



Scottish Natural Heritage
Dualchas Nàdair na h-Alba

All of nature for all of Scotland
Nàdar air fad airson Alba air fad

INSTRUCTIONS FOR AUTHORS OF RESEARCH REPORTS

Reports prepared by contractors in fulfilment of contracts with SNH will be catalogued and published on the SNH website. SNH no longer produces research reports in hard copy.

This document complements the Research Report template issued with the contract and provides authors with more detailed written instructions regarding the format that must be adopted for SNH reports. **SNH retains the right to withhold payment for the final report if it does not adhere to the instructions detailed below.**

If any part of these instructions is unclear, please contact the Project Manager for further advice. This document provides information on Format, Content, Layout, Headings, Illustrations, References and Copyright.

1 FORMAT

- 1.1 The report should be submitted as a Microsoft Word 2003 file.
- 1.2 An electronic version of the full report is to be submitted to the Project Manager.

2 CONTENT

- 2.1 **General format:** with the exception of the title and summary pages, the format for the report is Arial 11 point, single-spaced, justified. The format for the title, summary and web summary is set out in the template.
- 2.2 The report summary in the main report should provide six to eight keywords, a concise description of the background to the project and main findings. It should be written as short statements in plain English and, ideally, extend to no more than two sides of A4.
- 2.3 The preliminary pages (e.g. Contents, Summary, Acknowledgements) to be numbered in Roman numerals - i, ii, iii etc.
- 2.4 **References:** see Section 6 or report template for examples.
- 2.5 **Dates** (if used) should be in one of the following formats: dd/mm/yyyy, or dd month yyyy.
- 2.6 **Species** (scientific) **names** should be given in *italics*. At the first mention of a species both genus and species should be given, e.g. *Calluna vulgaris*. Subsequent reference to the same species should abbreviate the genus, e.g. *C. vulgaris*, except in cases where this would cause confusion, where the full name should be given. It is not

necessary to give authority names - *Calluna vulgaris* (L.) Hull - though it is helpful to give the source of names used.

- 2.7 Vernacular names - should be prepared in lower case excepting those such as Lawson's cypress or Scottish primrose.

3 LAYOUT

- 3.1 **Margin:** allow 2.54 cm margin all round. This is automatically set out in the template.
- 3.2 **Paragraph numbering:** none.
- 3.3 The correct spacing to be left at the end of each sentence is two spaces.
- 3.4 **Page numbering:** all pages (excepting title page) to be numbered (but see also 2.3) - including those with photographs, figures, diagrams, maps. Page numbers to be at bottom centre of each page (as in this document). Format for page numbering of main text to be 1, 2, 3 etc.
- 3.5 **Footnotes:** Footnotes¹ related to the text should be Arial 10 point and should be separated from the main text by a short, left justified line (see below). To insert a footnote go to 'References' and select 'Insert Footnote'. The next footnote number in a sequence is generated, and the footnote text can be edited.²
- 3.6 Do **not** include headers/footers such as "Report to SNH - followed by title and/or name of author(s)/contractor(s)". Contractor's logos should **not** be included in the final text.
- 3.7 **Quotes:** quotes should be presented in Arial 11 pt – italics – left justified. The Style 'Quote' will automatically indent the text in the correct way.
- 3.8 **Blank pages:** avoid inserting blank pages, other than where depicted in the template.
- 3.9 All documents to be spell-checked prior to submission. While computer programmes are a useful first filter, the entire manuscript should be read through carefully and checked for errors/completeness.
- 3.10 **Numbers in text:** Only numbers from one to nine should be spelled out except when used with units; e.g. two eyes but 10 stomata and 5°C. At the beginning of a sentence a number should be spelled out, e.g. Twelve sheep.
- 3.11 **Units of measurement:** SI units should be used throughout, including tables and figures. If need be, other units can be given, e.g. 10 km (6.2 miles).

¹ They should be cross-referenced in the text using consecutive numbers throughout the report. They should be super-script at the appropriate point.

² See section on Footnote creation.

4 HEADINGS

4.1 Headings/numbering: to start at left hand margin. It is recommended that no more than three levels are used, i.e. headings, sub-headings and sub-sub headings.

| | | |
|-----------------|-------|--|
| Heading | 1 | EMBOLDENED BLOCK CAPITALS |
| Sub-heading | 1.1 | Emboldened lower case |
| Sub-sub heading | 1.1.1 | <i>Lower case text italicised but not emboldened</i> |

4.2 Unless proper names appear in these sub-headings only the first word to be capitalised.

4.3 Punctuation marks: do not include punctuation marks at end of headings, sub-headings etc.

5 ILLUSTRATIONS (PHOTOGRAPHS, FIGURES, DIAGRAMS, MAPS)

5.1 The contractor shall, on delivery of the work, supply to SNH any photographs, pictures, maps, diagrams and other material which have been mutually agreed to be necessary for the proper illustration of the report. These illustrations should wherever possible, also be provided in electronic form (preferably in JPG format).

5.2 All illustrations supplied by the contractor shall be in a form acceptable to SNH, but SNH shall have the right to reject such material or to require of the contractor such submissions or amendments as may in the reasonable view of SNH be required on the grounds of poor quality, excessive cost or otherwise.

5.3 The illustrations should be numbered according to their number in the text file and manuscript, and have the name(s) of author(s) and copyright holder on the reverse of any hard copies.

5.4 All illustrative material should have a caption. Captions should be intelligible without reference to the text. Captions to be typed in *italics*.

5.5 **Figures (photographs, diagrams, maps):** the captions for figures should be in *italics* and appear below the figure/diagram.

5.6 **Numbering of figures** should be undertaken either:

- consecutively within the chapter/section, e.g. Figure 1.1 (which is first figure in Chapter 1), Figure 2.3 (which is third figure in Chapter 2); or
- consecutively throughout the report, e.g. Figure 1, Figure 2, etc.

5.7 **Tables:** the caption for tables should be in *italics*, and appear above the table. Numbering of tables should be undertaken either:

- consecutively within the chapter/section, e.g. Table 1.1 (which is first table in Chapter 1), Table 2.3 (which is third table in Chapter 2); or
- consecutively throughout the report, e.g. Table 1, Table 2, etc.

5.8 It is preferred that tables should have 3 horizontal lines only. The first comes below the legend, the second below the heads of columns, and the final one at the end of the table. Partial horizontal rules may be used within the heading, thus:

Table 1.1. Title goes here

| Year | Number in | | |
|------|-----------|---------|-------|
| | Scotland | England | Wales |
| 1995 | 14 | 56 | 23 |
| 1996 | 28 | 67 | 24 |
| 1997 | 40 | 68 | 22 |

6 REFERENCES

6.1 The report must be checked for completeness so far as references are concerned. Any reference within the text must be supported by a full listing in the reference list and no reference must be given in the list which is not cited in the text. The format follows the Harvard system. For a useful source of further information on the Harvard referencing system, please see <http://libweb.anqlia.ac.uk/referencing/harvard.htm>.

6.2 Format

6.3 The author/originator's name and year of publication of the document cited are given after each reference in the text, for example: (McArthur, 1993; Smith & McCallum, 1997). If the number of authors exceeds two, these should always be abbreviated as (Sanger *et al.*, 1997). When different groups of authors with the same first author and date occur, they should be cited as (Thompson *et al.*, 1991 a, b.) Note that if the author's name occurs naturally in the text the year follows in parenthesis as Smith (1994). If not, both the author's name and year are in parenthesis as (Smith, 1994).

6.4 The full references should be listed after the main text, in alphabetic order by author with the journal name unabbreviated. If there is more than one author, add all authors' names. The format should be as follows:

6.5 Begon, M., Harper, J.L. & Townsend, C.R. 1996. *Ecology: Individuals, Populations and Communities*. 3rd ed. Oxford: Blackwell Science.

6.6 McArthur, W.M. 1993. History of landscape development. *In*: Hobbs, R.J. & Saunders, D.A. eds. *Reintegrating Fragmented Landscapes*. Berlin: Springer Verlag, pp. 10-22.

6.7 Newton, I., Davis, P.E. & Moss, D. 1996. Distribution and breeding of red kites *Milvus milvus* in relation to afforestation and other land-use in Wales. *Journal of Applied Ecology*, 33, 210-224.

6.8 Rosell, F., Parker, H. & Steifetten, Ø. 2006. Use of dawn and dusk sight observations to determine colony size and family composition in Eurasian beaver *Castor fiber*. *Acta Theriologica*, 51, 107-112.

6.9 Strachan, R.S. & Moorhouse, T.P. 2006. *The Water Vole Conservation Handbook*. Wildlife Conservation Research Unit & The Environment Agency.

7 COPYRIGHT

7.1 The copyright shall remain the property of SNH and the copyright notice to be printed in every copy of the report shall be in the SNH's name, with the year of first publication.

7.2 Textual Copyright Material

7.3 Should the text of the submitted report contain extracts from other copyright works, **the contractor is responsible for and shall at their own expense obtain from the owners of copyright written permissions** (which shall be forwarded to SNH on delivery of the material) to reproduce such extracts in the Work in all territories and editions and in all forms which are subject to this Agreement.

7.4 Illustrations

7.5 In respect of copyright material, **the contractor shall obtain from the owners of the respective copyrights written permission** (which shall be forwarded to SNH on delivery of the material) to reproduce the material in the Work and in all territories and editions and in all forms which are subject to this Agreement. The cost of supplying illustrative material, including copyright fees, shall be borne by the contractor.

7.6 Ordnance Survey

7.7 All maps reproduced for inclusion in the report must display the OS copyright acknowledgement:

© Crown copyright [and database rights] 2018 OS 100017908

7.8 Getmapping and Bluesky International (digital aerial imagery) material

Getmapping data should be acknowledged as below:

© Bluesky International Ltd. and Getmapping Plc. 2018

7.9 Oceanwise material

The copyright acknowledgement required for Oceanwise data is as follows:

© Crown Copyright, 2018. All rights reserved. Licence No. EK001-20140401. Not to be used for navigation.

7.10 Shetland mapping requirement

Under the Islands (Scotland) Act 2018, the Shetland Islands must be displayed in a manner that accurately and proportionately represents their geographical location in relation to the rest of Scotland. The Shetland Islands should not be placed in a box.

7.11 The SNH GIS Services Manager may also be contacted for advice:

Lachlan Renwick, Scottish Natural Heritage, Battleby, Redgorton, Perth, PH1 3EW.
Telephone 01738 444177.