

Veld & Flora

GUIDELINES FOR AUTHORS

Veld & Flora is the popular journal of the Botanical Society of South Africa (BotSoc), an NGO that exists to promote the conservation, cultivation study and wise use of the indigenous flora of southern Africa. Members receive *Veld & Flora* as part of their subscription to BotSoc, and it serves to entertain and inform members about southern Africa's flora and the latest news or advances in botany, horticulture and ecology; as well as providing a platform to keep members updated with the work that BotSoc does around the country.

Articles on a range of subjects that pertain to the BotSoc's sphere of interest are welcome. Subject matter should generally focus on the indigenous plantlife and ecology of southern Africa. Please submit manuscripts in electronic format, either via email: info@botanicalsociety.org.za, or on a cd and posted to The Editor: *Veld & Flora*, Botanical Society, Private Bag X10, Claremont, 7735. Please note that we do not accept articles that need to be typed.

Articles should be a maximum of 2000 words. To minimize unilateral editorial shortening of submitted articles, contributors are urged to keep strictly to the stated text length limit. If a proposed article is significantly longer for any reason, the author should discuss the article with the editor before preparing the material for submission.

Please note that the editor reserves the right to amend, shorten and/or reject an article. Content is planned in advance, and there is a considerable publication waiting list, so your submission cannot appear immediately.

Manuscripts should be accompanied by illustrative material - digital photos, slides, photographs, line drawings or original artwork - and emailed (as separate JPEG or TIFF files) or posted to the BotSoc. Please note that for large format reproduction, digital images and scans should be **300 dpi**, or more and scans should be 21 cm across (from left to right: i.e. the width of a page). For smaller illustrations **70 dpi** is acceptable as long as the photo is more than 20 cm wide or high. Please save them as JPEG files. Smaller images can be emailed to us in JPEG files, but please don't email very large files; rather post them to us on a cd. We can only publish on average 2 to 3 images per page, which works out to a ratio of 2 images per 600 words.

Please include credits for all illustrative material. Please ensure that **all** people in photographs are named in full as we cannot publish photos without due respect to who appears in them. Please include, as far as possible, an approximate scale or indication of the size of a plant or animal, especially for close-up views.

A photo of the author (preferably not a mug shot but doing something related to the author's work) and a short resume of the authors cv is welcome, but not obligatory.

The magazine has a broad readership so please avoid technical text and scientific jargon, and use simple language. Technical words will be removed. Please include full scientific names of plants **as well as** common names. If the plant has no common name, why not suggest one?

Simple maps and diagrams are welcome, but note that we **do not publish lists of figures, graphs, tables and complex diagrams.** We do not normally publish references, and do not include references in the text, but a short list of further reading is acceptable. All books or journals listed should be available in libraries or bookshops. Please include the publisher and date of publication as books without this information will not be included.

Proofs will only be emailed to you in PDF format so please include an email address.

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Due care will be taken with material submitted, but the Editorial Committee and the Botanical Society cannot be held responsible for loss or damage.

Articles should be sent to: The Editor, *Veld & Flora*, Botanical Society, Private Bag X10, Claremont, 7735 or email: info@botanicalsociety.org.za.

Please complete the accompanying consent form, sign it and post, fax or email it to The Editor.
We will not publish anything unless it is accompanied by this form.

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I hereby give the Editor and The Botanical Society of South Africa permission to publish my
article <insert name of article here>

in the next available issue of *Veld & Flora*.

I have read the guidelines and agree to abide by the Editor's final decision*.

Signed: <insert signature here>

Date: : <insert date here>

*Proofs will be emailed in PDF form to the author at least 2 months prior to publication date so that
corrections and reasonable changes can be made.

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