

SANBI POLICY DOCUMENT

DIVISION: Foundational Biodiversity Science
DIRECTORATE: Directorates: Foundation: Zoology and Foundation: Plants
EFFECTIVE: June 2018
LAST AMENDED: February 2018

SANBI Editing and Proofreading Policy

Policy Review Control Sheet

Policy Details

Policy Name & Ref Number	Editing and Proofreading Policy
Name of person responsible for policy review	Task Team: Sandra Turck (DD: SANBI Graphics & Editing), Elizma Fouché (Snr Graphic Designer: SANBI Graphics & Editing), Alicia Grobler (Scientific Editor: SANBI Graphics & Editing), Yolande Steenkamp (Scientific Editor: SANBI Graphics & Editing), Chris Jobs (Lecturer and member: Law department, University of Pretoria), Gaby Meintjies (Attorney: Fairbridges Wertheim Bekker Attorneys).
Division & Directorate responsible for policy document	Division: Foundational Biodiversity Science. Directorates: Foundation: Zoology and Foundation: Plants
Date of last review	February 2018
Purpose of the Policy	To ensure that all submissions for Editing and Proofreading services adhere to the guidelines for SANBI and international publishing processes and procedures, including publishing legal requirements, so that SANBI publishing projects are effectively managed and all phases of a project cycle are effectively mitigated.

Policy Review

Reason for the review	The policy didn't include the provision of authorisation and approval from a line manager or direct supervisor for the internal submissions of SANBI science-based book manuscripts. There were also some amendments made to add clarification to comments provided by MANCO on 23 April 2020.
Date of request for review	MANCO meeting 2020-04-30
Specific areas of concern	The policy did not include the provision of authorisation and approval from a line manager or direct supervisor for the internal submissions of SANBI science-based book manuscripts.
Potential consolidation of policies	No consolidation – the scientific and technical Editing and Proofreading services are provided by SANBI GRE only.
Impact of change to this policy to other policies	None.
Consultation process	SANBI GRE consulted with the Marketing department, the UP Law department with specific reference to copyright law, and also Fairbridges Attorneys for input on the legal agreements included.
Who within SANBI is affected by the policy?	Everyone across the value chain of SANBI that requires graphic, editing and proofreading support that is related to institutional documentation and SANBI and/or stakeholder projects and programs.
How will the policy impact on the implementation of CSP and APP	Will ensure delivery on Programmes' targets that are specified in the the APP and CSP.

What is the relevance of this policy to Sustainable Transformation?	Highly relevant, as it is putting into place and legalising procedures for the management of internal and external publishing projects. The legal documents also protect SANBI from legal action by other publishing entities and authors.
How does the policy align with SANBI's Gender Mainstreaming Policy?	Aligned

MANCO Reviewers (Policy review screening process)

Name	Initials	Date of review (e.g. 01 January 2013)	Comments (is the policy review aligned with the MANCO mandate and agenda?)
MANCO members at meeting 30 April 2020		30 April 2020	With a MANCO meeting on 23 April, MANCO referred several comments from Tracy Rehse to a task team (Craig Allenby, Thompson Mutshinyalo) to be addressed with the input from Sandra Turck before the MANCO meeting on 30 April 2020. The following paragraph was removed: All editing and proofreading requests for the National Zoological Garden (NZG) have to be submitted to the SANBI Marketing & Communication directorate, and not to SANBI GRE for editing and/or proofreading services. Added under Legislation p. 4: Copyright Act 98, 1978 (South African Government) and its various amendment acts (latest 2019) Added (highlighted on p. 12) under ANNEXURE A: SANBI Request Form 1 (Publications) For SANBI Research staff internal manuscript submissions: please obtain the signature of the direct supervisor that approved the submission of the manuscript for publication by SANBI Graphics & Editing. Name of SANBI supervisor: Signature of SANBI supervisor Please see the submission specifications for images and text (Annexure D)
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Submission to MANCO

Date of submission to MANCO	29 April 2020
MANCO Recommendation / Comments	

Submission to EXCO

Date of submission to EXCO	
EXCO Decision	

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SANBI GRE (SANBI Graphics & Editing): Policy on Editing and Proofreading

Preamble	SANBI Graphics & Editing provides a support service to SANBI staff and SANBI divisions involving the scientific and technical editing and post-layout proofreading of scientific, semi-scientific and popular scientific text. SANBI Graphics & Editing also provides a support service involving the copy-editing and post-layout proofreading of corporate material such as policies, official communiqués, and science-based marketing material and corporate reports. Through the publication of SANBI research and conservation information, SANBI's mandate on biodiversity information distribution is met: (a) for policy advice and decision-making; (b) for implementation of community practice and sustainable livelihoods; (c) for capacity building and human capital development.
Purpose	This policy provides a guide for interacting with and accessing the editing and proofreading services provided by SANBI Graphics & Editing. It also presents the life cycle of a book so that first-time clients/authors can know what to expect.
Scope	This policy is applicable to all SANBI staff and divisions, as well as approved external clients, who wish to access the editing and proofreading services provided by SANBI Graphics & Editing. This policy applies to all content received for any form of publication by SANBI GRE.
Legislation	• National Environmental Management: Biodiversity Act (NEMBA) No. 10 of 2004. • Legal deposit of print and electronic media (prescribed by PASA (Publishing Association of South Africa). • Copyright Act 98, 1978 (South African Government) and its various amendment acts (latest 2019)
Link to SANBI policies and plans	• Policy on Graphic Design (SANBI GRE)
Definitions	Editing refers to the service where written text, tables and images are submitted to an editor for comment and correction. The editor checks and corrects spelling and grammar, as well as scientific procedures, facts, logical flow of the manuscript and other relevant aspects of the text according to set international, national and in-house standards and guidelines. Proofreading refers to the service where designed material are proofread to ensure that text and figures are correctly presented and linked in the text, and that guides to text, tables and figures (e.g. tables of contents, indexes etc.) are correctly linked and numbered in the designed material. Proofreading is also the last (limited) chance before publication to correct typos, spelling, grammar and factual errors in the text.
Policy statement	• All material relevant to the production of a publication, including images, maps, tables and text, has to be submitted to the editor in full, before editing will commence.

- All material, specifically images and maps, has to conform to the required standards and meet quality guidelines (see Policy on Graphic Design) before editing of the material will commence.
- No material with religious or political content can be accepted for publication by SANBI Graphics & Editing, unless the content is relevant to the scientific/science-based information being published (e.g. historical religious use of plant material). This does not exclude any other non-scientific/non-science-based material, other than material with political or religious content, from consideration for publication.
- Editing of material will not commence unless all the relevant material has been received from the author.
- Material intended for publication in one of SANBI's peer-reviewed journals / monograph series (*African Biodiversity & Conservation*, *Flowering Plants of Africa*, *Strelitzia* and *Suricata*) will be peer reviewed according to the international peer review process. The identities of peer reviewers need to be kept confidential. Authors may suggest independent, suitably knowledgeable referees when they submit their manuscript.
- Material intended for publication in *SANBI Biodiversity Series* will only be peer-reviewed if the subject matter is suitable for peer-review.
- Material intended for online popular-scientific projects, such as Creature Features and PlantzAfrica will not be peer-reviewed.
- Material intended for publication in one of SANBI's peer-reviewed journals / monograph series (*African Biodiversity & Conservation*, *Flowering Plants of Africa*, *Strelitzia* and *Suricata*), or in *SANBI Biodiversity Series* or in one of SANBI's online popular-scientific projects such as Creature Features and PlantzAfrica will undergo both scientific and technical editing according to international, national and in-house standards and guidelines (See SANBI's guidelines for authors, available on the SANBI website).
- Corporate material, such as policies, corporate communiqués, marketing material and corporate reports will undergo copy editing only (i.e. spelling, grammar and conformance to UK English and house style). Fact checking will not take place; however, glaring errors, problems and inconsistencies may be pointed out so that the author can investigate and correct it if necessary.
- All material will be edited according to SANBI's guidelines for authors, including adhering to UK English spelling and style.
- While SANBI editors will make every endeavour to ensure that published material contain information that is correct at the time of publication, the final responsibility for factual correctness of all information in a publication remains with the author.
- Authors need to adhere to guidelines and set due dates provided by the editor: non-adherence may result in having their manuscripts re-scheduled for a later delivery date.
- All requests for the submission of manuscripts and the publishing of books: all authors will complete Annexure A (*SANBI Request Form 1 (Publications)*) and Annexure C (Copyright Assignment). Completion of these Annexures requires that author/s have familiarised themselves with the information and agree to the requirements in Annexure B (SANBI GRE publishing conditions)

and Annexure D (Guidelines for preparing a manuscript for submission). External authors need to complete Annexure E (Licence Agreement and Licence Conditions) for permission to re-use material e.g. photos, botanical drawings that was published by SANBI or its predecessor organisations.

- Proofreading will be done by a qualified editor other than the scientific and technical editor of the manuscript.
- The editor, the Deputy Director: SANBI Graphics & Editing, the Editorial Board of a specific journal and/or the Science Advisory Committee may decline material for publication should the material be judged not up to standard or not suitable for publication through SANBI Graphics & Editing.
- Where a manuscript has multiple authors, the editor will communicate only with a single corresponding author. It is the corresponding author's responsibility to ensure that all co-authors are kept up to date with any editorial matters; that co-authors provide additional information or material as requested by the editor; and that PDFs are distributed to co-authors after publication, where applicable.
- Plagiarism will not be accepted. If instances of plagiarism are detected, editing will cease and the manuscript will be returned to the author for rewriting with a concomitant delay in delivery date.
- Letters confirming that a published manuscript was peer-reviewed according to international standards can be provided upon request.
- Editors are available to offer editorial advice on Master and Doctoral theses of staff members, but cannot edit or proofread full theses during work hours.

Annexures

Refer to **Annexure 1** for information on the life cycle of a project. Provides an indication of estimated time frames.

Refer to **Annexure 2** for information on SANBI Graphics & Editing time frames for product types.

Refer to **Annexure 3** for more details on publication submissions, *SANBI Request and Disclosure Form* and copyright and licensing requirements:

Annexure A: SANBI Request Form 1 (Publications) to be completed for the submissions of internal and external manuscripts for book publishing.

SANBI Request Form 2 (Other) for the submission of other print and electronic media requests (excluding books).

Annexure B: SANBI GRE publishing conditions (relevant to all authors who want to submit manuscripts).

Annexure C: Copyright Assignment

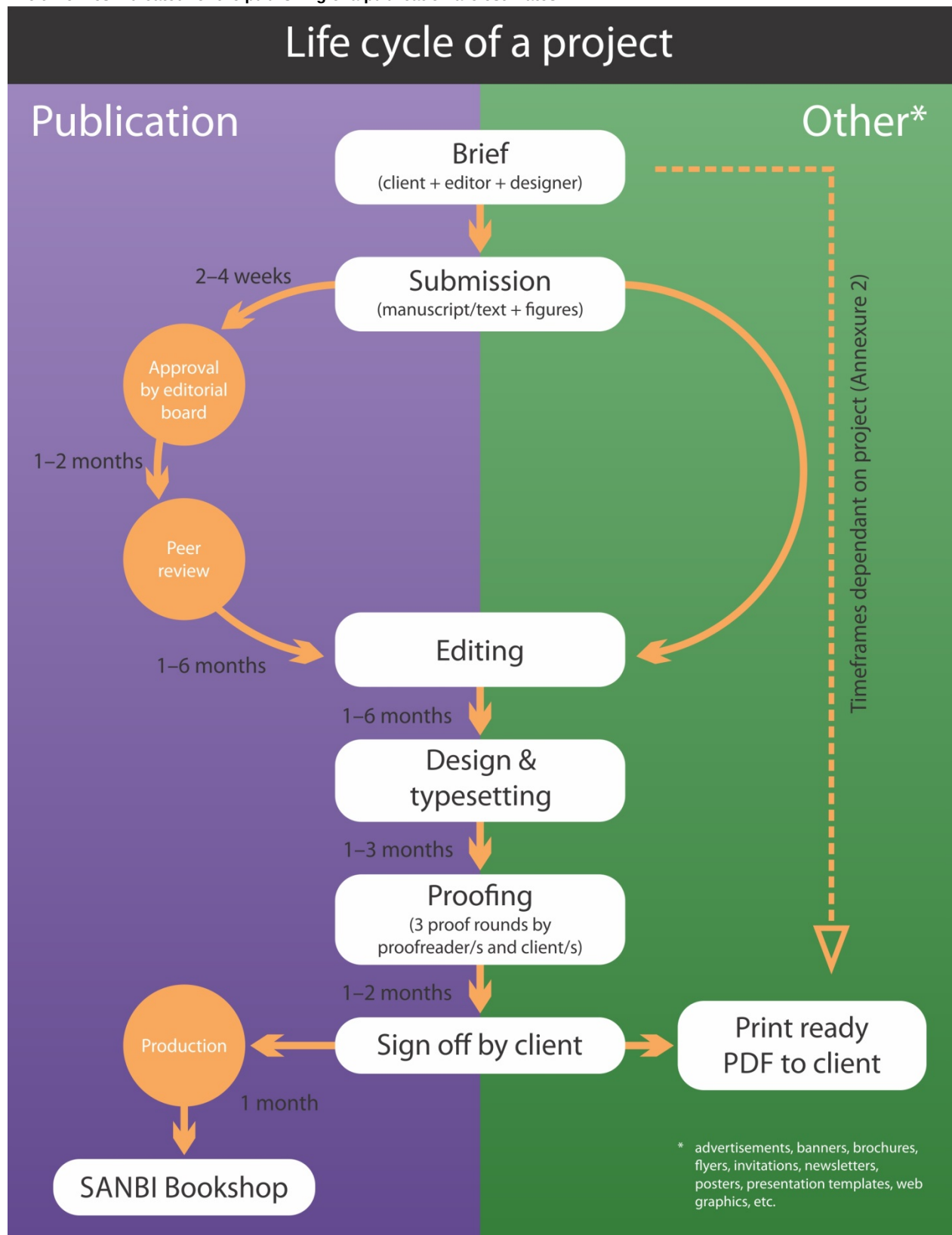
Annexure D: Guidelines for preparing a manuscript for submission

Annexure E: Licence Agreement and Licence Conditions (to be completed for the re-use of material that was published by SANBI, including section to be completed to obtain permission to use SANBI botanical artwork for exhibition purposes).

Refer to **Annexure 4** for SANBI standards of writing (SANBI house style guidelines, relevant to all SANBI employees).

ANNEXURE 1: Life cycle of a project

The timelines indicated for the publishing of a publication are estimates.



ANNEXURE 2: SANBI Graphics & Editing timeframes for product types

(includes the approximate times required for editing and design)

Adverts (new designs)	10 work days
Adverts (text or photo updates to existing designs)	5 work days
Invitations	5 work days
Brochures	10 work days
Posters	7 work days
MS PowerPoint presentations	3 work days per presentation (depending on size and content)
Booklets (printed or electronic flipbooks)	Depends on size, content and format
Banners	Depends on quantity; approximately 3 work days per banner
Newsletters	20 work days
Manuscripts intended for publication in <i>Suricata</i>, <i>Strelitzia</i> or <i>SANBI Biodiversity Series</i>	6 to 18 months
Manuscripts intended for publication in <i>Bothalia–African Biodiversity & Conservation</i> or <i>Flowering Plants of Africa</i>	3 to 6 months

1. The time estimates given are based on complete and correct submissions.
2. Incomplete submissions or changes to material after submission to SANBI GRE will result in adjustments in delivery dates/deadlines.
3. When submitting requests, please ensure that there are *no overlaps between requests* or allow for additional production time.
4. All submissions will be dealt with on an ad hoc basis and as such deadlines will be influenced by SANBI Graphics & Editing's existing work schedule.

ANNEXURE 3: Publication Submission Agreement

This Agreement is made between

The **South African National Biodiversity Institute (SANBI)**,
a juristic person established in terms of
the National Environmental Management: Biodiversity Act 10 of 2004
and herein represented by
SANBI Graphics & Editing (SANBI GRE)

and

of

the **Author** or **Authors** (the Author) of the Work defined in the attached
SANBI Request Form (the Work) (**Annexure A**).

1. The Author hereby submits the Work to SANBI GRE for editing and publication subject to the terms and conditions set out in the **SANBI GRE Publishing Conditions (Annexure B)** for print and digital media (the Conditions), which the Author confirms, have been read and understood.
2. SANBI and the Author agree to, and hold themselves bound by, all the Conditions.
3. The Author confirms that, to the best of his/her knowledge and belief, the disclosure made in Annexure A is complete and accurate including the disclosure regarding originality of the Work (save to any extent specified), that the Author is the sole owner of copyright in the Work (save to the extent specified), that the Author is not aware of any legal impediment to the publication of the Work by SANBI GRE and that the Work has not been submitted elsewhere for publication or reproduction.
4. Subject to the terms of this Agreement and the Conditions, the Author agrees, on acceptance of the Work for publication by SANBI GRE, to cede, assign and transfer to SANBI, worldwide, all his/her publication and reproduction copyright in the Work to the extent recognised by the Copyright Act 98 of 1978, in terms of **Annexure C** hereto.
5. The Author indemnifies SANBI and holds it harmless against any liability, claim, damages or costs arising from the exercise of the rights assigned hereby to SANBI.
6. In the event of SANBI requiring any reasonable assistance from the Author to prove the subsistence and ownership of copyright in the Work, including details and evidence of the authorship thereof, the Author agrees to do so promptly and to sign whatever documents as may be necessary in this regard as advised by SANBI's legal representatives.

THUS DONE AND SIGNED AT on this day of 20

SANBI GRE

Name:

Capacity:

THUS DONE AND SIGNED AT on this day of 20

The Author

Name(s):

ANNEXURE A: SANBI Request Form 1 (Publications) refer to Annexure 1

SANBI

The South African National Biodiversity Institute
2 Cussonia Avenue, Pretoria 0184
Represented by the Deputy Director: SANBI Graphics & Editing (SANBI GRE) (name, e-mail address and contact number):

Author

Full name(s):	
Organisation:	
Department:	
Nationality and country of permanent residence:	
Passport or ID number:	
Residential address:	
Country where the Work was authored:	
E-mail address:	
Contact number:	

The Work and authorship

- a. Title of project:
- b. Description of the Work. Please specify whether the Work is artistic (including photographs), literary (including tables or compilations), a combination of these, or otherwise:
- c. In the event of joint authorship, identify which authors created which parts of the Work:
- d. Dates/period of time when/during which the Work was authored:
- e. Is the entire Work original i.e. the creation of the Author(s) only? If not, please specify the part(s) which were not authored by you, the name of the author of that part, the owner of copyright in that part and give confirmation that consent of that person has been obtained to publish the Work.

- f. Is the Work based on, influenced by or adapted from any prior work? If so, please specify details of the work its author and copyright owner.

Content submission

Request date:

Submission date of final material:

Delivery date of final artwork:

The author supplies (mark with an X):

Cover information:

☐

Title page:

☐

Imprint page:

☐

Contents:

☐

Foreword:

☐

Acknowledgements:

☐

Introduction:

☐

Chapters:

☐

Glossary:

☐

Index:

☐

Other:

☐

If you selected other, please provide a brief description:

Sponsorship/funding for publication:

Yes:

☐

No:

☐

If yes, please specify:

Costing and sponsorship agreement have to be reached with the HOCC of SANBI Graphics & Editing.

Has the manuscript been refereed?

Yes:

☐

No:

☐

If no, do you have a referee suggestion?

Image types:

Line drawings:

☐

Photographs:

☐

Maps:

☐

Other:

☐

If you have selected other, please specify:

Number of images:

For SANBI Research staff internal manuscript submissions: please obtain the signature of the direct supervisor that approved the submission of the manuscript for publication by SANBI Graphics & Editing.

Name of SANBI supervisor:

Signature of SANBI supervisor

Please see the submission specifications for images and text (Annexure D).

ANNEXURE A (cont.): SANBI Request Form 2 (Other) refer to Annexure 1

This form is available electronically as a PDF file on mySANBI and can also be obtained from the graphic designers at SANBI Graphics & Editing (for graphic design requests other than publications).

GRAPHICS & EDITING & SANBI Bookshop

Request for graphic design and editing assistance

All requests for editing and/or graphic design assistance are to be submitted to Elzma Fouché (e.fouché@sanbi.org.za). All final designs/artwork will be provided as print-ready PDF files. Production schedule and delivery date will be influenced by capacity and current workload of SANBI Graphics & Editing. SANBI Graphics & Editing accepts no responsibility for the accuracy or completeness of information submitted and will not, in any way, be held responsible for the subsequent, post-design, use of material. SANBI Graphics & Editing accepts no liability of any kind caused directly or indirectly from the use of final material.

Client name: Directorate/Programme:
Request date: Material submission date: Artwork delivery date:
Title of project:

Product type:

- ☐ Advertisement ☐ Artwork scanning ☐ Banner ☐ Booklet ☐ Brochure ☐ Business card ☐ Certificate
☐ Electronic media support graphics ☐ Flyer ☐ Image editing ☐ Information graphic ☐ Invitation ☐ Newsletter
☐ Notification ☐ Photo plates ☐ Poster ☐ PowerPoint template ☐ Signage ☐ Vehicle branding ☐ Other

If you selected 'other', please provide a brief description below:

Please provide product specifications (e.g. size, format (print or electronic), etc.):

Material provided by client:

(please see the submission specifications below)

Text (Word document):

Number of pages:

Scientific editing required? Yes ☐ No ☐

Technical editing required? Yes ☐ No ☐

Images:

Image editing required? Yes ☐ No ☐

Number of images:

Image types: ☐ Line drawings ☐ Maps ☐ Photographs ☐ Other

If you selected 'other', please provide a brief description:

PLEASE ENSURE THAT ALL MATERIAL IS FINAL AND COMPLETE BEFORE SUBMISSION.

Once material and request have been submitted for editing and/or graphic design assistance, no further changes/additions will be accommodated.

Submission specifications

--- Text should be submitted as a Microsoft Word document.

--- Please supply text and figures/images separately.

--- Figures:

- Indicate in the text where figures or tables should appear. Figures and tables should be appropriately named (i.e. Table 1; Figure 1 etc.).
- Do not use punctuation in the figure file names and keep the name brief (25 characters or less).
- Do not add numbers, labels or captions to the original images, but include a scale bar if required. Notations should be provided on a copy and not on the original image.
- At the request of the author, SANBI Graphics & Editing can assist with scanning of original material.
- Line drawings should be submitted electronically as bitmap TIF files at 1200 dpi.
- Photographs:
 - Photographs should be provided electronically as either TIF or JPG files at the highest possible resolution (16 megapixel minimum).
 - Do not submit photographs taken with a cell phone or tablet.
 - Photograph mosaics should be submitted as separate photographs or TIF/JPG files at 600 dpi or higher, as well as a proof layout of the mosaic. Final layout of the mosaic will be done by SANBI Graphics & Editing.
- Graphs, maps, etc. should be provided as vector files.
 - Provide an image file originated in Corel Draw (version 14 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 ArcView GIS, as EPS (encapsulated postscript files). Graphs and histograms generated in Microsoft Excel or Microsoft Word, should be provided as is. The conversion to TIF or other file formats will be accommodated by SANBI Graphics & Editing.

--- All SANBI Graphics & Editing policies take into account and comply with the provisions of the Copyright Act, 98 of 1978 to the extent appropriate to SANBI's publishing circumstances.

--- Copyright of all work is retained by SANBI.

--- SANBI retains the publishing copyright of all images (photographs and artwork) that are submitted for publishing.

--- Permission for re-use or licencing of published work needs to be granted by SANBI.

--- Policy documentation and information can be provided on request.

ANNEXURE B: SANBI GRE publishing conditions

1. Introduction

SANBI Graphics & Editing (GRE) is a part of the Biodiversity Information and Policy Advice Division of the South African National Biodiversity Institute (SANBI), the latter having been established as a juristic person in terms of the National Environmental Management: Biodiversity Act 10 of 2004 (NEMBA).

SANBI GRE aims to benefit and serve the interests of the general public, authors and creators of works, publishers and other interested persons by:

- a) publishing in print and/or digitally high-quality original works, which have been authored in the field of, or connected with, biological diversity;
- b) maintaining the security and integrity of such original works;
- c) preserving and ensuring indefinite access to the original works;
- d) promoting and disseminating such works to the widest readership in traditional and contemporary media including by licensing the high-quality reproduction and/or further publication thereof; and
- e) defending the rights of authors whose works it has published against infringement and/or plagiarism.

2. Author's Conditions

- a) On submission of a work, authors are required to complete and sign the *SANBI Request Form*, Annexure A, and the *Publication Submission Agreement*, Annexure 3.
- b) SANBI GRE will edit and publish, at its expense (except if sponsored), works submitted to it by authors that are approved for publication and will provide and afford authors of such works public visibility and various related benefits, including biodiversity information dissemination, by publishing and/or licensing the reproduction and/or publication of their works.
- c) In exchange, authors are required on acceptance after submission to assign in writing their reproduction and publication copyright held in terms of the Copyright Act 98 of 1978 to SANBI and agree to SANBI's terms and conditions as set out in Annexure C hereto.
- d) Authors submitting their works and/or manuscripts to SANBI GRE for review and publication in the monograph series must confirm and/or undertake that such works are original, are their own works, that they are the only authors (save as may be specified) and own the copyright therein, have not already been submitted for review or publication by another party or publication and will not do so if SANBI GRE agrees to publish the work.
- e) SANBI GRE undertakes to ensure full acknowledgement of authorship of and in the published works and in any licensed publication or reproduction thereof and to display the appropriate copyright notice as follows on the first imprint page or initial digital display:

© SANBI (year).

- f) SANBI GRE will also ensure display on the first page or initial screen of each work a consent statement as follows:
Permission to make digital or hard copies of part or all of this work for personal or classroom and educational use is granted without fee provided that copies are not made or distributed for profit or commercial advantage, and that copies bear this notice and the full citation on the first page. Copyright for components of this work that are owned by others than SANBI must be honoured. Abstracting with credit is permitted. To copy otherwise, to re-publish to post on servers, or to redistribute to lists requires prior permission and/or fee. Request permissions from the Deputy Director: SANBI Graphics & Editing, Sandra Turck, e-mail s.turck@sanbi.org.za.
- g) Authors retain full personal rights to make public or display, digitally or otherwise, their original peer-reviewed and accepted works notwithstanding assignment of the copyright therein to SANBI.
- h) In the event of authors including or embedding in their works any prior work of third parties in which copyright does or may subsist, this must be disclosed to SANBI at the time of submission to ensure their exclusion from the required copyright assignment and the authors must ensure the consent of the owners of any copyright in such prior works to publication by SANBI GRE. This does not include the mere link to such prior works.
- i) In the event of authors including or embedding in their works any prior works in which SANBI is the owner of copyright, SANBI GRE's consent must be obtained but no charge or fee will be payable.
- j) SANBI will not alter or amend works after publication. Should an author wish to publish a revised and amended version of a work through another publisher, consent to do so must first be obtained from SANBI GRE and the following notice must appear in the re-published work:
'This work is based on an earlier work: TITLE in PUBLICATION (VOL # ISBN#, DATE) SANBI YEAR <http://.....>, in which SANBI retains full copyright.'
- k) SANBI GRE will, however republish a revised edition of a previously refereed and formally reviewed publication if it has been substantially revised, that is by at least 25% inclusion of new or unpublished material in the revised work. In such cases, the author must inform SANBI GRE of full details of the prior publication and give a written assurance and indemnity that there is no restriction or legal obstacle against SANBI GRE republishing it.
- l) Where a minor revision is involved in a work already published by SANBI GRE, the copyright will remain with SANBI and any republished, revised version must use and/or accredit SANBI's copyright and notices.
- m) Where SANBI GRE has published a work in terms of these conditions, the author may revise the work for republication but SANBI GRE will only republish it if substantial amendment has been made, namely, at least 25% new or unpublished material has been included. SANBI GRE does recognise that simple word counts are not an absolute guide and the assessment by the author will be taken into account.

n) Authors:

- i) may not distribute or post on the internet, a work that has been submitted to SANBI GRE to publish, before any such publication;
- ii) may republish a fair and reasonable portion of their works published by SANBI GRE in future works authored by them, at no charge;
- iii) after publication, may post and display their published works on their home pages, institutional repositories and repositories lawfully mandated by agencies, which have funded the original research on which the works are based;
- iv) may post such works after publication on any non-commercial (in the sense defined in paragraph 3 (a) below) repository or aggregation owned by non-profit organisations, which charge no fees for access, do not advertise therein and whose pattern of links do not significantly duplicate a SANBI-copyright volume or issue;
- v) must incorporate the SANBI copyright notice and citation into copies of works personally kept by them on their servers;
- vi) may post a link to Biodiversity Advisor enabling free downloads from the SANBI repository; and
- vii) may post as 'submitted version' the version of their works submitted to SANBI GRE to non-peer reviewed servers.

3. Licensee Conditions

- a) In this section, the following terms have the meanings specified:
 - i) 'non-commercial use' means the reproduction, publication and/or distribution of single works by an educator, instructor or teacher at a recognised educational institution, university, college or school, at which no fees are charged therefor to the students or learners enrolled in a course for which such work is relevant;
 - ii) 'commercial use' means any reproduction, publication or distribution for any commercial or financial purpose and that does not fall within the scope of subparagraph i) above and/or is not for private, personal and non-profit educational purposes including reprinting by trade and scholarly publishers and reproduction or publication in corporate contexts (including websites) both internal and external.
- b) SANBI GRE will charge no licence fee to any person reproducing, republishing or distributing works published by it.
- c) All commercial use requires a specific Licence Agreement, Annexure E from SANBI GRE
- d) All licensees, commercial and non-commercial, must ensure full published accreditation, notices and statements regarding SANBI and the authors as set out in paragraph 2 above.
- e) SANBI GRE will ensure that it consults with an author or lead author of every SANBI-published work, as a courtesy, in considering requests from commercial licensees.
- f) No licence is required to create a Biodiversity Advisor link.

- g) Any person who is in possession of any SANBI-published work may only use it for non-commercial purposes.
- h) Written licence from SANBI GRE to digitise any of its published works and the following disclaimer must be included together with the required SANBI notices referred to above:

‘This is a digitised copy derived from a SANBI-copyrighted work. SANBI did not prepare this copy and does not guarantee that it is an accurate copy of the originally published work.’

- i) In granting any licence in terms hereof, SANBI GRE will do so in good faith and can give no guarantee that such use by a licensee does not infringe the intellectual property rights of any person. SANBI GRE also disclaims any liability for any claims of whatever nature arising therefrom and all licensees, commercial and non-commercial must accept this condition and indemnify SANBI against any costs or claims that may arise in such an event.

ANNEXURE C: Copyright Assignment

This agreement is made between
the **South African National Biodiversity Institute**
established as a juristic person in terms of
the National Environmental Management: Biodiversity Act 10 of 2004
of
2 Cussonia Ave, Brummeria, 0184

and

Full name and address:	
---------------------------	--

WHEREAS

the Author has authored the Work described in the *SANBI Request Form* and the *Publication Submission Agreement*, and
the Author has agreed to assign to SANBI all reproduction and publication copyright in the world to
SANBI.

NOW THEREFORE

The Author hereby cedes, assigns and transfers to SANBI all his or her reproduction and publication copyright that subsists in the Work for all countries in the world, subject to the terms and conditions set out in the *SANBI Request Form*, *Publication Submission Agreement* and *SANBI GRE publishing conditions*.

THUS DONE AND SIGNED AT

on this

day of

20

For and on behalf of SANBI

Capacity: Deputy Director: SANBI Graphics & Editing (SANBI GRE)

THUS DONE AND SIGNED AT

on this

day of

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The Author

Name:

The Author

Name:

ANNEXURE D: Guidelines for preparing a manuscript for submission

SANBI Graphics & Editing

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 lowercase 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* and/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 '×', 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 Graphics & Editing.

ANNEXURE E: Licence Agreement and Licence Conditions

LICENCE AGREEMENT

This is a Licence Agreement entered into

between

the **South African National Biodiversity Institute (SANBI)**
(the Licensor)

and

the Licensee,
full particulars
of which are set out in the attached Statement of Licence Conditions (the Statement)

1. The Licensor hereby grants to the Licensee a licence to exercise the Rights of Copyright set out in the attached Statement in respect of the specified Work and also subject to the SANBI Publishing and Copyright Policy and Conditions (the Conditions), Annexure B, which the Licensee confirms have been read, understood and agrees to hold itself bound by.
2. The Licensee indemnifies and holds the Licensor harmless against and from any claims or damages arising from the exercise of the rights licensed hereby.
3. In the event of any breach by the Licensee of any of the terms of this Licence, including of the Conditions, and fails to remedy such breach within thirty (30) days of being informed by the Licensor thereof, the Licensor may, at its sole discretion, terminate this Licence forthwith.

THUS DONE AND SIGNED AT on this day of 20

For and on behalf of SANBI
Capacity: Deputy Director: SANBI Graphics & Editing (SANBI GRE)

The Licensee, or on behalf of Licensee

Name:

STATEMENT OF LICENCE CONDITIONS

1. Licensee full name and address:
2. Full name and capacity of representative:
3. E-mail address and contact number of representative:
4. Description of licensed Work:
5. Nature of Rights of Copyright hereby licenced: (reproduction, publication or otherwise of the Work):
6. Duration and extent of Licence including any limitations:
7. Territory: South Africa
8. Exclusive/ non-exclusive (delete as applicable)

[illegible]

ANNEXURE 4: SANBI standards of writing (SANBI house style guidelines)

SANBI has certain standards for the writing of documents that are not always considered, at times causing confusion and unnecessary additional work.

This document contains a summary of SANBI's house style and the required grammar and spelling guidelines that need to be followed when drawing up documentation for SANBI as an organisation.

Familiarising yourself with, and adhering to, these guidelines/standards when SANBI documentation is compiled would be advisable.

1. Time

There are various ways in which to indicate time, for example:

- 7.30 a.m. (note the full stop between the hour and minutes; as well as the full stops with a.m. and p.m.; '7:30 am' is incorrect and a mixture of styles)
- seven o'clock (always write out the number with "o'clock")
- written out: seven thirty; half past seven; quarter to eight, etc.
- the 24-hour clock (or 'military time'), i.e. 07:30 (note the colon instead of a full stop between the hour and minutes).

Internationally, the accepted standard in business writing is to use the 24-hour clock (also sometimes known as 'military time'). Time is indicated in the format hh:mm. Thus 7.30 a.m. will be 07:30; and 7.30 p.m. will be 19:30. The correct form to use in SANBI official documentation is therefore hh:mm or 00:00 to 23:59 (to account for every minute of the 24-hour day).

2. Acronyms and initialisms

Acronyms and initialisms are often used incorrectly in text. Acronyms are abbreviations formed from the initial letters of other words and pronounced as a word, e.g. SANBI and NASA. Initialisms are abbreviations formed from the initial letters of other words, and each letter is pronounced separately, e.g. the NBI, the NRF, the FBI, and the SABC. Note the use of the definite article, 'the' in front of the initialisms. Initialisms should always be preceded by the definite article, 'the'. Acronyms should usually not be preceded by the definite article, 'the'. One exception is when reference is made to an entity within an organisation referred to by its acronyms, e.g. 'The SANBI Board stated that...', but 'Visitors to SANBI...', not 'Visitors to *the* SANBI...'.

Acronyms and initialisms should always be defined at first use in a document, e.g. 'The South African National Biodiversity Institute (SANBI) is seeking...'. After the acronym/initialism has been defined, only the acronym/initialism should be used throughout the rest of the text. If a text is long enough to be divided into chapters, the acronym/initialism may be defined at the start of each chapter, and thereafter (within that chapter) only the acronym/initialism is used. Acronyms and initialisms may also be included in a list along with other abbreviations near the beginning of the document (this is especially valuable, and necessary, for long documents where many acronyms, initialisms and other abbreviations are used).

3. International System of Units (or *Système International d'unités* – SI units)

Units of measurement should be metric and should adhere to international standards, and the base units are as follow (note that some unit symbols are capitals and others are in lower case; these are set symbols and should not be changed, as changing a letter from a lower case to a capital or vice versa may change the meaning of the unit):

Base SI units

Dimension	Unit name	Unit symbol
Length	metre	m
Mass	kilogram	kg
Time	second	s
Electric current	ampere	A
Thermodynamic temperature	kelvin	K
Amount of substance	mole	mol
Luminous intensity	candela	cd

Common standard prefixes for SI units

Multiples	Prefix name	kilo	mega	giga	tera
	Prefix symbol	k	M	G	T
	Factor	10^3	10^6	10^9	10^{12}
Fractions	Prefix name	deci	centi	milli	micro
	Prefix symbol	d	c	m	μ
	Factor	10^{-1}	10^{-2}	10^{-3}	10^{-6}

Thus, kilometre is abbreviated as km, but megametre is abbreviated as Mm. The base unit of the dimension mass is already kilogram, or kg, but the 'kilo' is removed when smaller (fractions) or larger (multiples) of a dimension is indicated, e.g. microgram or μg .

Non-SI units that are accepted for use within the SI include the tonne (t), litre (l), hectare (ha), minute (min.), hour (hr or h), day(d), degree of arc ($^{\circ}$), minute of arc ($'$), second of arc ($''$) and decibel (dB). The common prefixes may also be used with some of these units and symbols, e.g. kilolitre (kl) or millilitre (ml).

4. Conventions relating to numbers in documents

- A non-breaking space (shortcut: <ctrl>+<shift>+<spacebar>) should be used as a thousands-separator, i.e. R10 000, and not R10 000 (normal space) or R10,000.
- A decimal point is used, not a decimal comma, i.e. R500.00 and not R500,00.
- In general text, the numbers one to ten are written out, anything larger is indicated in numerals, e.g. 11, 25, 110 etc. The exception is when statistics are provided, then all

numbers are numerals, e.g. '10%' or '10 per cent' rather than 'ten per cent'; or '9.4 seconds' rather than 'nine point four seconds'.

- Numbers, dates and years are not used to start a sentence, e.g.:
 - o 'The year 2001, ...' or 'In 2001...' and not '2001 was a great year'.
 - o 'Wednesday, 8 February 2017 was...' or 'On 8 February 2017...' and not '8 February 2017 was...'.
 - o 'Two-hundred-and-fifteen species occur in...' or 'A total of 215 species occur in...' and not '215 species occur in...'.

5. UK or SA English

The standard in South Africa is to use UK spelling and style conventions. In MS Word, always switch to UK or SA English (or select one of these as default language under the Review – Spelling & Grammar tab). It is better to choose UK English as the SA English dictionary in MS Word may mistakenly include some US spellings. There are many conventions to be aware of when it comes to UK vs. US spelling; you can consult various online information sources or the SANBI Guidelines for Authors, which is available from SANBI Graphics & Editing and also on the SANBI website:

<https://www.sanbi.org/sites/default/files/documents/documents/2015-general-guidelines-submissions.pdf>.

6. Hyphens, n-dashes and m-dashes

Hyphens are used to connect compound words, especially in compound adjectives preceding the noun in a sentence, e.g. 'He is a well-known scientist, but 'The scientist is well known' (never hyphenate after an adverb that ends in '-ly', thus 'extremely prolific writer' not 'extremely-prolific writer'. Proper nouns are not hyphenated, i.e. 'South African scientist', not 'South-African scientist' and 'BHL Africa' not 'BHL-Africa'.

The most common use of an n-dash is as parenthetical dashes, i.e. to include a sentence inside another sentence. N-dashes can in this instance be used instead of parentheses. For example, 'UK and South African English – which share the same punctuation style – use spaced n-dashes for this purpose' and 'UK and South African English (which share the same punctuation style) use spaced n-dashes for this purpose' are both correct.

N-dashes can also be used to replace the word 'to', e.g. 2–5 (no spaces), meaning two to five. The only exception is after the word 'from', when the word 'to' cannot be replaced, thus 'from 2 to 5' not 'from 2–5'.

N-dashes can be used to indicate any strong relationship, such as 'the ANC–COSATO alliance', the 'Johannesburg–Pretoria railway', the 'Lesotho–South Africa border', the nature–nurture debate.

Lastly, n-dashes can be used to replace a hyphen when a prefix or suffix is linked to two or more words, e.g. 'South African–born', but 'Lesotho-born'.

M-dashes (—) are not used in UK/SA English, with one or two exceptions that are generally not applicable to scientific or business writing.

7. Capitalisation

Capitals are often overused and when terms or words are capitalised that do not need to be capitalised, the writing can look very old fashioned.

Proper nouns are capitalised, e.g. Kirstenbosch National Botanical Garden, but regular nouns are not, e.g. 'the national botanical gardens' not 'the National Botanical Gardens'.

In general, try to adhere to 'down style' as it is usually easier to read, thus 'Materials and methods' as a heading rather than 'Materials and Methods'.

Job titles are not capitalised, i.e. 'herbarium assistant' or 'librarian', not 'Herbarium Assistant' or 'Librarian' unless the first word of the job title starts the sentence.

Titles are capitalised when linked with the person's name, e.g. President Jacob Zuma or Minister Molewa, but use lower case when it is not linked to the person's name, i.e. 'the president' or 'the minister'.

When the term being used is not a title, don't capitalise it, e.g. former president Thabo Mbeki, not Former President Thabo Mbeki.