermore, any limitations imposed on the scope of the bibliography should be clearly stated in the introduction. Thus limits of language, period, geographical area, and breadth of coverage, should be immediately apparent to the user before he makes a fruitless search.

9. FINAL COPY, PROOFS AND CORRECTIONS

a. Following formal acceptance of a paper, it is the author's responsibility to produce *fully corrected* final text in *exact accordance* with the style of *Archives of natural history*. This final copy will be required as a double-spaced, fully-corrected typescript, and as an electronic file. The Honorary Editor will provide further instructions for formatting the computer file when a paper has been formally accepted.

Authors unable to provide an electronic version of their contribution must provide a typescript, entirely free of manuscript alterations, suitable for scanning

b. The Honorary Editor will copy-edit the author's final text, creating a master electronic file. A galley proof (in PDF format) will be created from this and will be supplied (by e-mail or on CD-ROM) 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 galley proof to the Honorary Editor who will make all necessary alterations to the master electronic file.

Once the Honorary Editor has sent the fully corrected master electronic file to Edinburgh University Press only in exceptional circumstances can changes to the text be permitted.

c. Final page layout, according to the style of *Archives of natural history*, will be carried out by the publisher (Edinburgh University Press) using the master electronic file supplied by the Honorary Editor.

Page proofs will be supplied by Edinburgh University Press to the author, or corresponding author, again in PDF format by e-mail or on CD-ROM. Authors must print a hard-copy from this PDF file, mark any matters requiring correction and return the marked hard-copy to the Honorary Editor.

The *only* corrections permitted to the page proofs are those rectifying errors in typography and layout.

Page proof corrections will not be accepted by e-mail.

10. NOMENCLATURE DISCUSSIONS & PROPOSALS

It is recognized that there is often a fine line between historical bibliography and nomenclature, and that papers concerning the history of natural history can have significant nomenclatural consequences that need to be resolved. Papers submitted to *Archives of natural history* may include listings of names, catalogues of specimens and bibliographies, and may concern such matters as the authorship and dates of publication of taxonomic works. However, *Archives of natural history* is not a nomenclatural journal nor a place for original taxonomic discourses. Thus papers that are primarily concerned with nomenclatural matters, including the publication of new names, the conservation or rejection of names, and typification (whether by lectotypes or neotypes), cannot be considered. In general, discussions and formal proposals about the validity of names (including the publication of new names) and typification properly belong in journals devoted to taxonomy and nomenclature and should not be included in papers submitted to *Archives of natural history*.

11. PAGE CHARGES **

Page charges will be levied to meet the cost of publishing lengthy papers written by authors who are not members in good standing of the Society for the History of Natural History when the paper is formally accepted for publication. The charge will be reviewed regularly.

When a paper exceeds 6,000 words the charge to non-members (including members in arrears) will be £40 per page in excess of 10 pages. This will be estimated at time of acceptance on the basis of 600 words/page. Illustrations, tables, notes and references will be included in the page-count. An invoice will be issued with the galley proofs. The author will be expected to pay the invoice or (re)join the Society before the paper can be sent by the Editor to Edinburgh University Press for publication.

There will be no reduction or waiving of charges.

12. COPYRIGHT OF PAPERS AND SHORT NOTES **

- a. ** Copyright of **papers** and **short notes** published in *Archives of natural history* must be assigned to the Society for the History of Natural History.
- b. Copyright of **book reviews** must be assigned by each reviewer to the Society of the History of Natural History.

13. GENERAL POINTS

- a. Whereas British English is preferred in papers submitted to *Archives of natural history*, papers by North American authors may retain American spellings. However, any quotations must follow the original source and spelling should not be amended.
- b. Authors are advised to follow the *Oxford dictionary for writers and editors* for spelling (for example, in the use of -ize/-ise) and other format advice. This is the standard source used by the editorial team. We favour the following: judgement, focused, connection, premise, medieval.
- c. Emphasis is achieved by the phrasing and grammar. Unless in a direct quotation, where the original use should be followed, using *italics*, **bold** or underlining to show emphasis is not allowed.

E. Charles Nelson

Honorary Editor – editor@shnh.org

30 August 2007.