BGANZ THE BOTANIC GARDENer MAGAZINE
Guidelines for submitted articles & images secretariat@bganz.org.au

The BGANZ BOTANIC GARDENer magazine is produced twice a year and it is distributed to members as close as possible to the start of June, and November. Contributions are welcome from every sector of the botanic garden profession and the editorial team provides the following as guidance:

Section Length of articles

FEATURE INTERVIEW

Approx. 2000 – 3000 words

WHAT'S NEW
Approx. 200 – 400 words

FEATURE ARTICLES
Approx. 800 – 2000 words

BOOK REVIEW
Approx. 400 – 800 words

FEATURE GARDEN
Approx. 2000 – 3000 words

PROFESSIONAL NETWORKS
Approx. 200 – 400 words

Electronic File Format
MS Word or rich text format (rtf). If you prefer you may leave any formatting to the graphic designer or use the style below.

Heading 1   Calibri (Headings) 22

Authors name   Calibri 14

Heading 2   Calibri (Headings) 16

Heading 3   Calibri (Headings) 14
Text   Calibri (Body) 12

Images
Electronic images need to be attached as a separate file (not embedded in the text). Please supply the highest resolution possible. Ideally as jpg files and between 1-3 MB size.
If you would like your images to go with a certain block of text please indicate, otherwise they will be inserted where they fit best.

Each image should have an explanatory caption in 10pt, which includes the photo credit. Any copyright issues are considered to be the responsibility of the contributor. The caption should make sense without the need to read the accompanying text.

Text for captions should be provided at the end of the text document, and be clearly linked to the attached image.

Style manual for THE BOTANIC GARDENer

General
- There is minimal use of commas and capitalisation.
- Lower case is preferred mid-sentence and capitalisation will only be used for proper names.
- One space after each sentence.
- Single 'quotation marks' are preferred.
- Paragraphs should be separated by a blank line, and not indented.
- All proper names should be capitalised. Abbreviations with capitals can be used thereafter provided clear explanation is given n the first instance eg Royal Botanic Gardens (RBG)

Garden names
- Please make sure you consistently use the correct proper name for your garden/s.
- Once the full name of the garden/s is used, after that the word garden/s is consistently used within sentences in lower case.
- Lists are presented with bullets as used here.

Plant Names
- When giving both common and botanical names, use the common name of a plant first followed by the botanical name in italics with no brackets, no hyphens eg River Red Gum *Eucalyptus camaldulensis*.
- Scientific names to be in italics.
- When referring to the common name of a single species use capitals eg Tree Dahlia but when referring to many species, the common name of a genus will be in lower case eg dahlias.
- Family names should be capitalised eg Proteaceae.

Logos
Ideally should be supplied as jpg files or EPS (Illustrator 8 preferred).

References
Please keep referencing to a minimum unless your references lead to more relevant information. All items in the reference list must be readily available. Please do not cite unpublished reports or conference proceedings unless necessary.

Submissions are ideally received about six weeks before publication of each issue. Please send your submissions to Eamonn Flanagan, Executive Officer BGANZ at secretariat@bganz.org.au in the first instance or contact Helen Vaughan, Managing Editor at managingeditor@bganz.org.au if you have any queries or suggestions for feature interviews or feature gardens.