

# Guidelines for contributors

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Please email submissions to Dr MH Abel at [mhabel@btinternet.com](mailto:mhabel@btinternet.com).

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## Organisation, Style and Format

### Organisation

The manuscript should contain as far as possible the following elements: Title, Author list and affiliations, Abstract, Introduction, Methods, Results, Discussion, Conclusions / Summary, Reference list and Acknowledgements.

### File Format

Manuscript files should be sent in .doc or .docx. Word documents should not be locked or protected.

### Length

As a **guide**, manuscripts should be between four to twenty sides of A4 to include tables and figures.

### Font

Use a standard font and standard font size.

### Spelling

Spelling should follow the Oxford English Dictionary. English and Scientific names should follow those provided by Stace in the New Flora of the British Isles. For other plants, fungi and animal groups, the latest authority should be used. On the first mention of a species both English and scientific names should be given, thereafter only one, preferably the English should be used. Scientific trinomials need only be used if subspecific nomenclature is relevant to the topic under discussion. Italics should be used for all words of foreign languages, including generic and scientific names.

## Units

Metric units and their international symbols should be used. Temperatures should be given in the Centigrade (Celsius) scale. Numbers one to ten should be written in full except when linked with a measurement, abbreviation or higher number, thus five birds, but 5 km and 5-12 birds. Numerals should be used for all numbers above ten.

## Dates

Dates should be written 1 January 2000, times of day, 08h30, 17h50 (24 hour clock).

## Headings

Limit manuscript sections and sub-sections to three heading levels. Make sure heading levels are clearly indicated in the manuscript text.

## Layout

Pages should be numbered.

## Footnotes

Do not use footnotes, include the information in the main text or Reference list as appropriate.

## Abbreviations

Define abbreviations upon first appearance in the text.

## Figures

Any figure or diagram should be called a Figure, numbered appropriately and fully captioned. Maps must be marked with a scale and a north arrow. Good quality photographs can be included and should be fully captioned and acknowledged.

## References

References in the text should follow the form (Campbell and Lack 1985) when there are two authors and (King *et al.* 1975) when there are more than two authors. More than one within the same parenthesis should be chronologically listed, alphabetically if of the same year. Publication by the same authors in the same year may be distinguished by a, b etc., after the date. Full references must be listed alphabetically at the end in the form:

Church, A.H. 1922 Introduction to the Plant Life of the Oxford District. Oxford University Press.

Fuller, R.J., Moreton, B.D. 1987 Breeding bird populations of Kentish sweet chestnut (*Castanea sativa*) coppice in relation to age and structure of the coppice. *Journal of Applied Ecology*, 24: 13-27.

Fuller, R.J., Ray, C.M., Henderson, A.C.B. 1989 Distribution of breeding songbirds in Bradfield Woods, Suffolk, in relation to coppice management. BTO Research Report 50. British Trust for Ornithology, Tring.

Fuller, R.J., Stuttart, P., Ray, C.M. 1989 The distribution of breeding songbirds within mixed coppice woodland in Kent, England, in relation to vegetation age and structure. *Annales Zoologica Fennici* 26:265-275.

Fuller, R.J., Warren, M.S. (in press) Conservation management in ancient and modern woodlands: responses of fauna to edges and rotations. *The Scientific Management of Temperate Communities for Conservation*. British Ecological Society 29th Symposium.

Gauch, H.G. 1982 *Multivariate analysis in community ecology*. Cambridge University Press

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