

SANBI Graphics & Editing

December 2015

General guidelines for preparing a manuscript for submission

These guidelines (for MS Word) are aimed at easing and speeding up the processing of manuscripts for publication.

- **Spelling and grammar:** Use **UK English spelling** for words where there are a difference, not Oxford or US style (thus '-ise' and '-isation' rather than '-ize' or 'ization'; also 'colour' rather than 'color'; 'centre' rather than 'center'; 'fulfil' rather than 'fulfill' and 'modelling' rather than 'modeling' and so forth). MS Word will pick up many of these mistakes if you keep the dictionary for all the text switched to 'English (U.K.)'. [Select all text in the document, then go to: Review tab > Spelling & Grammar > Dictionary language > choose 'English (U.K.)'.]
- **Scientific and vernacular (common) names:** In general text, write scientific names in italics, e.g. *Aloe ferox*. English common names should be in roman; common names in all other languages should be in italics. Common names should be in lower case except when the name contains a proper noun. For example: *Aloe ferox*, Cape aloe (Eng.), bitter aloe (Eng.), *bitteraalwyn* (Afr.), *inhlaba* (Zulu), *ikhala* (Xhosa). The exception to this rule is bird names, where the whole name should be in Title Case (e.g. Verreaux's Eagle; Spotted Ground-Thrush). When scientific names are used in a taxonomic treatment or list of names, current names should be in bold and the authority in italics, e.g. ***Aloe ferox* Mill.** In such a treatment or list, synonyms are written in italics with authority in roman.
- **Taxonomic treatments:** In the case of botanical works, family names should follow the Angiosperm Phylogeny Group system of APG III (2009) in both accepted name and phylogenetic arrangement; genera and species should preferably be listed alphabetically under each family. Zoological works should follow a similar logical / generally accepted approach.
- **Geographic regions and compass directions:** Proper nouns of geographic areas should be capitalised, e.g. 'North America', or 'a Karoo farm'. General references to a geographic region should not be capitalised, e.g. 'southern Cape' (but, 'Western Cape', as it is a province, thus a proper noun). It is 'Gauteng' and 'Mpumalanga', not 'Gauteng Province' or 'Mpumalanga Province', but 'Limpopo Province' and 'North West Province' are correct (as these can be confused with the Limpopo River or the compass direction). Rivers and mountain range names are capitalised, e.g. Orange River (not Orange river) and 'Table Mountain' not 'Table mountain', but 'Orange and Vaal rivers'. Compass directions should be written in lowercase (except at the start of a sentence) and without hyphens, e.g. north, south, west, east, northwest, southeastern (not north-west or North-West and not south-eastern or South-Eastern).
- **Dates and time:** Dates should follow one of two formats, e.g. 10 May 2014 or dd/mm/yyyy (10/05/2014). Time should follow the 24-hour style; e.g. 8:30 or 16:40 (rather than 8.30 a.m. and 4.40 p.m.).
- **Abbreviations, acronyms and initialisms:** At the first mention, write out the full phrase, followed by the abbreviation/acronym/initialism in brackets. Throughout the rest of the text, precede initialisms with 'the', e.g., 'the FBI' or 'the NRF', but acronyms (that are said as a word and not as individual letters like initialisms) should not get 'the' in front, e.g. 'We visited several of SANBI's gardens' and not 'We visited several of the SANBI's gardens'. If a large number of abbreviations, acronyms and initialisms are used in the manuscript, provide a list of these terms either as an appendix or as preliminary matter.
- **Abbreviation of month names:** Choose either the four-letter style, i.e. Jan., Feb., Mar., Apr., May, June, July, Aug., Sept., Oct., Nov., Dec.; or the three-letter one, where June, July and September are abbreviated as follows: Jun., Jul., Sep. Do not mix the styles. 'May' does not get a full stop in either option.
- **Be consistent throughout the manuscript:** Do not use interchangeable terms on an ad hoc basis. Choose one, and stick to it, e.g. choose whether you are going to use the general technical term 'appressed' or the more specific botanical term 'adpressed' to describe the concept of 'lying closely against the adjacent part or against the ground'.

- **Logical structure:** Specific chapter headings are not prescribed, but the author(s) should strive to structure the flow of the text in a logical manner, e.g. starting with background information and ending with a conclusion (if appropriate).
- **Paragraph styles:** All text must be in 'normal style'. Should you wish to use styles, please discuss the styles with the editor or graphic designer before starting.
- **'Keep with next' switched off:** Page Layout Tab > Paragraph > Line and Page Breaks > Make sure that 'Keep with next' is not ticked.
- **Alignment of paragraphs:** All paragraphs should be left aligned. Centre a paragraph or heading only if you are sure that it will be centred in the final design.
- **Fractions:** Fractions should be inserted as superscript numerator, fraction slash, subscript denominator, e.g. $\frac{3}{8}$
- **Decimal point:** Use decimal point, not comma, e.g. 12.85 mm and R198.95.
- **Non-breaking spaces:** Put a non-breaking space between numerals as a thousands separator, e.g. R35 000 and also between the number and unit of measurement, e.g. 5 000 km. [Enter a non-breaking space by pressing <Ctrl> + <Shift> + <Space>.]
- **Quotation marks:** Use single quotation marks. Should there be quotation marks within a quote, use single quotation marks for the main quote, and double quotation marks for the inner quote.
- **Capital letters:** Do not use ALL CAPS. It is difficult to read. Rather emphasise headings or other words with font size and/or *italics* or **bold**. Keep capitals generally to a minimum (e.g. refer to 'office managers', rather than 'Office Managers' in a sentence).
- **Font and line spacing:** prepare manuscripts in 12 pt, Times New Roman and with single line spacing.
- **Hidden text and hyperlinks:** Remove all hidden text and hyperlinks from manuscript.
- **Tracked changes:** After first round of editing, make all changes with 'Track changes' switched on so that the editor can easily see which changes have been made. Before submission of manuscript to graphic designer, all track changes should be dealt with (accepted or rejected) by either the author or (more likely) the editor.
- **Dashes:** *N-dash* (code is ALT+0150) – indicates 'to' or another relationship between two or more words, e.g. 5–10 mm means 5 to 10 mm and the Drakensberg–Maluti Mountains means the mountain range that includes the Drakensberg of South Africa and the Maluti Mountains of Lesotho. *M-dash* (code is ALT+0151): don't use. American texts often use these in the place of parentheses, but in South Africa we follow the UK in using N-dashes for this purpose, e.g. 'My neighbour – who likes his wine – was very happy last night.' Do not confuse N-dashes with **hyphens**, which are used to link some open compounds, e.g. blue-green algae; mother-in-law.
- **Times sign:** Do not use the lower case 'x' to indicate times: use the symbol 'x', short-cut: <Alt> + 0215.
- **Numbering:** Bulleted or numbered lists (built-in formatting in MS Word) may be used for lists.
- **Literature references:** Ensure that all literature references mentioned in the text are included in the list of references and vice versa: authors, dates (marked a, b, c, etc. if relevant). Use the Harvard style of referencing (<http://openjournals.net/files/Ref/HARVARD2009%20Reference%20guide.pdf>).
- **Images:**
 - o Should not be dropped into the text or submitted as Power Point presentations. Submit original figures to be scanned by the graphic designer, or submit *.JPG or *.TIF files.
 - **Line drawings.** Line drawings (original) in jet-black Indian ink on fine art paper of 200 gsm with lines clear enough to accommodate reduction. Pencil drawings (original or electronic) will not be accepted. Provide original drawings electronically as bitmap TIF files at 1 200 dpi.
 - **Photographs.** Provide photographs electronically as either .TIF or .JPG files at a minimum of 300 dpi, A5 size. At the request of the author, SANBI Graphics & Editing can assist with scanning of original material. Photograph mosaics should be submitted as separate photographs or .TIF/.JPG files at 300 dpi or higher, as well as a photocopy/layout of the mosaic. Final layout of the mosaic will be done by SANBI Graphics & Editing.
 - **Graphs, maps etc.** Provide an image file originated in Corel Draw (version 16 or lower), such as graphs, histograms or maps, as a .CDR file with fonts converted to curves. Submit image files originated in other drawing programmes, such as ArcGIS or Adobe Illustrator, as encapsulated postscript files (.EPS). Graphs and histograms generated in Microsoft Excel or Microsoft Word, should be provided as is. The conversion to .TIF or other file extensions can be accommodated by SANBI Graphics & Editing.
 - **Figures (general).** Please supply text and images separately. Do not insert images into text files. Figures should be planned to fit and allow space for the caption in the case of figures that will occupy a whole page. Do not number the original images, but include a scale bar if

required. Indicate the lettering on the copy of the figure and not on the original image or electronic copy.

- o Supply electronic versions of all logos including those of sponsors and other stakeholders, and indicate where they should appear (e.g. on back cover or title page or elsewhere in the text).
- o The filename should reflect the figure number and/or subject (briefly), e.g. Fig08_Aloeferox_habit.jpg.
- o Numbered figures must be mentioned sequentially in the text.
- o Refer to figures in the text as 'Figure 1' or 'Figure 1b', and not 'Fig. 1' or 'Fig. 1b'.
- o Indicate more-or-less where in the text each figure should appear, e.g. <insert figure 1>.
- o Supply captions to the figures at the end of the manuscript.
 - Simple captions should follow the following format:
Figure 1. *Aloe ferox* in habitat at Addo National Park.
 - Plate captions should follow the following format:
Figure 1. *Aloe ferox*. A, B, close-up of inflorescence; C, cross-section of leaf; D, in habitat at Addo National Park. Scale bars: A, 5 mm; B (at A), 10 mm; C, 7.5 mm.
- o Supply one or more photographs/drawings to use as basis for the cover design.
- **Tables:**
 - o Use basic table style in MS Word. Aside from bold and italic, subscript and superscript, do not apply styles and formatting to the table. Try to avoid copying and pasting from other sources; rather type the text directly into the table.
 - o Indicate more-or-less where in the text each table should appear, e.g. <insert table 1>.
- **Textboxes:** Indicate start and end of text that should go into textboxes for emphasis, e.g. <start textbox> and <end textbox> and provide a general indication of where the textbox should be placed.
- **Footnotes and endnotes:** Do not use MS Word's built-in footnote or endnote system, indicate which text should go into a footnote or endnote and use a superscript number (highlighted) in the text to show where the footnote/endnote should point to, e.g. Boxers⁴⁴ are regarded as the clowns of the dog world. <start footnote>
⁴⁴ D.C. Smith, *Encyclopaedia of Dog Breeds*, p. 215. <end footnote>.
- **Sensitive and political terms:**
 - o *Race and ethnicity:* Try to avoid terms such as 'Blacks' and 'Whites'; use instead 'Black people', 'White people', etc. 'Mixed race' is preferable to 'half-caste' or 'Coloured'.
 - o *Disabilities:* Avoid using 'the disabled', 'the handicapped' or 'mentally handicapped'; instead use 'people with disabilities' or 'people with learning difficulties'.
 - o *Disease:* Avoid health-determined categorisation, e.g. use 'people with diabetes', not 'diabetics'; 'people with cancer', not 'cancer sufferers'; 'sexually transmitted infection (STI)' and not 'sexually transmitted disease (STD)'. Ensure that 'AIDS' is used for the disease and 'HIV' for the virus, e.g. do not use 'AIDS carrier', 'AIDS positive', 'AIDS virus' or 'catching AIDS'. Do not use HIV/AIDS (avoid using the solidus here); 'AIDS sufferer/victim' is inappropriate; use 'people with AIDS'.
 - o *Gender:* Use gender-neutral terms wherever possible, e.g. chairperson, not chairman or chairwoman; and police officer, not policeman or policewoman. For 'man' use 'humans'; for 'man-kind', use 'the human race'; for 'man-power' use 'workforce'; for 'man-made fibre' use 'synthetic fibre', etc.
 - o *Stereotypical pronouns:* Avoid the use of stereotypical pronouns, e.g. 'the doctor treated *his* patient' or 'the secretary tidied *her* desk'.
 - o Avoid the overuse of 'he/she', 'him/her' and 'his/hers'. It is acceptable to use the gender-neutral 'they' or 'their' as a singular pronoun. E.g. 'Someone left their cell phone behind, and they are welcome to claim it from my office' instead of 'Someone left his/her cell phone behind, and he/she is welcome to claim it from my office.'
 - o *Geography:* Use 'developing world/country' rather than 'third-world', 'poor countries' or 'underdeveloped countries'; use 'developed world/country' rather than 'Western world/society'.
- **Copyright and plagiarism:** On submission of the manuscript, the author(s) should vouch that the manuscript is their own work and that all works that were consulted in the preparation of the text are adequately referenced. If the editors become aware of any instances of copyright infringement or plagiarism, the manuscript will be returned to the author(s) for correction and/or rewriting before any further work will be done on the manuscript by SANBI Publishing.