



## **BGANZ's *THE BOTANIC GARDENER* MAGAZINE**

### **Guidelines for submitted articles & images**

**Deadline for next issue: 10 April 2023.**

**Theme: Community engagement in botanic gardens.**

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 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

##### **THE HORT SECTION**

Approx. 1000–2000 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 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 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.

Submissions are ideally received about six weeks before publication of each issue. Please send your submissions to Eamonn Flanagan, Chief Executive Officer BGANZ at [secretariat@bganz.org.au](mailto:secretariat@bganz.org.au) in the first instance or contact Rebecca Harcourt, Managing Editor at [managing.editor@bganz.org.au](mailto:managing.editor@bganz.org.au) if you have any queries or suggestions for feature interviews or feature gardens.



## Style manual for *THE BOTANIC GARDENER*

A more detailed style manual is available upon request from [managing.editor@bganz.org.au](mailto: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.

