



Guidelines for authors

Please follow the guidelines below when preparing manuscripts for the *Journal of Natural Science Collections*.

The *Journal* includes peer reviewed articles of a high standard that relate to natural science collections – their care and use. We encourage papers from all those working with or researching these collections.

More informal pieces (e.g. conference reports, meeting write-ups, news and views) can be e-mailed to blog@natsca.org for the NatSCA Blog (naturalsciencecollections.wordpress.com).

For further information, or if you are unsure whether a manuscript is suitable for the Journal or Blog, please contact the Editor (editor@natsca.org).

About the *Journal of Natural Science Collections*

- The *Journal* is published annually. The submission deadline for papers to be included in the *Journal* is the end of July. This is to allow time for the manuscript to be peer reviewed.
- All manuscripts are peer reviewed. The author may receive comments/ suggested changes for their consideration. The Editor retains the right to reject a manuscript.
- NatSCA is pleased to receive contributions but cannot pay for manuscripts.
- For technical papers, for example in materials conservation, it is expected that the appropriate ethical standards will be followed and that full details of (or references to) materials and methods will be given to allow readers to undertake the processes themselves.

Preparing and submitting a manuscript

- *Submission.* All manuscripts should be submitted electronically either on disc or by email to the Editor (editor@natsca.org).
- *Language.* Manuscripts must be written in Standard English.
- *Manuscript format.* Manuscripts should be sent in .doc or .docx format or .odt files. Please name your files with the first author, year of submission and content, e.g. Smith09Text.
- *Font.* All text should be in Arial font, at 9 points.
- *Headings.* Headings should appear on separate lines. Main headings should be on a separate line on the left of the page with only the first word capitalised, except for proper nouns. Subheadings should appear in italic at the left of the page on a separate line.
 - Typical headings for research papers are: Introduction, Methods, Results, Discussion, Acknowledgments and References.
- *Abstract.* Briefly describe the purpose of the paper, outlining major findings and conclusions. This should be no more than 300 words. Avoid using references.
- *Keywords.* Provide up to ten specific keywords separated by semicolons. Avoid plural terms and abbreviations where possible.

- *Taxonomic names.* If a species is mentioned, both common and scientific names (where available) should be given when first mentioned. The scientific names of animal and plant species should be in italics and the authority name and date given in full for the first usage, thereafter they may be omitted. Scientific names should follow the most recent relevant codes, e.g. ICZN, ICBN.
- *Units.* Use the international system of metric units (SI). If other quantities are mentioned, give their equivalent in SI.

Title page

- *Title.* A brief and informative title, no more than 120 characters. Avoid abbreviations.
- *Author names and affiliations.* List all the authors, followed by the authors' full institutional addresses. Indicate affiliations with a lower-case superscript letter immediately after each author name and in front of the respective address.
- *Corresponding author.* One author should be clearly designated as the corresponding author and their full postal and email addresses given.

Acknowledgements

- Include acknowledgements after the main text, and before the references section.

References, citations and footnotes

- All references should be given in full at the end of the paper using the Harvard referencing system with parenthetical citations. Websites should be referenced in a similar manner, with the author and date referenced in the text, and the full reference given in full at the end of the paper.
- Authors should strictly follow this formatting:
 - Journal papers: Notton, D. G. (2011) A new practical method for profiling and topping up alcohol-preserved entomology collections, *NatSCA News*, 21: 44-98.
 - Books: Brady, G. S. & Clauser, A. R (1991) *Materials Handbook*, 13th edition, New York: McGraw Hill.
 - Books with an anonymous or unknown author: *The University Encyclopedia* (1985) London: Roydon.
 - Edited books: Carter, D. J. & Walker, A. K. (eds.) (1999) *Care and conservation of natural history collections*, Oxford: Butterworth Heinemann.
 - Book chapters: Moore, S. J. (1999) Chapter 5. Fluid preservation, in Carter, D. J. & Walker, A. K. (eds.) *Care and conservation of natural history collections*, Oxford: Butterworth Heinemann.
 - Websites with author: Atkin, A. (2013) *Taxidermy: Just add death* [Online], <http://naturalsciencecollections.wordpress.com/> [accessed 2 December 2013].
- Websites without author: *Natural Sciences Collection Association* (2013) [Online], Available: <http://www.natsca.org/> [accessed 2 December 2013]. Footnotes will not be accepted. Include important data within the body of the text or omit.

Images

- All images must be sent as separate (not embedded) files, as tiffs/jpegs at 300 dpi and close to the size they should appear in the published article.
- Use a uniform font and font size for original artwork.
- Images should be labelled with the name of the authors, year of submission and figure number, e.g. Smith09Fig1.
- Figure captions should provide a full explanation of the respective image.

- Figure captions should be placed at an appropriate point within the text where it is intended that they should appear.
- Please note: the *Journal* is printed in black and white, so ensure that all figures are visible in black and white, however, authors will receive a free colour PDF of their article.

Peer review process

- All manuscripts included in the *Journal* are peer reviewed to ensure that they have reached a certain level of quality as judged by anonymous external reviewers chosen for their knowledge of the particular subject covered.
- The peer review process can vary in time. The reviewers may send recommendations for improving the manuscript, which the authors will then be expected to address. The amended manuscript may be sent back to the reviewers for comment and possibly further recommendations until the Editor is satisfied.
- The Editor/Assistant Editor will support the author(s) through this process.

Further information

- Opinions expressed in the *Journal* are not necessarily those shared by the NatSCA Committee, the Editor or the membership at large.
- NatSCA reserves the right not to publish a manuscript which is not deemed suitable by the Editor.
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