

The BAS Newsletter – A brief guide for contributors

We welcome articles on any aspects of British arachnology (excluding mites and ticks), including reports of recent introductions and species from the near continent that may be expected to colonise.

Articles should be submitted electronically as an MS Word document to the Editorial subcommittee at: newsletter@britishspiders.org.uk. Contributors should ensure the accuracy and completeness of reference citations. The Editorial subcommittee and Council accept no responsibility for opinions expressed by contributors. Submission deadlines (Spring, Summer, Autumn): 1 February, 1 June and 1 October. Please look at a recent issue of the Newsletter for a general idea of how to present your article.

Some points to note:

1. Units

- In text, units should follow the number after a space, with no stop after the unit. e.g. 10 mm

2. Tables

- Tables should use MS Word table format.
- Table headings should be above the table, and each table should be numbered in sequence.
- Units should be in table row/column headers and should be SI units where possible, with standard abbreviations.

3. Figures and photographs

- Diagrams, graphs, images etc. should NOT be incorporated in the text but sent as separate files.
- Good quality, sharp, high-resolution images should be sent as .jpg files of at least 300 dpi.
- Captions for all figures (diagrams, graphs, images etc.) can be included at the end of the MS Word document containing the main text (or in a separate MS Word file).
- In the case of images, please incorporate within the caption the name of the person who holds the copyright to the image. If not taken by the author(s), the copyright holder must have granted permission for the material to be used in the BAS Newsletter.

- In the case of Creative Commons images, the following information should be provided: © Author Name. (year). Photo Title. Creative Common Licence. Retrieved from: (website). For example: © Christophe Quintin. (2017). *Paidiscura pallens*. CC BY-NC 2.0. Retrieved from: <https://flic.kr/p/Vi1GbB>.
- Images of recognizable children e.g. at an event, should be avoided, but where necessary, written permission from a parent/guardian should be provided.

4. Quotation marks

- Single quotes may be used to emphasise words or phrases in the text e.g. 'style guru' but please use sparingly. •
- Double quotes should be used for quoted text or speech.

5. References

- Citations in the text should be in the following forms, as appropriate: Johnson (1995), Harms & Johnson (1992), or (Johnson, 1995), (Johnson et al., 1998), or (Miller, 1988; Johnston, 1998, 1999). •
- References in a list in the text should be in chronological order.
- References in the list at the end of the article should be in alphabetical order and adhere to the example formats given below:

Davies, V. T. & Žabka, M. (1989) Illustrated keys to the genera of jumping spiders (Araneae: Salticidae) in Australia. *Memoirs of the Queensland Museum* **27**(2): 189–266.

Jocqué, R., Baert, L., De Smedt, P., Bosselaers, J., Souffreau, J., Henrard., A., Janssen, M., Alderweireldt, M., Oger, P., Bosmans, R., Fannes, W., Jansen, L., Decae, A. & Sleenewaert, T. (2016). An introductory study of house spiders (Araneae) in Belgium. *Arachnology* **17**(3): 129– 136.

Roberts, M. (1993) *The spiders of Great Britain and Ireland. Part One, Compact Edition*. Harley Books, Colchester.

Wilson, R. (2018) The status of spider recording in Watsonian Durham. *Spider Recording Scheme News* **90**: 19-20.
In: *Newsletter of the British Arachnological Society* **141**.

World Spider Catalog (2024) *World spider catalog, version 25.0*. Bern: Natural History Museum, online at [http:// wsc.nmbe.ch](http://wsc.nmbe.ch). Accessed 30.10.24.