



## Instructions to Contributors

*Irish Naturalists' Journal – March 2019*

### Contents

Introduction .....	2
Instructions to Contributors .....	4
Format for Text.....	4
Title .....	4
Abstract and Keywords.....	4
Authors and Institutions .....	4
Names for species .....	5
Body of the article .....	5
Subheadings .....	6
References.....	7
Citing references in text.....	7
Citing references in list.....	7
Print Publications.....	8
Unpublished printed works.....	9
Online Resources .....	9
Tables and Figures .....	9
Tables .....	9
Line illustrations and diagrams .....	9
Colour photographs.....	10
Copyright.....	10
Notes and Records .....	10

## Introduction

The *Irish Naturalists' Journal* publishes papers, notes, letters and items of news on all aspects of Irish natural history and on other topics of direct interest to Irish naturalists. It also publishes reviews of books that have a relevance to Irish natural history.

Contributions concerning any aspect of Irish natural history are welcomed. The Editor will always be pleased to advise an intending contributor on the preparation of a manuscript for submission. All contributions should be sent by email to the editor at **IrishNaturalistsJournal@gmail.com** The manuscript will then be sent by the Editor to the appropriate Sectional Editor who will then contact the authors.

Contributions to the *Journal* are subject to scrutiny by one or more referees who will advise the INJ on the suitability of the contribution for publication in the *Journal*. The *Journal* particularly welcomes contributions from beginners, and these notes are primarily intended to aid those writing papers or notes for the first time. It is hoped, however, that they may prove of use for more seasoned authors as well.

For both notes and papers the essential requirements are the same:

- that all the information offered is worth publishing;
- that the article is written so as to convey this information clearly;
- that the article conforms to the standards of the *Journal*;
- that the article is submitted in the style of the *Journal*;

Papers may be either:

- papers presenting an author's original work;
- review papers.

It would seem superfluous to state that original papers should be original. In other words, repetition of work already in print is seldom favourably considered by a referee, unless significant additional knowledge has resulted. Similarly, distribution records of species known to be ubiquitous rarely warrant separate publication. Authors sometimes read far more into their data than is justified, and this should always be kept in mind in writing up one's work. A few observations on a small sample of a species in one part of Ireland, for example, do not justify a major article on the species on the island as a whole. Notes are intended to be brief. For instance, a note reporting a single occurrence of a rare species does not necessarily need to be accompanied by a detailed list of all its other occurrences in Ireland and accompanying references.

A review paper should be both authoritative and a genuine compilation by the author. There is nothing to be gained by effectively re-casting another published review, no matter how ancient. Anyone considering a review article is reminded that the first requirement, before putting pen to paper or finger to keyboard, is a thorough and detailed knowledge of the relevant literature.

The *Journal* is intended for a wide readership, both amateur and professional. Contributors are therefore urged to present their subject matter in simple, lucid and concise terms. An author should also consider the convenience of the readers. Strive to inform and not to impress: in the last analysis, a simple style is the best evidence of an organised mind. It is a great error to copy the jargon that characterizes far too much 'scientific' literature. Avoid complicated constructions, excessively long sentences and verbal padding. Use the active

voice in preference to the passive and remember that the occasional use of the first person is not prohibited. It is also worth noting that even some of the most experienced contributors to the *Journal* will revise their manuscripts several times before sending the copy to the Editor.

More specifically, titles must be brief and to the point. This often dictates the use of adjectives, with their descriptive power, but restricts the scope of verbs. The presentation of longer papers may be improved by the introduction of sub-headings. On the other hand, they are unnecessary in shorter articles, as they take up valuable space, and the Editor may therefore require their removal. The overall form of a paper will depend on its content, but the time-honoured and practical order of *Introduction, Methods, Results* and *Discussion* has much to recommend it. Notes and Records should introduce the species (or other focus of the note) and explain the relevance of any new discovery or observation. For some species it is valuable to include diagnostic features allowing the taxon to be distinguished from similar species.

Papers can be from 1000 words up to a maximum of about 5000. Notes are usually limited to less than 500 words. Tables, plates and figures should be kept to a minimum. Photographs will be accepted only when they make a real contribution to the text or are of special, intrinsic interest. Finally, it must be emphasised that contributions should not have been published, or have been accepted for publication elsewhere, and that they should pertain to Ireland, or at least be of relevance to Irish natural history.

Manuscripts should be submitted as email-attached documents in MS Word, paying close attention to the format of text as detailed below. At the time of submission, it is adequate to supply illustrations embedded within the manuscript. The original image files will be requested on acceptance of the contribution.

## Instructions to Contributors

The rules outlined below are for record purposes. The simplest thing to do is to type your manuscript in MS Word, Times New Roman 12 point and avoid all special formatting within Word! Clever layout, with smart spacing, paragraphs, line breaks, headings are all to be avoided. Hyperlinks to your database of publications should not be used to generate the bibliography. All of this is stripped out at the beginning of the editing process anyway. Keep it simple. Do use italics for scientific names and journal names, do use bold for journal volume numbers.

Look at recent issues of INJ to see the style, don't forget WE do the typesetting. You provide the content. Now if you really want details of our rules, read on.

### Format for Text

Text formatting is managed during the layout process by INJ and text from authors should not be heavily formatted. Do not use advanced functions that automatically manage text layout on the page. If you follow closely the settings in MS Word listed below, it will save INJ time in stripping out incorrect layout. Manuscripts that do not meet these standards may be returned to authors for reformatting.

Standard settings in Microsoft Word

- Language – English UK/Ireland
- Font – Times New Roman, 12 point
- Line spacing – single
- Justification, left

### Title

- The title for all contributions should be concise and give a clear indication of the content of the article.
- Remember that INJ is read internationally, not just by Irish audiences.

### Abstract and Keywords

- An **Abstract** should be included at the start of the manuscript for each paper (not for notes or records) but this should be kept to 100-150 words in length.
- Up to a total of five relevant **Keywords** should be listed after the Abstract

### Authors and Institutions

- **The name(s) of the Author(s) of the article** should be given in a single paragraph below the title with numerical superscripts following the name, referring to the addresses which are listed below (do not use Word functions such as footnotes or endnotes for this). The corresponding author will be denoted by an asterisk in front of their name and must include an email address. At least one **first name of each author** should be given in full. The name of the **country** should be included in the address, with the exception of addresses in Ireland and Northern Ireland. Titles (Professor, Dr etc.) or job titles are not used.
- **Examples**

## Names for species

- **Names of authors of a species** should be given after a species name in the title of a contribution and in full at the first mention of the Latin name of each species in the text, but not in the Abstract or Keywords.
- In the case of a new species a **type specimen** must be deposited in an appropriate museum collection or herbarium and otherwise meet all requirements of the ICBN or ICZN. The collection reference number must then be given in the record. Wherever possible in the case of a first record of a species or a record of a hybrid, a specimen should also be lodged in an appropriate institution and reference number cited.
- **Common names** of species should use initial capitals for all words when these are being used to refer to a single species (*e.g.* Atlantic Bonito, Daubenton's Bat, European Hedgehog). If a common name is used, the **Scientific name** should be given in parenthesis after the first occurrence of the common name in the manuscript *e.g.* Atlantic Bonito (*Sarda sarda* (Bloch, 1793)). Thereafter, common organisms such as otter, badger, or general groups such as bramble need not have capitals as the term is clear enough. Remember that INJ is read internationally, not just by Irish audiences.
- **Scientific names** must be given in full at their first occurrence in a manuscript (but not in the Title of the article).
- **Scientific names of animals** Authors of animal species must have names in full, with date of publication of species name *e.g.* 'Ursus arctos Linnaeus, 1758' subsequently in the article as *U. arctos* as long as this does not cause confusion with similar species names. Authors of plant species are commonly abbreviated. Alternatively, in papers which deal with a large number of species it is permissible to cite, early in the text, the reference source(s) from which the species names are derived. Preferred sources are those used by the record centres in Ireland – CEDaR and NBDC.
- **Scientific names of plants** should follow the International Plant Names Index (<https://www.ipni.org>) which covers seed plants, ferns and lycophytes. Authors of plant species are commonly abbreviated and given without the date of publication.
- The **genus name** of an organism should be given in full at first mention, at the start of a sentence and at the first mention in any section of a paper. At all subsequent uses it should be abbreviated to the initial letter capitalized and followed by a full stop. *e.g.* ' *Calluna vulgaris*', '*C. vulgaris*', unless another species with a generic name starting with the same letter has been mentioned since that generic name last appeared in full.

## Body of the article

- **Bold type** is reserved for the title, names of authors of the contribution and primary sub-headings in a paper. Bold is also used for the standard abbreviations for Herbaria (*e.g.* **DBN**, **BEL**) and for volume numbers of works cited in the references. Do not underline words to indicate that they should be in bold.
- **Italics**: Italics are used **ONLY** for the scientific names of organisms (though not their nomenclatural authorities), for Latin words or abbreviations derived from the Latin (*e.g.*, *c*, *etc.*), for the names of books or periodicals in the references, and for certain sub-headings. Do not underline words to indicate that they should be in italics. Do not use italics for emphasis.
- **Quotations**: Double quotation marks are used for direct quotations. Single quotation marks are used for colloquialisms. *e.g.* Hart (1843) states that "the animal known as the 'Irish elk' is common in these bogs"

- **Numbering Figures and Tables:** Arabic numerals are used in numbering figures and tables. Captions for figures should have the word in full *e.g.* 'Figure 1. Daubenton's Bat' and references in the body of the manuscript should use abbreviations *e.g.* 'Daubenton's Bat (Fig. 1)'
- **Calendar dates** should be cited as, for example, '12 January 1991' in the text of papers and notes. Do not use formats such as '12<sup>th</sup> January 1991' or '12.1.91'.
- The **limits** in a **range of dates** should be separated by a hyphen, *e.g.* '18-19 October'; '1989-1990'.
- **Decades** should be indicated as *e.g.* '... in the 1980s ...'
- **Units of measurement** must adhere to the SI system of units and are normally abbreviated, in Roman type. A full stop is omitted, since their nature is that of a symbol rather than abbreviation, and a space is left between the value and the unit symbol (*e.g.* 25 km not 25km, 5 g not 5g). In particular, it is important that all distances and areas are given in metric terms. Where there is good reason for using a non-metric unit (*e.g.* fathoms, or quoting old measurements such as 'yards'), the metric equivalent should be given in parentheses. Degrees of temperature, latitude and longitude are represented by a superscript zero, not the letter O.
- **Numbers:** Integers (whole numbers) of more than four digits are split from right to left in groups of three digits with commas; thus 1,234,500 which is a change from previous INJ format where spacing alone was used, but caused confusion for readers.
- **Decimal fractions** should always have the zero leading the decimal point 0.456322 not .456322. Multiplication of numbers should be indicated by a cross (×).
- **Products of unit symbols** are indicated by a space *e.g.*
  - 100 plants m<sup>-2</sup>
  - 20 mg l<sup>-1</sup>
  - 2,500 cells dm<sup>-3</sup>
- **Abbreviations which** are a contraction of the word they represent (technically 'contractions' not 'abbreviations'), and which therefore end in the same letter as the word, should not be followed by a full stop, *e.g.* 'Mr', 'Dr', 'Handbk', 'Cos', 'eds' etc. nor should **acronyms** such as BSc, PhD, UK
- The **abbreviations** 'sp.', 'ssp.', 'var.', 'coll.', 'det.', 'ed.', 'e.g.', 'i.e.' and 'c.' (for *circa*) should be given with a full stop.
- When **initials** of authors or collectors etc. are given in place of their names, full stops should not be used. Initials preceding a surname should be followed by full stops and not include spaces, *e.g.* RNG, R.N. Govier.
- Spellings should be as per *The Chambers Dictionary* (first alternative spelling always used. One exception to this rule is '**colouration**' not coloration).
- **Names of ships** should be given as *e.g.* '... *MV Titanic* ...'
- **Terms** such as 'natural history', 'entomology' etc. should not be given capital letters.
- For **Irish placenames**, use the spellings shown in the online Placenames Database of Ireland (<https://www.logainm.ie/en>). Check Townland names against this version of the Townland Index as these may differ compared with some maps.

### Subheadings

- **Names** for subheadings should be concise and clear, *e.g.* **Methods, Discussion**
- **Style** is sentence case, bold, left justified

## References

Authors should always bear in mind that the reason for citing sources of reference used in writing a paper is that they enable a reader to access the original publication. The citation of the bibliographic information should therefore be complete and clear. Citation of websites or web hosted documents should only be used where there is no other alternative. Preference is for citation of hard copy documents. If these happen also to be available online, the citations should still refer to the hard copy version.

Do not use **dynamic linking** within manuscripts submitted to INJ. Features that hyperlink references to citations either in your bibliography at the end of the paper, or in a database that is subsequently unavailable when separated from the manuscript, will be returned to authors.

## Citing references in text

The following points should always be noted when inserting references into the text of a paper:

- In papers the references should appear in the text as “Smith (1980)” or “(Smith 1980)” note the omission of the comma (*i.e.* not (Smith, 1980). If a specific page reference is necessary, it should appear as “Smith (1980, p.6)” or “(Smith 1980, p.6)”. Multiple citations should be separated by a comma (*e.g.* (Jones 1995, Smith 1980) (Jones 1995, 1999)).
- Co-authors are joined by “and” not “&” *e.g.* “Smith and Jones 1960”. For papers with more than two authors, cite the principal author followed by “*et al.*” *e.g.* “Smith *et al.* (1980)”.
- Authors' initials and book titles should never be included in the body of the text of papers, notes or records. This detail is reserved for the list at the end of the article.
- Articles that have been accepted for publication may be included and should be cited as “Smith (in press)” or “(Smith in press)”. Papers that have been submitted but not accepted should not be included. The terms '*in prep.*' and '*in litt.*' must not be used. Publication dates will be inserted in the final draft of the submission if available at that point.
- Reports that have not been officially 'published' should not be cited unless they are crucial. There must be reference to the institution where such reports may be consulted (*e.g.* the relevant college for student theses).
- Unpublished information from individuals should be cited as *e.g.* '(Smith pers. comm. 2004)'.

## Citing references in list

The list of references at the end of an article should follow the standard format of the *Journal*:

- References are listed in alphabetical order by author(s) and chronologically for multiple entries for the same author(s).
- Authors' initials follow the surname. First names are not given in full but as initials. Initials should not be separated by spaces. For multiple authors “and” not the ampersand (&) is used between co-authors' names.
- The title of a paper should be given in full, in roman type, except for any scientific names, which should be italicized. Capital letters should be used for the beginning of sentences and for the initial letters of proper names only.

- The name of the periodical in which a paper appeared must be given in full, not abbreviated, and will be printed in italics. When they recur, all names of journals should be repeated, the use of “*ibid*” and “*op cit.*” are not permitted.
- The **name of a book** is printed in italics, capital letters being used for the beginning and for the initial letters of proper names only. Latin names that form part of a book title will appear in Roman type and should not, therefore, be italicized. The title is followed by the edition number (if any), then the name of the publisher and the place of publication. If the title of a chapter in the book is also given, this should be in Roman type.
- A **volume number** is printed in bold, followed by a colon and a space, and the complete page numbers of articles (use the form 235-238 not 235-8). The volume number may be preceded by a series number in parentheses, or followed by a series letter, in Roman type. Include, in parentheses, the part number **only** if each part has separate pagination.
- **Punctuation** of the references must be in accordance with *Journal* style. Incorrect punctuation and citation in the reference list causes wasted time and effort by editors. Manuscripts that do not meet these standards may be returned to authors for reformatting.
- Citation for **web addresses** should use the standard format and include the date accessed (*e.g.* Online at: [www.irishnaturalistsjournal.org](http://www.irishnaturalistsjournal.org) Date accessed: 1 January 2010.) Do not use hyperlinks in manuscripts, addresses should be in plain text.

The following examples illustrate most aspects of the citation of references in a MS, as presented in MS (*i.e.* not indented, no hanging paragraphs):

#### Print Publications

Banfield, A.W.F. (1974) *The mammals of Canada*. University of Toronto Press, Toronto.

Bradbury, K. (1974) The badger’s diet. In: Paget, N. and Middleton, A.L.V. (eds) *Badgers of Yorkshire and Humberside*: 113-125. Ebor Press, York.

Fairley, J.S. (1984) *An Irish beast book*. Second edition. Blackstaff Press, Belfast.

Harris, S. (1982) Activity patterns and habitat utilization of badgers (*Meles meles*) in suburban Bristol: a radio tracking study. *Symposia of the Zoological Society of London*. No. **49**: 301-323.

King, C.M. (1977) Stoat. In: Corbet, G.B. and Southern, H.N. (eds) *The handbook of British mammals*. Second edition. Blackwell, Oxford.

Kruuk, H. (1978) Foraging and spatial organization of the European badger, *Meles meles* L. *Behavioral Ecology and Sociobiology* **4**: 75-89.

Kruuk, H. and Parish, T. (1981) Feeding specialization of the European badger *Meles meles* in Scotland. *Journal of Animal Ecology* **50**: 773-788.

Kyne, M.J., Smal, C.M. and Fairley, J.S. (in press) The food of otters *Lutra lutra* in the Irish Midlands and a comparison with that of mink *Mustela vison* in the same region. *Proceedings of the Royal Irish Academy*.

Melquist, W.E., Whitman, J.S. and Hornocker, M.G. (1981) Resource partitioning and coexistence of sympatric mink and river otter population. In: Chapman, J.A. and Pursley, D.



(eds) *Worldwide Furbearer Conference Proceedings* **1**: 187-220. Frostburg State College, Maryland, USA.

Ward, D.P., Smal, C.M. and Fairley, J.S. (1986) The food of mink in the Irish Midlands. *Proceedings of the Royal Irish Academy* **86B**: 169-182.

### Unpublished printed works

Sleeman, D.P. (1987) *The ecology of the Irish stoat*. Unpublished PhD thesis. National University of Ireland, Dublin.

Tratman, E.K. (1976) *Extract from U.B.S.S. Irish log. Wed. July 28th 1976*. Unpublished report, University of Bristol Spelaeological Society.

### Online Resources

Dublin Naturalists' Field Club (2010) *Butterfly distribution maps 2000-2009*. Online at: <http://www.butterflyireland.com>. Date accessed 14 March 2011.

National Biodiversity Data Centre (2019) Biodiversity Maps. Online database at: <https://maps.biodiversityireland.ie/Species> (Accessed 11 February 2019).

### Tables and Figures

Tables and figures will be accepted for publication only if they are considered essential by the referee. Do not include the captions within the body of tables, images or diagrams.

#### Tables

These should be so arranged that they will fit into the 65 mm column or 140 mm page width of the *Journal* and, wherever possible, restricted so that they occupy no more than a single *Journal* page. The tables should be numbered with Arabic numerals and each should have a self-explanatory title starting with "Table 1. . ." justified to the left. Experimental details should be placed between the title and the tabulated matter. Footnotes should be used only in exceptional cases and should be indicated by superscripted Arabic numerals (do not use the Word footnote function for this). Bold horizontal rules should be inserted to separate headings and identifiable blocks of data. Distinguish between a nil result (0) and a missing result (- or × or blank). The tables should appear in the MS immediately after the list of references; do not insert in the body of the text.

#### Line illustrations and diagrams

These should be so arranged that they will fit into the 65 mm column or 140 mm page width of the *Journal* and, wherever possible, restricted so that they occupy no more than a single *Journal* page. The illustrations and diagrams should be numbered with Arabic numerals and each should have a self-explanatory title starting with "Figure 1. . ." justified to the left and numbered consecutively in one series (*i.e.* a common series of numbers for any illustration or diagram, but separate from the numbering of Tables). If possible text should in the Myriad Pro typeface, otherwise in Arial or Helvetica. A high resolution, digital version of each figure will be required on acceptance of the manuscript for publication. Diagrams which are not computer generated should be scanned and submitted as digital files.

Legends to all figures must be typed in a separate section at the end of the manuscript and not included in the body of the text. The title should be self-explanatory, starting with “Figure 1.” left justified. Figures should be referred to as “Figure 1” in the body of the text and “(Fig. 1)” when in parentheses. Maps should include a scale bar and a North-pointer and avoid logos or text labels. Please use the 'kilometres' spelling for any scale bar (Note. some mapping software uses the incorrect 'kilometer' spelling). Figures should be included at the end of the manuscript and not within the body of the text.

### Colour photographs

These will be considered for publication only if they are of at least 300 dpi resolution. Images of exceptional quality may be chosen for the cover of the *Journal* but this will be discussed with the corresponding author in advance. Images that are not computer generated (e.g. historic prints) should be scanned and submitted as digital files.

### Copyright

It is essential that copyright of any photographs or illustrations must be cleared by the author with the copyright holder. Authors will be required to sign a copyright transfer form.

### Notes and Records

**Notes** are primarily observations and may be on any topic. **Records** are primarily accounts with lists of the occurrence of species in Ireland. Both have their own particular points of style and format. In all cases the text should be as concise as possible whilst still presenting a comprehensive scientific report.

- **Abbreviations** should be used whenever possible, in particular in giving compass points and names of collectors etc. The following represent a number of common abbreviations which should be used: *Circa* - c. (not followed by a space); County - Co.; Counties - Cos; near - nr; river - R.; Mountains - Mtns; Lough - L.; right - R; left - L; hectare - ha; north - N; south - S; east - E; west - W. **NB:** 'N' should not be used for 'Northern' etc. Reference can be made to the *Oxford Dictionary of Abbreviations*.
- Wherever possible, **species records** should adopt the format *e.g. Berberis vulgaris*. H11: Brownsbarn (S612383), 29 August 2011; single large bush in woodland on left bank of R. Nore, PRG and M. Morris. **DBN.** [Where PRG are initials of an author].
- For all records, the **date of collection** and the **Irish grid reference** (as *e.g.* 'J450680') of the site should be given (it is not necessary to precede it with 'Grid ref.'). **Grid references** of more than 8 digits (10 m accuracy) should not be used unless the method of determination is also given.
- For terrestrial records **Irish Grid** should be based on the Ordnance Survey of Ireland Transverse Mercator system.
- For marine records **latitude and longitude** should be given. Abbreviations are Lat. and Long. Typical reference would be Lat. 53<sup>o</sup> 11' 59" N, Long. 9<sup>o</sup> 13' 49" W or in decimal Lat. 53.1997 Long. -9.2303 [note the use of superscript zero for degrees].
- For the Irish **vice-counties** it is sufficient to give these as the number preceded by the relevant letter *e.g.* 'Lough Derg (H9)'. It is not necessary to indicate that it is a vice-county number, *i.e.* by preceding it by 'v.c.'. Titles for all Records and Notes should include the vice-county number where this is appropriate.