

Guidelines for Authors

All members of the HOS are encouraged to submit articles for publication in our Journal. Any topic related to Hardy Orchids will be considered, such as cultivation, propagation, conservation, taxonomy, orchid-hunting expeditions and holidays, photography, meetings and shows, book or website reviews, questions, problems, and controversial issues. Articles may range in length from a single paragraph up to a maximum of about 2000 words. If you need advice, or if you wish to submit a longer article, please consult the Editor first in order to avoid wasted effort.

Although articles may be submitted in (neat) hand-written or typed form, word-processed articles save the Editor a lot of work. MSWord is preferred, and files may be submitted via DVD, CD-ROM or e-mail. If you wish to see roughly how your article will appear in the Journal, the Appendix to this section gives the main formats to use. Short titles which fit on a single line are preferred, followed on the next line by your name in the form you like. If the article is long, it may help your readers if you divide it into sub-titled sections.

Orchid names always present problems because no two reference books use the same set. For British orchids, a list of approved names is included in this Handbook. For orchids from other parts of Europe, our own list would be too long and controversial. Consequently, the names used by Pierre Delforge in "*Orchids of Europe, North Africa and the Middle East*", 2006, (A. & C. Black Publishers Ltd) are preferred, since this is a widely available recent source in English. For species that have moved to different genera as a result of the genetic studies of Richard Bateman and colleagues, our convention is to include the previous genus in brackets, e.g. *Anacamptis (Orchis) morio*.

It usually helps to ask a friend to read and comment on your article before submission. The Editor and one or more members of the editorial sub-committee will then review it - you will be informed of any non-trivial changes they recommend. However, the final article should represent your views, which may not necessarily be those of the Society. If appropriate, good quality colour pictures may be submitted to illustrate your article. These may be slides, prints or digital images, but in the case of digital images a print should be included so that the Editor and the Printer know the expected colours. It may not be possible to print all pictures submitted, so please indicate which are the more important. Journal pictures are normally half-page (about 4.5x3.5 inches) or smaller, and printed at 300 pixels per inch. If you think one of your pictures deserves a full-page spread, consult the Editor.

References to "serious" literature should be in a standard format so that readers may track down the originals. In the text, the author's name and the date of publication is all that is required, e.g. Bloggs (1995). At the end of the article, the corresponding full details should be given. Books should be listed as: Danesch, E. & O., (1980) *Orchideen Mitteleuropa*, 128 pp., Hallwag Taschenbucher, Bern und Stuttgart. Articles in journals should be in the format: Norman, T., (1989) The Cultivation of European Tuberous Orchids, *Qu. Bull. A.G.S.* 57 No. 236: 154-171.

Word Processor Formats

- **Page:** Size - A5; margins all 1.5cm.
- **Main Title:** Centred, Times New Roman (TNR), 12pt bold, initial caps only.
- **Author:** Centred, TNR, 11pt bold, no punctuation marks, followed by one line-space.
- **Section Headings** (if used): TNR, 10pt, bold, flush left, initial capitals only.
- **Paragraph Text:** TNR 10pt, fully justified, no indents. One line space (10pt) between paragraphs.
- **Punctuation:** Single space character following any punctuation mark.
- **Italics:** Reserved for botanical names (compulsory) and other foreign words.
- **Digital photographs:** should be sufficiently detailed to allow a final resolution of at least 300 pixels per inch (of the PRINT as it appears in the Journal)