

***The Naturalist* - Guidance for authors (updated February 2026).**

The Editorial Board welcomes contributions on any aspects, current or historical, of the flora, fauna, geology or geomorphology of Yorkshire and adjoining areas in the north of England. Contributions can take the form of short field notes, longer more detailed articles or letters to the editor. All manuscripts will be reviewed by the Editorial Board who, at their discretion, may send them to third parties for comment and advice. In addition, contributors may request peer review. Articles accepted for publication in *The Naturalist* should not have been previously published elsewhere nor subsequently be submitted to another journal.

Original articles should be submitted electronically as an MS Word document to Dr A. Millard at: **editor@ynu.org.uk**. Please incorporate the author's surname in the names of all files submitted. If electronic submission is not possible, contributions should be sent to Dr. A. Millard, 86 Bachelor Lane, Horsforth, Leeds LS18 5NF (Tel. 0113 824 4010)

Copy Dates: April issue - 14 February; August issue - 14 June; December issue - 14 October.

The principles behind the Style Guide are intended to provide clarity with minimal disruption to the flow of the text. Please look at a recent issue of the journal for a general idea of how to present your article but use the style guide below for more detailed information on formatting and style.

STYLE GUIDE

1. Main text

- This should be in Calibri 10.5pt font, single spacing, justified and with a single line space between paragraphs. Please do not add any formatting to paragraphs.
- There should only be a single space after full stops and commas etc.
- No indenting at start of paragraphs.

2. Titles, headings and sub-headings

- Titles of articles should be in Calibri 14pt bold.
- Authors must give contact details but may choose what is included. It is not necessary to include all of: postal address, email and telephone number (2 items max). Author details should be separated from the article title by a single line space. Author names should be in Calibri 12pt bold and contact/address details in Calibri 10.5pt regular (not bold).
- Headings should be in Calibri 10.5pt bold with no space between heading and paragraph text.
- Sub-headings should be in Calibri 10.5pt italics with no space between sub-heading and paragraph text.

Authors should pay particular attention to the following issues, which, if undertaken as described, can save the Editorial Board considerable time and effort.

3. Names of organisms

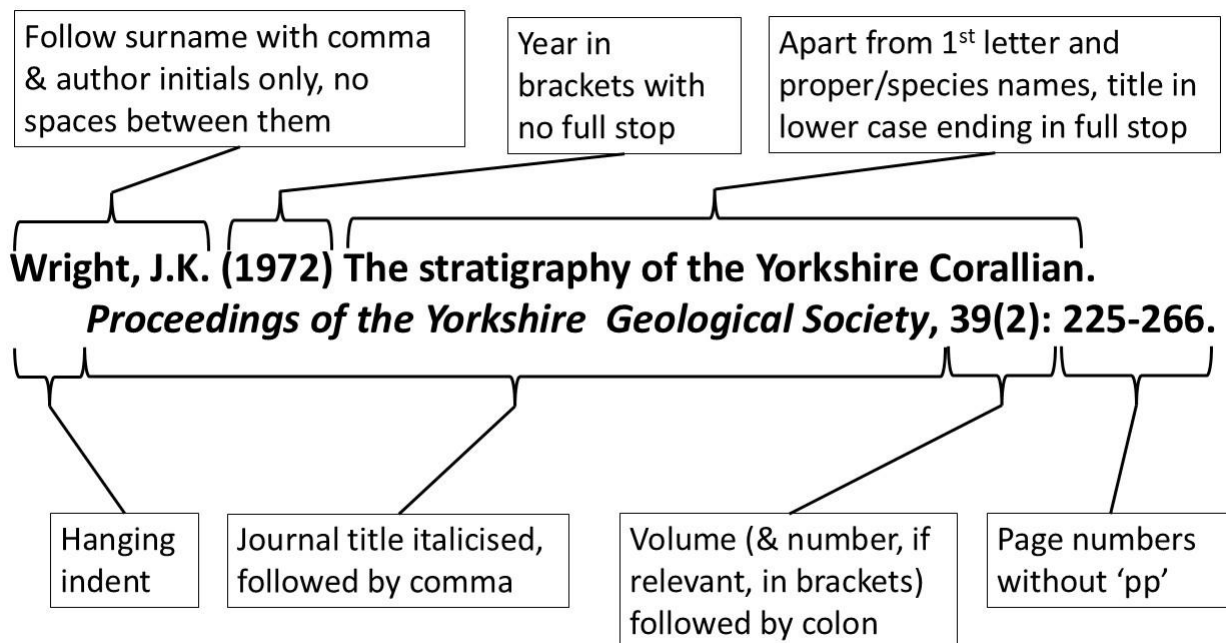
- Vernacular names should have capital initial letters e.g. Common Rockrose, Red Kite, Ringed Bush-cricket. The recommended source for vernacular names is the NBN Atlas, accessible at: <https://nbnatlas.org/>.
- First mention should have the scientific name in italics immediately following the vernacular name without brackets or intervening comma: e.g. Red Kite *Milvus elegans*. However, if all species referred to in the article are also listed in a table(s), the use of the scientific name can be restricted to the table(s).
- Future mention should use the vernacular name where one is available. [Naming authorities should not be included except in articles of a taxonomic nature. Authorities should not be included in titles.]

4. In-text Reference Citations

- To minimise disruption to the flow of the text, if the author of a cited reference is not stated as part of the sentence, this should be in brackets, restricted to the author's surname and year of publication, with no intervening comma e.g. '...the largest number of birds was recorded in September (Smith 2019)'.
- Two authors should be separated by an ampersand e.g. (Smith & Jones 2021).
- With more than two authors the lead author should be named followed by '*et al.*' (italicised) e.g. (Bloggs *et al.* 2024).
- Further reference details (e.g. page numbers, figure numbers etc.) should not be included in the citation but given in the reference details at the end of the article.
- When there is more than one reference from the same author and year, lower case letters should be added to the year e.g. (Brown 2021a, 2021b).
- The same principle can be applied when there are citations for different page numbers or figures from the same reference.
- A list of cited references in the text should be in chronological order e.g. (Bloggs 2014, Smith 2016, Brown 2022).
- *ibid*, *op.cit.* & *loc.cit.* should **not** be used to refer to references already cited in the text.
- Websites should be cited in the text as 'Internet Ref 1', 'Internet Ref 2' etc. with URLs and other details given in a list at the end of the article.

5. Listing references at the end of a journal article

General principles (as illustrated by an article in a journal):



Further Examples

Book:

Wheeler A.C. (1969) *The Fishes of the British Isles and North-west Europe*. Macmillan, London.

Chapter in an edited book:

Smith-Vaniz, W.F. (1986) Carangidae. In Whitehead, P.J.P., Bauchot, M.L., Hureau, J.C., Nielsen J. & Tortonese, E. (eds) *Fishes of the North-eastern Atlantic and the Mediterranean Vol II* p832. UNESCO, Paris.

Websites:

Internet Ref 1: NBN Atlas (2025). Available at: <https://nbnatlas.org/>. [Last accessed 11/12/2025].

6. Tables

- Tables should use MS Word table format. Alternatively, separate the column entries in a single row with commas and enter a paragraph mark at the end of the row. **Please do NOT use tabs to separate the columns of the table.**
- Tables should be able to fit comfortably within the width of the B5 page. Consideration will be given for larger tables to be shown in landscape orientation, although this should be avoided if at all possible.
- Table captions should be above the table; each table should be numbered in sequence and cited at the appropriate point in the text e.g. 'see Table 1' (note upper case for 'T').
- Units should be in table row/column headers and should be SI units where possible, with standard abbreviations.

7. Images and maps

- These should **not** be incorporated in the text but sent as separate files with a note in the text indicating their preferred location (although the Editorial Board reserves the right to change the location to fit with page breaks etc.).
- Good quality, high resolution images should be sent as .jpg files, preferably of at least 500kb.
- Captions should **not** be incorporated within the image file but sent in MS Word format, e.g. at the end of the article.
- Please incorporate within the caption the name of the person to whom the image should be attributed and who has given permission for its use or if it is covered by a suitable Creative Commons Licence.
- Captions for maps should indicate the source of the map and any data licence statements e.g. 'Derived using QGIS and public sector information licensed under the Open Government Licence v3.0.'
- Figures should be numbered in sequence and cited at an appropriate point in the text e.g. 'See Fig.1' (note abbreviated 'Fig.' with upper case first letter).

8. Diagrams and graphs

- As with images, these should be sent as separate files (without embedded captions), numbered in sequence and cited as figures at an appropriate point in the text.
- Where graphs and charts have been derived from a spreadsheet application (e.g. Excel, Libre Office Calc) the spreadsheet file should be submitted with the raw data.

9. Numbers and units

- Numbers in the text below 10 that don't refer to map refs/units, should be spelled out in full e.g. 'nine' rather than '9'.
- In text, units should immediately follow the number (no space), with no stop after the unit. e.g. 10mm

10. Grid references and vice-counties

- Grid references should use the Ordnance Survey National Grid system and the 100km square letters.
- 10-figure references should be rounded to 8-figures as the GPS system is not necessarily accurate to 1m (as would be implied by the use of 10 figures).
- After first use, vice-counties should be abbreviated to upper case and number (no space) e.g. VC62.

11. Quotation marks

- Single quotes may be used to emphasise words or phrases in the text e.g. 'style guru' but please use sparingly.
- Double quotes should be used only for quoted text or speech.

12. Online appendices

- These can be used to provide details too extensive for the main text (e.g. large tables of data), and less likely to be of interest to the general reader.
- However, the main text should be understandable without reference to the appendices.

Hints on writing Excursion Reports

Do not let any of the guidance above discourage you from writing and submitting a report. The Editors are grateful to all writers of reports and the individuality and variety of the different reports is an important part of their significance and interest.

- Concentrate on notable, unusual or otherwise significant and interesting items and avoid mere lists of common species, e.g. by simply stating the number of such species recorded and noting anything of particular interest (e.g. unusual habitat, number or activity) about any individual species.
- Avoid descriptions of sites or locations merely echoing the Excursion Circular; instead, cross reference the relevant circular for the excursion e.g. 'see Circular 935 in *The Naturalist* 150: 63-64.' However, descriptions of striking or particular features, habitats, etc., relevant to particular records are desirable.
- All contributions should be in proper prose with full grammatical sentences.
- As far as your individual style allows, follow the journal's editorial and house style re. the use of vernacular and scientific names.
- Compilers of excursion reports should, wherever possible, try to unify the style of contributions from participants using the guidelines above.
- Any abbreviations, and initials for contributors of records to excursion reports, should first be stated in full with the abbreviation following in brackets e.g. Natural England [NE], Fred Bloggs [FB].