

*Veld & Flora* - The Journal of the Botanical Society of South Africa  
Generic guidelines for authors of feature articles

Please submit all manuscripts, in English, as an electronic/digital MSWord file. Send files via email or use DropBox ([www.dropbox.com](http://www.dropbox.com)) or WeTransfer ([www.wetransfer.com](http://www.wetransfer.com)), or on a CD posted directly to: The Editor, *Veld & Flora*, Botanical Society, Private Bag X10, Claremont, 7735. Where submissions have been made via post or courier, please ensure that a valid email address is included in the author's information.

Aspects of article submission covered in this generic guideline include:

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### 1 Article content

Feature articles for *Veld & Flora* should **focus on the indigenous plant-life and ecology, history and use of indigenous plants in southern Africa**. Articles that are not directly related to indigenous plants in southern Africa are unlikely to be considered for publication. For example, articles focused on fauna, private gardens, exotic fruits, archaeology, history, or non-indigenous species, etc. will only be considered where the content of the article also clearly relates to plant habitats and/or the ecology, conservation and/or cultivation, etc. of southern African indigenous plants.

### 2 Article length

**Article text should be a maximum of 2,000 words.** To minimise unilateral editorial shortening of submitted articles, all contributors are urged to keep within this word-count. If a proposed article is longer than this limit, the author should discuss the article with the editor before preparing material for submission, or consider submitting two (or more) shorter feature articles that can run in consecutive issues of *Veld & Flora*. For all articles, but especially for longer feature articles, it is preferred that supporting imagery be included. Please do not submit long, 'dense text' articles.

Please consider including an abstract (summary) of no more than 100 words for all articles exceeding 1,000 words. This is not compulsory, but is likely to become a requirement for *Veld & Flora* feature articles in future.

### 3 Plain language please – the science and art of appealing to a broad readership

*Veld & Flora* has a broad readership so please **avoid excessively technical text and scientific jargon, and use plain language**. The broad readership extends to countries outside of South Africa, thus all submissions are restricted to English language only. Translation services are not offered by *Veld & Flora*.

Please include full scientific names of plants **as well as recognised common names** where these are known. Common names for many South African plant species can be sourced from the SANBI Red List (<http://redlist.sanbi.org/>), from iSpot ([www.ispotnature.org](http://www.ispotnature.org)) and also from PlantZAfrica (<http://pza.sanbi.org/>). The *Veld & Flora* protocol for naming of plants, animals and other organisms which do have a common name is as follows:

- Common Name (*Genus species*). Examples: Pypgras (*Ehrharta villosa* var. *villosa*) / Ostrich (*Struthio camelus*).
- Please use upper case for common names and ensure that both genus and species are formatted in italics.
- If an organism does not have a common name, then please simply use the **genus and species**. After first mention the genus and, where relevant, the species may be abbreviated thus: *E. v. var. villosa*.

*Veld & Flora* endeavours to publish good science as popular articles. Author citation is therefore not necessary, on condition that due care is taken to name species accurately using only the genus and species and, where relevant, subspecies, form and/or variety. Applying standard botanical author citation, for example, including - (Roem. & Schult.) G.J. Lewis - after *Babiana ambigua*, will result in removal of '(Roem. & Schult.) G.J.Lewis' by the Editor.

#### 4 Images: photography, maps, graphs, and scans, etc.

Manuscripts, where possible and relevant, should be accompanied by illustrative material in electronic JPEG or TIF format (PNG and BMP formats are not acceptable). Please do not submit hard copies. Maps and easily understood, illustrative diagrams are welcome, but we do not publish lists of figures, graphs, tables and complex diagrams.

- ‘Grainy’ images, small size images and otherwise poor quality images (e.g. where the subject is too small, or is blurred) will not be considered. All images must be large size and preferably originals – **straight out of the camera**.
- Photos should ideally be at least 5 **megapixels** (MP) i.e. please **use a 5 MP camera or better**, as this provides an image size of around 2,560 x 1,920 pixels. For large, cover images an 8 MP camera or better is recommended. Most modern mobile phones (as well as modern point-and-shoot cameras) have 5 MP cameras or better.
- For large format reproduction, images should be large and high-resolution, at least around 8 MP and an absolute minimum of 2,480 x 3,508 pixels at 300 dots per inch (dpi) - or 3,000 x 4,000 pixels at 180 dpi. Images to be used for a full-page print do not need to exceed 12 MP (3,000 x 4,000 pixels) but higher resolution is quite acceptable and will always be welcomed. See [http://en.wikipedia.org/wiki/Image\\_resolution](http://en.wikipedia.org/wiki/Image_resolution) for more detail.
- For large format reproduction, ALL digital images and scans should be **300 dpi** or more and a **minimum of 210 mm** across from left to right: i.e. the width of an A4 page. For smaller illustrations, **72 dpi** is acceptable on condition that the photo is **at least 200 mm wide or high**. See [http://en.wikipedia.org/wiki/Dots\\_per\\_inch](http://en.wikipedia.org/wiki/Dots_per_inch).
- Smaller images (totalling less than 10 MB) should be emailed or DropBoxed ([www.dropbox.com](http://www.dropbox.com)) to us. Please always use DropBox for any very large files, or groups of files, or post them to the Botanical Society on a CD.

Please do not include photographs in your text file but please do always **include appropriate captions and credits** for each illustration, map, graph, photograph, etc. For example, include ‘Photo by Izzie Human’ at the end of each caption, or simply add a phrase such as: ‘All photos by Izzie Human’. Please also see ‘Image captions’ below.

#### 5 Image captions

Please supply a **full list of captions** at the end of the article text or in a separate document if necessary. **Each caption** must include the name of the person who owns the rights to the photograph. In most cases this will be the person who took the photograph. Images that do not clearly specify the name of the person who took the photograph (or owns the copyright) will not be published.

Where photographs, or other image files, are submitted to illustrate an article, please ensure that appropriate, numbered and named Figure / Map / Photo captions are **supplied for each image**. Please provide **unique image file captions** so that they relate 1) **to the content of the article**, and, 2) **to the image**. Please do not just name them ‘Image 1.jpg’ or ‘IMG2046.jpg’ (see box). Where only one image file is submitted, please name that file so that it relates directly to the topic of the article and includes the name of the owner of the photograph.

##### Image captions and naming image files – an example

Izzie Human wrote an article on *Pollination in pink flowering herbaceous plants*

**(Caption) - Photo 1: *Diascia mollis* visited by a Hoverfly. Photo by Izzie Human.**

Izzie named the attached photo image: Photo\_01\_Pollination-pink\_Diascia-with-hoverfly\_Izzie.jpg.

**(Caption) – Map 1: Distribution of *Diascia mollis* shown on Google Earth aerial photography (2015).**

Izzie named the attached map image: Map\_01\_Pollination-pink\_Diascia distribution.jpg

Where possible, please ensure that all **identifiable** people in photographs are named in full and ensure that you have **their express** permission for the photograph to be printed in public media. Our policy is to **never publish photos of nameless people** where the photo clearly shows their identity. It is the **responsibility of the author to ensure that you have permission** to publish photographs of people.

**The Veld & Flora team reserves the right not to publish all photographs submitted with any text.**

#### 6 Referencing

**Veld & Flora does not include inline references**, so inline referencing such as (Acocks 1953) will simply be deleted, however a list titled ‘Further reading’ is welcomed, or for those citing or quoting published work: ‘Literature and further reading’ is where a reference list is crucial. **All books and journals listed in a ‘Further reading’ list should be readily available to the broader public** in libraries, bookshops or online. Please also include the publisher and date of publication. Where it is pertinent to name a particular reference work in the text, e.g. *Flora Capensis* or *New Scientist*, please italicise the name of the book or journal (do not use quotation marks) and include the full reference in the

'Literature and further reading' list. Please see previous issues of *Veld & Flora* on Sabinet ([www.journals.co.za/ej/ejour\\_veld.html](http://www.journals.co.za/ej/ejour_veld.html)) for examples.

Standard referencing rules apply for the 'Literature and further reading' and Further reading' lists as follows:

Author1, A.B., Author2, B.C. & Author3, C.D. 2015. Title of article. *Journal*. Vol 1(3): 15-22. etc.

## 7 Requested formatting and other norms and standards

Please format submissions as follows:

**Style sheets:** Please remove ALL style sheets from the document before submission. Style sheets can play havoc with the layout process, leading to delays and generally making article layout far more complicated than it needs to be.

**Paragraphs:** Single spacing, no indent, left-aligned. Headers should be bolded, normal text.

**Font:** Arial size 10 or Calibri size 10. There is no need at all to enlarge text or lay out your document – that will be done by our layout and production specialists.

Please check spelling and grammar prior to submission.

Please check that all nomenclature is correct / valid (published and accepted) at time of writing, using appropriate, up-to-date, recognised reference works.

## 8 Remuneration

Being a non-profit organization (NPO), we do not offer any form of remuneration, but authors may request up to three complimentary copies of the relevant issue in which their article is published. Requests for copies of the journal must be emailed to [info@botanicalsociety.co.za](mailto:info@botanicalsociety.co.za). No free copies will be issued unless a direct request is sent to BotSoc.

The article will also be posted on the Internet as part of an agreement the Botanical Society has with Sabinet, and can be accessed at [www.journals.co.za/ej/ejour\\_veld.html](http://www.journals.co.za/ej/ejour_veld.html). Authors who do not have academic or institutional access to Sabinet will be emailed a digital copy of the article within one month of these becoming available.

## 9 Submission and processing of articles

Once an article (with accompanying imagery) has been received and approved for publication, it will be edited and returned to the author/s as soon as possible, to make sure that author/s are comfortable with any edits. Articles are submitted to the design/layout team within around seven to fourteen days following the author's submission dates for each issue. Roughly two to three weeks after the issue's submission date, all authors will be sent PDFs of the article draft layout to ensure that they are comfortable with the design, presentation and representation of their work. Time allowed for commenting on the layout draft PDF file is usually around 48 hours.

Emailed and DropBoxed articles should be directed to: [info@botanicalsociety.org.za](mailto:info@botanicalsociety.org.za) and copied (CC) to the editor at: [eljay.ivc@gmail.com](mailto:eljay.ivc@gmail.com). Posted CDs should be sent to: The Editor, *Veld & Flora*, Botanical Society, Private Bag X10, Claremont, 7735.

Enquiries regarding publication should be directed to the System Administrator: Simoné van Rooyen, Botanical Society / Tel: 021 797 2090 / Fax: 021 797 2376 / Email: [info@botanicalsociety.org.za](mailto:info@botanicalsociety.org.za).

Enquiries regarding digital images: Rothko International, Tel: 021 465 9642, Email: [jnotten@rothko.co.za](mailto:jnotten@rothko.co.za).

Due care will be taken with all material submitted, but the *Veld & Flora* Production Working Group and the Botanical Society cannot be held responsible for loss or damage.

## 10 Editorial privilege

**Please note that the Botanical Society, the Production Working Group and the editor reserve the right to amend, shorten and/or reject an article, or to request re-writing and re-submission by the author.**

Content is planned in advance and your submission, if accepted, may not appear immediately in the next issue but will be queued for layout and printing in a future issue.

Thank you for considering *Veld & Flora* as a medium for your work. Without your contribution we would not be able to produce the quality of work that we have for the past century!

Yours in the conservation, cultivation, study and wise use of the indigenous flora of southern Africa.

**The *Veld & Flora* Production Working Group**