

Publication Policy

The Journal of Bombay Natural History Society publishes concise reports of original research in natural history, taxonomy and other aspects of zoology and botany of general interest, together with reviews of recent publications. Submission of a manuscript will be taken to imply that the material is original and that no similar paper is being, or will be, submitted elsewhere, either in whole or substantial part and that all contributors have read and approved the content. Contributions will be acknowledged automatically by the Editor and assigned a unique registration number which must be quoted in correspondence. Papers are refereed, although the editor reserves the right to reject without review. The Editors reserve the right, other things being equal, to publish a member's contribution before that of a nonmember and also to publish invited papers on priority. Authors may suggest up to four referees for their paper; however, the Editor reserves the right to choose referees other than those suggested. The Editors reserve the right to modify accepted manuscripts that do not conform to scientific, technical, stylistic or grammatical standards, and these minor alterations may not be seen by the authors until the proof stage.

Submission

Manuscripts should be submitted as Word documents (.doc) or RTF (.rtf) files. Figures may be uploaded separately or embedded into the text of your initial submission. On acceptance, you will be required to upload your manuscript as one text file and additional high resolution graphics files in TIFF (.tiff). Please ensure that the track changes feature has been turned off and any reviewing notes removed before submission or they will be visible throughout the review process.

Hard copies of manuscripts (including illustrations), typewritten **in double space** on one side of the paper and a copy of the MS on a CD, should be submitted to the Editor, Journal of the Bombay Natural History Society, Hornbill House, Shaheed Bhagat Singh Road, Mumbai 400 001.

The Metric system must be used and SI units where appropriate. Whole numbers one to nine should be spelled out and number 10 onwards given in numerals. If a new taxon is described, the institution in which the type material is deposited must be given, together with details of the registration assigned to it; the specimen should be deposited in a National Depository. Full binomial names should be given on the first occasion an organism is mentioned (and abbreviated thereafter), except at the beginning of a sentence. Avoid footnotes except to add information below the body of a table. Do not use initial capitals for the common names of animals unless derived from a proper noun.

Authorities and dates for the Latin binomial of bird species are not used in the title or summary, and only on the first mention in the main body of the text. Thereafter, the common name is used. Apply capitals as follows: 'Brown-fronted Woodpecker', 'House Crow', but note 'woodpeckers', 'crows'.

Revised manuscripts must be submitted in their final form within two months of receipt of a revision letter

from the Editor. If you are unable to submit your revision within two months please contact the Journal Manager to ask for an extension.

Main Papers and New Descriptions

Manuscripts of papers for the Main section and New Descriptions should be as concise as possible and must be typed in double spacing. The text should run in one, single column and have generous margins. Pages should be numbered consecutively, and the matter on Page 1 should be arranged in the following order: Title of the paper; Name(s) of Author(s), Department(s) and Institution(s) [in case of multiple affiliations, author(s) should specify current affiliation]; Footnote containing address of Author for correspondence with e-mail id, followed by the List of Abbreviations used in text.

A short running title derived from the original title may also be given for main papers. Page 2 should contain the Abstract. The text may be arranged in the following order: Introduction; Material and Methods or Methodology; Results; Discussion; Acknowledgements; References. Abstract, Key Words, Tables and Captions for Figures should be typed separately.

Title: The title should be such as to be useful for indexing and information retrieval.

Abstract: The abstract, not exceeding 200 words, should indicate the scope and significant content of the paper, highlighting the principal findings and conclusions.

Introduction: The introductory part should bear no heading, should be brief and state precisely the objective of the study in relation to the present status of knowledge in the field. Review of literature should be restricted to the essential references.

Material and Methods or Methodology: The nomenclature, sources of material and the procedures should be clearly stated. New methods should be described in detail, but if the methods are well known, a mere reference to them will do; any modifications made in the methods should be stated.

Results: Only data relevant to the objectives of the study and main conclusions emerging from the study should be included. The data should be arranged in a unified and coherent sequence for clarity and readability. The same data should not be presented in both tables and figures, and such data as can be easily and briefly stated in the text should not be depicted diagrammatically. Only such tables and figures as are necessary should be given. Tests of statistical significance should be identified and references used should be cited. Statements about the statistical significance of the results must be borne out by the level of significance, preferably provided in the tables and legends. The use of the word “significant” should be restricted to “statistically significant”.

Discussion: The discussion should provide an interpretation of the results of the study, without repeating information already presented under Results. It should relate the new findings to the known and include logical deductions. Where necessary, the Results and Discussion can be combined.

Illustrations: The number of illustrations should be kept to the minimum and numbered consecutively in Arabic numerals. Simple linear plots or linear double reciprocal plots that can be easily described in the text should be avoided. Extension of graphs beyond the last experimental point is permissible only while extrapolating data. Line drawings should be laser prints of computer generated illustrations, drawn to approximately twice the printed size. The drawings are usually reduced to the page width or column size, and care should be taken that the size of letters, numerals, dots and symbols is relatively uniform and sufficiently large to permit this reduction. Lines should be bold enough to stand reduction to about 0.25-0.35 mm. Line drawings should be as simple as possible and many computer-generated figures, such as 3-dimensional graphs, fine lines, gradations of stippling and unusual symbols, cannot be reproduced satisfactorily when reduced. Unsatisfactory line drawings will have to be redrawn at the author's expense. Preferred symbols are open and filled circles, boxes and triangles, and these should be used consistently. Lettering should be kept to a minimum and should be self-explanatory and unambiguous and of sufficiently high quality and size to be clearly visible after reduction to final size. Lettering of all figures within the manuscript should be of uniform style in a sans serif typeface (Arial) and capitals should be used for the initial letter of the first word only. Bold lettering should not be used. Photographs should be the same size as they will appear in the journal and should be selected to fit neatly into one column (80 mm) or two columns (168 mm). Photographs should be labelled and numbered as for line drawings. For microscopical preparations, scale bars with appropriate units must be provided; statements of magnification are not acceptable.

Tables: Each table should have an explanatory title and should be numbered in Arabic numerals. Units (metric) of measurement should be abbreviated and placed below the headings. Negative results should be indicated as Nil (0) and absence of a datum by a dash.

Acknowledgements: Acknowledgements should be brief and relevant.

References: Responsibility for the accuracy of references rests with the author(s). References must be checked against the text to ensure (a) that the spelling of authors' names and the dates given are consistent and (b) that all authors quoted in the text (in date order if more than one) are given in the reference list and vice versa. The full title of the paper must be given together with the first and last pages. Abstracts of papers presented at scientific meetings may be cited. References to literature should be alphabetically arranged under author's name, with the abridged titles of journals or periodicals in italics and titles of books or papers in Roman type, thus:

ALURI, RAJU J.S. & C. SUBHA REDDI (1995): Ecology of the pollination in two cat-mint species. *J. Bombay Nat. Hist. Soc.* 91(1): 63–66.

PRATER, S.H. (1971): *The Book of Indian Animals*. 3rd Edn. Bombay Natural History Society, Mumbai. pp. 35–48.

In the text, references must be arranged chronologically with the surname(s) of the author(s) followed by the date.

Species names should carry the Author's name and subspecies (trinomials) should only be used where identification has been authentically established by comparison of specimens actually collected.

Miscellaneous Notes: The section accommodates incidental observations on flora and fauna of the Asian region, and need not follow strictly the above section headings. No abstract is required, but key words may be included and references must be cited as in the rest of the Journal.