

GUIDANCE FOR AUTHORS

Submission of manuscripts

The Bulletin is devoted to the study of arachnids, excluding papers relating solely to mites. All contributions are in the English language. Papers are accepted on the understanding that they are not being offered in whole or in part to any other journal, and that the author is offering the British Arachnological Society the right of reproduction without payment to the author(s). There are no submission or page charges to authors.

Submission should be made through the British Arachnological Society web site (<http://wiki.britishspiders.org.uk>); authors will be directed to the online submission system. In exceptional circumstances, those without access to the Internet may mail hard-copy manuscripts to: Prof. Paul A. Selden, Paleontological Institute, University of Kansas, 1475 Jayhawk Boulevard, Lawrence, Kansas 66045, USA. Publication queries can be emailed to paulselden@mac.com.

Text

All text (including references, figure legends, etc.) should be double spaced, with wide margins, on numbered pages.

Manuscripts should be concise and the title of the paper as short as possible. A short running title, suitable for page headings, should be indicated if the full title is longer than 40 characters, including spaces. The title should be in sentence case.

The name(s) of the author(s) will appear at the beginning of the paper, together with the institution in which the research has been carried out and email address(es). If any author has subsequently moved to a new address, this may be given in a footnote.

Tables, footnotes and legends for illustrations should be placed separately at the end of the manuscript, and should be kept to a minimum.

Separate pages should be used for the following: a) title page, b) summary, c) references, d) tables with their headings, e) legends to figures, f) footnotes.

All living organisms, where exactly identified and relevant to the article, should be given their full scientific name. Latin names of genera and species should be italicized. The first mention of a species should include the full scientific name with authority, but thereafter the authority can be omitted.

An initial capital letter must be used for proper names, the Latin names of orders, families, etc., but not for anglicized derivatives from Latin names nor for English names of plants and animals.

Dates should be in the form "12 January 1969"; the month should not be indicated by a figure.

All figures, including half-tones and line drawings, should be referred to as "Fig. 1" etc., and numbered sequentially throughout the paper. Should it be necessary to divide a figure into separate parts, they should be referred to as Fig. 1A, B, C, etc.

If a new taxon is described, the location of the type material in a museum must be indicated. ICZN rules should be adhered to.

Summary

All papers except short notes should be accompanied by a summary (not more than 200 words) in continuous prose, giving a succinct account of the subject, results obtained and conclusions.

References to literature

References should be listed in alphabetical order at the end of the paper in the following form (note that the Bulletin uses full journal titles):

CURTIS, D. J. 1968: *Fine structural studies on the eyes of Phalangida*. Ph.D. thesis, University of Liverpool.

GABBUTT, P. D. 1969: Chelal growth in pseudoscorpions. *Journal of Zoology* **157**: 413–427.

HUXLEY, J. S. 1932: *Problems of relative growth*. London, Methuen.

MANTON, S. M. 1968: Terrestrial Arthropoda 11. In J. Gray, *Animal locomotion*. London: Weidenfeld & Nicolson: 333–376.

Authors must ensure that the references are accurately cited; they will not be checked by the Editor.

All authors quoted in the text must be included in the list of references, including taxon authorities. References should be arranged first alphabetically, then chronologically. In the text, it is only necessary to quote the surnames of the first two authors, followed by *et al.* and the date, but all authors' names should be included in the references. Indicate first, second, third, etc., works by the same author(s) in the same year by a, b, c, etc., e.g. BONNET, P. 1933a.

Illustrations

All figures should be arranged to fit in either column width (8.4 cm) or page width (17.7 cm).

Explanations should, where possible, be placed in the legend; the drawing itself should contain a minimum of lettering which should be done in sans serif lettering, with appropriate allowance made for any reduction. Graph curves may be distinguished by the use of solid, pecked or dotted lines; avoid 3D effects in graphs.

If related diagrams are grouped to form a single figure, they should be prepared uniformly to the same scale. A metric scale should be included near each diagram or, alternatively, the magnification or reduction indicated in the legend and adjusted to allow for reduction in the printed size of the illustration.

Photographs (half-tones) should be at least 300 dpi at final size, figures that contain both half-tones and text or fine lines should be at least 500 dpi at final size, and line drawings (bitmaps) at least 1270 dpi at final size. Illustrations should preferably be submitted as TIF, JPG, or EPS files. Originals need not be submitted initially, but only when requested after acceptance for publication.

Tables

Tables should be set out on separate pages, numbered in Arabic numerals and given a concise heading. All captions should be self-explanatory and should include a key to any symbols used.

Numerical matter

The metric system is used throughout. Only the minimum of numerical matter essential for clarity should be used.

Proofs

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