

## PREPARING AN ARTICLE FOR *WORCESTERSHIRE RECORD*

Harry Green

Articles printed in *Worcestershire Record* will also appear later on the web site [www.wbrc.org.uk](http://www.wbrc.org.uk). The articles are edited and laid out for the printed page by Harry Green, Gary Farmer and Brett Westwood. The texts of these articles and their associated illustrations are passed as separate files to David Green who prepares the web pages. All this is a somewhat complex process and it is very helpful if contributors carefully follow the instructions given below. Above all please do not send your articles with complex layouts as all has to be removed before the articles are re-laid or used for web pages. Similarly please send the texts and illustration files separately but by all means send another separate file with the pictures in place for our guidance.

**We need your contributions.** Hopefully subscribers and readers will find something of interest in every issue. If you would like to modify the mix of articles please write something we can publish! Anything connected with biological records and recording will be welcome. These can be short notes of interesting observations, a means of publishing simple data which may otherwise be lost forever, or more complex scientific papers.

### How to send your contribution

*Worcestershire Record* is produced in April and November (or shortly after the cover dates) each calendar year. Articles should be sent to the Editor (Harry Green) at least one month prior to the publication date if possible. Please send your article either via email to Harry Green at [zen130501@zen.co.uk](mailto:zen130501@zen.co.uk) or on disc or memory stick to my address given at the end of these instructions. If you send a disc always include a good quality print-out. With email send your article as an attached file with pictures, diagrams etc as separate files clearly labelled. Similarly, if you send an article on CD or memory stick always send pictures as separate files, not embedded in a document from which they may be difficult to extract.

PLEASE DO NOT SEND YOUR ARTICLE WITH COMPLEX LAYOUTS AND FORMATTING! PLEASE DO NOT CONVERT TO COLUMNS ETC. Please use basic 'normal' formatting if possible as all formatting has to be stripped out when processing an article. We need simple text! .rtf or .doc files readable by Microsoft Word are satisfactory. Please do not underline or centre any text, and always use simple basic layouts! If you do not do so I have endless work undoing it all!

PLEASE DO NOT USE HEADERS AND FOOTERS. IF YOU NORMALLY DO SO GET RID OF THEM PLEASE.

Tables can be sent in Excel or as WORD tables. Please use only simple table layout as they usually have to be completely re-formatted.

If necessary text documents of good quality printing can be scanned with OCR and this is best done from a simple text layout. My OCR system does not always like two-column lists for example and sometimes scrambles the lot.

It is useful if you indicate the ideal position of tables, drawings, graphics, maps etc in the text or if send them on separate sheets of paper for scanning, or as separate files, or at the end of the article. This avoids formatting difficulties when converting to two columns etc, and I can more easily insert or scan and size the graphics for insertion if necessary.

If you do not have access to a PC or the correct software please send a clear typescript preferably in biggish typeface of around 12-point for easy scanning and OCR - smaller type size and less-than-good photocopies increase the OCR error rate!

I can cope with clear hand writing for short notes though it obviously takes longer as I have to key it in, but do not let this prevent you sending hand-written articles. I can probably bend a helpful arm if necessary.

**Illustrations:** Since November 2010 *Worcestershire Record* has been printed rather than photocopied and we now provide good standard of colour illustrations.

**Pictures:** Please supply good resolution jpg files. These can be sent by email providing they are not huge or by WeTransfer of a similar system. Alternatively please send on CD or memory stick. We can scan old-style prints or film transparencies if required.

**Line drawings** should be sent as high quality jpeg, png or other suitable files. If necessary send good quality hard copy that can be scanned.

**Computer generated graphics.** Ideally these should be sent as jpeg or other suitable files. They can be extracted from word processing or spreadsheets but may lose quality. Please do not send files used in GIS systems - please convert these to jpeg or other commonly used graphics file types

Please be sure you keep copies of everything you send.

Send your articles to Harry Green, Windy Ridge, Pershore Road, Little Comberton, Pershore, Worcs., WR10 3EW, or by email to [zen130501@zen.co.uk](mailto:zen130501@zen.co.uk). Or you may send them, marked for Harry Green's attention, to Worcestershire Biological Records Centre, Lower Smite Farm, Smite Hill, Hindlip, Worcester, WR3 8SZ.

If you wish to discuss a possible article beforehand please give me a ring on 01386 710377 or send an email.

### ACCURACY

We do our best to ensure records and observations reported in *Worcestershire Record* are accurate but it is not possible to verify everything and the responsibility for accuracy remains with the author(s). *Worcestershire Record* articles are generally not peer-reviewed.

### RESPONSIBILITY

The views and opinions expressed by authors are of course their own and not necessarily those of the editors, the Worcestershire Recorders or the Worcestershire Biological Records Centre.

### THE WEB SITE

Sometime after printed publication all the articles in *Worcestershire Record* are prepared for the web site [www.wbrc.org.uk](http://www.wbrc.org.uk) which is managed entirely by the voluntary efforts and since 2010 is prepared by David Green. There is now an enormous amount of information on the site and useful search engines are available on the web site on the *Worcestershire Record* first page.

### WORCESTERSHIRE RECORD

*Worcestershire Record* is the Journal and Newsletter of Worcestershire Recorders and the Worcestershire Biological Records Centre. Permission to use material from its pages should be addressed to the Editor at [zen130501@zen.co.uk](mailto:zen130501@zen.co.uk) or at the address above or at the WBRC (address on back page).



Keep on recording!