



BGANZ's *THE BOTANIC GARDENER* MAGAZINE

Guidelines for submitted articles & images

Deadline for next issue: 4 April 2025.

Theme: Outreach and education in botanic gardens.

The *BOTANIC GARDENER* magazine is produced twice a year and it is distributed to members as close as possible to the start of June and December. 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

POLLINATING GREAT IDEAS

Approx. 400–1000 words

NOTES FROM THE NURSERY

Approx. 1000–2000 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**

Author(s) name(s) Calibri 14

Heading 2 **Calibri (Headings) 16**

Heading 3 **Calibri (Headings) 14**

Text Calibri (Body) 12

Images

- Electronic images need to be attached as separate files (not embedded in the text). Please supply the highest resolution possible, ideally as jpg files and between 1–3 MB size.
- Please provide a colour photo of each author.
- If you would like your images to sit 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 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.

Please send your submissions, queries or suggestions for feature interviews or feature gardens to Rebecca Harcourt, Managing Editor, managing.editor@bganz.org.au.

Style manual for *THE BOTANIC GARDENER*

A more detailed style manual is available upon request from managing.editor@bganz.org.au.

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 in the first instance e.g. 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 e.g. River Red Gum *Eucalyptus camaldulensis*
- Scientific names to be in italics
- When referring to the common name of a single species use capitals e.g. Tree Dahlia but when referring to many species, the common name of a genus will be in lower case e.g. dahlias
- Family names should be capitalised e.g. 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.