

Hertfordshire Naturalist – instructions for authors

1. Articles should be submitted as a Microsoft Word document.
2. Do not format your article (set out the text in columns etc.) as this is done by the designer.
3. Photos and graphics should not be inserted into the article Word document (tables and graphs excluded), but should be submitted separately in a suitable file format. The image title/caption and the owner's credit should be listed within the Word document following the main text. Photos and graphics file names should make them easy to identify.
If the image file relates to a specific figure this should also form part of the file title, e.g., "Photo of Brown Trout in river Ver, credit John Smith".
4. Tables and graphs should be inserted at the end of the word document.
5. Please submit all articles by emailing hertsnaturalist@hnhs.org.

Style guide:

1. Scientific names should be *italics*, the genus should always be capitalized and the species should be lowercase. The full name should be written in full in the first instance, with the genus initialled in subsequent uses, e.g., *Salmo trutta* followed by *S. trutta* in subsequent usage.
2. Common species names are acceptable but in the first instance should be followed by the scientific name in brackets, e.g., "Brown Trout (*Salmo trutta*)". Common generic names should be lowercase e.g., chickweed, willow(s), bees, crows etc.
3. Common names should use a capital letter e.g., Brown Trout, Atlantic Salmon, Daubenton's Bat, Blunt-fruited Water-starwort.
4. Please use Oxford English throughout, i.e., "-ize" spellings, but "-yse" for words like "analyse".
5. Quotation marks are double and, if required for quotes within quotes, single within double.
6. Titles and subtitles should be in sentence case, i.e., capitalize only the first word and then proper nouns and common species names.
7. For units of measurement, please use SI units and close up, e.g., "2km".
8. Numbers one to nine should be written as words, and numbers of 10 or greater as Arabic numerals. The caveat for this is that if the number refers to a unit of measurement or a data point then use the Arabic numeral, e.g., "these two species" but "2 sightings were reported" and "2km".
9. When using quotation marks, end punctuation, such as full stops and commas, should be outside of the closing quotation mark. The exception is for long quotations or quotations of multiple sentences.
10. References should follow the Harvard referencing system. In the text, this should include the surname of the author (or authors) followed by the year of publication. For work published by three or more authors the primary author should be given followed by *et al.* and the publication date: e.g., (Powell, 2009), (Powell and Smith, 2009) or (Powell *et al.*, 2009). Full references should be listed at the end of the document as follows following the example below:

Mutanen, M., Aarvik, L., Huemer, P., Kaila, L., Karsholt, O. and Tuck, K. (2012). DNA barcodes reveal the widespread European Tortricid Moth *Phalonidia manniana* (Lepidoptera: Tortricidae) is a mixture of two species. *Zootaxa* 3262: 1-21.

James, T.J.J. (2018) *Beetles of Hertfordshire*. St Albans: HNHS

Catt, J. and Doyle, J. (2010) 'The Palaeogene Period' in J. Catt (ed.) *Hertfordshire Geology and Landscape*. Welwyn Garden City: HNHS

Articles in *The Hertfordshire Naturalist* are copyedited against [the Guardian and Observer style guide](#). If in doubt about how to present something, please refer to this.