

## WIGHT STUDIES: NOTES FOR THE GUIDANCE OF AUTHORS REVISED 2023

Wight Studies is published annually in August and papers on all topics within the range of interest of the Isle of Wight Natural History and Archaeological Society (IWNHAS) are welcomed. The managing editor Paul Bingham (iowpaulb@aol.com) welcomes prior discussion with potential authors, especially if longer papers are proposed.

Various types of articles are published:

*Original papers* report on original research related to the objectives of IWNHAS. These generally do not exceed 8000 words.

*Review papers*, on topics related to the objectives of IWNHAS, may either summarize areas of importance, provide an up-to-date account of the present status of active research areas, or give a perspective for future research.

*Short notes and annual reports* are brief papers that contain significant observations, of the order of 2000 words in length.

*Comments and replies*: Comments relate to articles published in Wight Studies in the previous year. Their intention has either to be a substantial critique of the original article or the clarification of a major misunderstanding that could have been caused by the original article. The authors of the articles commented on have the right to reply. Comment and reply will be published together.

Submission of a manuscript implies that the work described has not been published before and that it is not under consideration for publication anywhere else, unless exceptional circumstances are agreed with the editor; its publication has been approved by all co-authors (if any), as well as (if applicable) by the responsible authorities at the institute where the work has been carried out; and it will become the copyright of IWNHAS.

Papers should be submitted electronically to the managing editor, using the guidelines below.

### Manuscript submission

To meet the publication and distribution dates in mid-August, the deadline for the submission of original papers is 28<sup>th</sup> February. Short notes and annual reports should be submitted by 30<sup>th</sup> April.

On receipt, submitted material will be forwarded to the appropriate member of the editorial board for review and comment. If any part is thought to require reworking, there will be discussion with the author(s) before the paper is accepted.

Once accepted, the paper it will go through the copy-editing process; checking for clarity; provisional formatting; and proof-reading. Once this has been done, the material will be returned to the corresponding author via email; this must be returned with any further minor corrections and/or revisions that the author deems necessary within the time-frame specified by the editor.

### Technical guidelines for submission of material

#### Title page

The title page should include:

The name(s) of the author(s) and indication of who is the corresponding author

A concise and informative title

The affiliation(s) of the author(s) if applicable, i.e. institution, department

A clear indication and an active e-mail address of the corresponding author

If applicable, the 16-digit ORCID of the author

#### Acknowledgments

Acknowledgments of people, grants, funds, etc. should be placed in a separate section on the title page. The names of funding organizations should be given in full.

#### Abstract

Please provide an informative summary of the paper, in not more than 200 words. A list of up to 5 keywords is also desirable. If a report is commercially funded, contact the managing editor for guidelines.

#### Text formatting guidelines

Manuscripts should be submitted in Word (or in a Word-editable file) using a plain font (e.g. Times Roman 10, Calibri 11) for text; italics may be used for emphasis. Indentation, paragraph spacing, columns and other formatting will be determined at the designer's layout stage. The layout and the font used in the final publication will conform to the house style of Wight Studies.

Tab stops should be used for indents, rather than the space bar.

Files should be saved in .docx format (Word 2007 or higher), .doc format (for older versions) or other format which can be opened in Word.

**Headings** may be used, but no more than three levels.

**Abbreviations** should be defined at first mention and used consistently thereafter.

**Scientific style** Genus and species names should be in italics, with taxonomic authority at first mention and/or reference to an authoritative classification/catalogue for example *World Register of Marine Species* (WoRMS).

**Measurements** All measurements should be given in SI units. When referring to measurements in older literature, imperial values may be quoted together with the SI equivalent.

Numbers 1-9 should be given in words; 10 and over as numerals.

**Citations** References should be cited in the text by name and year in brackets e.g. Smith (2001). A separate list of references should be supplied.

**Reference list** This list should only include works that are cited in the text. Personal communications should only be mentioned in the text. Reference list entries should be alphabetical by the last names of the first author of each work and conform to the

following style.

**Book** Pope, C., Snow, L. & Allen, D. 2003. *The Isle of Wight Flora*. Wimborne: Dovecote Press.

**Chapter in a book or monograph** Allen, D. 2003. A history of Botanical Recording in the Isle of Wight in Pope, C., Snow, L. & Allen, D. 2003 *The Isle of Wight Flora*. Wimborne: Dovecote Press, pp36-48.

**Editors and editions** Douglas, D.C. & Greenway, G.W. (eds.) 1981. *English Historical Documents* vol. 2. 2<sup>nd</sup> edition. London: Eyre Methuen.

**Journal article** Margham, J. 2011. Place-names in an Island Landscape: Hills and Valleys Part 1, *Proc. Isle of Wight Nat. Hist. Archaeol. Soc.* **25**:16-51.

Cite the actual publication date of an individual journal volume where there is a discrepancy between the 'official' date and the actual date e.g. vol 21 of the Proceedings: the official date was 2005 but the volume was actually published in 2006; the latter date should be cited.

**Online document** [www.wildonwight.co.uk/publications/haps/MCSHAP.pdf](http://www.wildonwight.co.uk/publications/haps/MCSHAP.pdf) [Date accessed].

**Dissertation** Scaife, R.G., 1980. *Late-Devensian and Flandrian palaeoecological studies in the Isle of Wight* University of London, Kings College. PhD thesis.

**Series** Edwards, H. 1988. The Charters of the Early West Saxon Kingdom BAR British Series 198. Oxford.

**Unpublished source** Chatters, C. 1984. *The downs and heaths of the Isle of Wight*. Isle of Wight Countryside Heritage Study: Unpublished document.

**Quotations from other sources** Substantial quotations within the paper from other texts (i.e. over 2 lines) should normally be in italics, substantially indented and separated from the main text by a line space at both the beginning and end of the quotation. Shorter quotations in the body of the text should be within single apostrophes.

#### **Tables**

All tables should be numbered using Arabic numerals and be cited in text in consecutive numerical order e.g. **Table 1, Table 2**.

For each table, a table caption (title) explaining the components of the table should be supplied.

The table function, not spreadsheets, should be used to make tables.

If any previously published material is included, the original source, in the form of a reference at the end of the table caption, should be given.

#### **Artwork and photographs**

For the best quality final product, submit all artwork, whether photographs, or line drawings, in an electronic format as separate files. The following formats may be used: JPG, TIFF and BMP.

#### **Figures**

When preparing figures, it would be helpful if they are sized to a width of either 85 mm or 175mm. When the layout is done, the figure will be inserted into the article as considered appropriate by the designer.

For black and white graphics, all lines should be at least 0.1 mm (0.3 pt) wide and all lines and lettering within the figures must be legible at final size. Scanned line drawings should have a minimum resolution of 600 dpi.

For photographs, drawings, or paintings with fine shading, etc. a minimum resolution of 300 dpi is recommended. Scale bars within the figures should be included where possible.

#### **Figure numbering**

All figures should be numbered using Arabic numerals. The figures with their captions should be included into the running text as well as being supplied as separate files. The figure source files should be identified as Fig. 1, Fig. 2 etc but these files should not include the captions.

Figures should always be cited in text in consecutive numerical order, with figure parts if applicable denoted by lower case letters (a, b, c, etc.).

If an appendix appears in the article and it contains one or more figures, continue the consecutive numbering of the main text.

#### **Figure captions**

Figure captions begin with the term Fig., followed by the figure number, in bold type. e.g. **Fig. 1**

Each figure should have a concise caption describing accurately what the figure depicts. Include the captions in the text file of the manuscript, not in the figure file itself.

No punctuation should be included after the number or at the end of the caption.

Use Calibri or Arial (sans serif fonts) to add lettering. Keep a consistent size for lettering throughout the final-sized artwork, usually about 2-3 mm (8-12 point).

Use boxes, circles, etc., as coordinate points in graphs and provide a key for each symbol.

If the material has been published previously, the original source in the form of a reference citation should be given at the end of the figure caption.

Do not include titles or captions within your illustrations.

**Accessibility** In order to give people of all abilities and disabilities access to the content of your figures, ensure that all figures have descriptive captions (blind users could then use a text-to-speech software or a text-to-Braille hardware). Also ensure patterns are used instead of, or in addition to, colours for conveying information (colour-blind users are then able to distinguish the visual elements).

#### **Copyright**

If figures, tables or text passages that have already been published elsewhere are used permission from the copyright owner(s) must be obtained by the author.

It is the author's responsibility to obtain the necessary permissions for Ordnance Survey derived material or similar.