

***Transactions of the Buteshire Natural History Society*: Guidelines for contributors**

Content

- Since 1907 the Society has published *Transactions* – a record of activities and information, articles and papers on the archaeology, history and natural history of Bute and its environs. We aim to publish *Transactions* every four years. Authors receive an electronic copy of their article(s) as published.

Structure, expression and style

- Papers should be concise and factual, take full account of previous relevant literature but avoid repetition of established information as much as possible. Opinions expressed should be based on adequate evidence, with citation of sources where appropriate. Titles of papers must be informative and concise. Type explanatory notes as endnotes not footnotes. Do not use the auto-numbering facility in 'Word', as this is incompatible with 'Publisher' and causes much extra work. Spelling should follow the *Cambridge English Dictionary (UK)*.
- An important aim of *Transactions* is to ensure that papers are comprehensible both to professionals and to the non-specialist readers who form the majority of the Society's membership. The Editor and the Editorial Board will be pleased to advise on matters of content, expression and style.
- Full papers should not normally exceed 10,000 words/20 printed pages excluding illustrations. Where some important material is of a technical nature it may be relegated to an Appendix and set in smaller type. Divide long papers into sections with appropriate subheadings. A summary of up to 200 words should be included.
- Short notes of less than 1,500 words/three printed pages are welcome. Short notes may cover, for example, new locations for a species, reassessment of old records, preliminary investigations of an archaeological site, or occurrences known to be rare or unusual.

Submission of articles

- Articles should be submitted, preferably by email in the form of a 'Word' document, to Editor.butemuseum@gmail.com or by post to The Editor, *Transactions of the Buteshire Natural History Society*, Bute Museum, 7 Stuart St, Rothesay, Isle of Bute PA20 0EP.
- Photographs/illustrations should be submitted separately, preferably in electronic form as jpg or tif files with a minimum resolution of 300dpi and not be embedded in the text.
- The intellectual property rights remain with the author(s). Copyright will be held jointly by authors and the Society. Authors are required to agree that contributions may be published in both print and electronic formats and any other media associated with the journal.
- The author's name, postal and email address must be supplied when contributions are submitted. Author names will appear in *Transactions*. We will publish contact details if the author wishes.
- Articles for the next volume of *Transactions* should be submitted by 30th September 2016. It is anticipated that printed publication will be early in 2017.
- All submissions are liable to assessment and publication may be declined on the recommendation of the Editorial Committee.
- Brief acknowledgements should be included where appropriate.
- Authors are asked to supply up to six key words not already in the title indicating topic areas.

References

Full references should be given at the end of the article. Primary sources (unpublished material) should be listed under a separate subheading at the end of the references. References must be listed alphabetically, by surname of the first named author, in the following style according to the nature of the reference:

Allen, J.R. & Anderson, J., 1903. *The Early Christian Monuments of Scotland*, Society of Antiquaries of Scotland, Edinburgh.

Barber, J., 2003. Bronze Age farms and Iron Age farm mounds of the Outer Hebrides, *Scottish Archaeological Internet Reports SAIR 3* PDF download file, available www.sair.org.uk/sair3/sair3.pdf accessed 24 Feb 2005.

Church, A.H., 1922. *Introduction to the Plant Life of the Oxford District*, Oxford University Press, Oxford.

Fuller, R.J., Ray, C.M., & Henderson, A.C.B., 1989. Distribution of breeding songbirds in Bradfield Woods, Suffolk, in relation to coppice management, *BTO Research Report 5*, British Trust for Ornithology, Tring.

Soper, N.J., 1986. The Newer Granite problem: a geotectonic view, *Geological Magazine*, **123**, 227-236.

Warr, L.N., 2000. The Variscan Orogeny: the welding of Pangaea, in *Geological History of Britain and Ireland*, (Ed. Woodcock, N., & Strachan, R.) 271-294, Blackwell, Oxford.