

## IOBSL BIO-NEWS

### Submission Guidelines for Articles/Photographs

Article submission is open to all categories of IOBSL membership.

(If you are not yet a member of IOBSL, please visit <http://www.iobsl.org/> for the application procedure and further information)

#### General Submission Guidelines

##### Author Information

The authors should provide the following information:

- Full names, including initials (if applicable)
- Degrees/Qualifications
- Designation
- Institutions and affiliations
- Contact email address of authors
- IOBSL membership category

Include high-resolution, **electronic photograph(s) of the author(s)**

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##### File Format

Articles must be submitted electronically, in **Microsoft Word (.doc or .docx)** format, and documents should not be locked or password protected

Graphics and digital photos must be in **.PNG, JPG or .GIF** format

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##### Length

Should be **less than 1,500 words** (not including the main title and bibliography)

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##### Tables

Each table must include

- a clear and concise title
- appropriate column heads
- Source(s) (**a specific URL, a reference, or if it is the author's own work, mention as 'The Author'**)

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**Images (photos, charts, graphics, etc.,)**

All images must be high-quality and legible

Each image must include

- a short caption
- image credits (a specific URL, a reference, or if it is the author's own work, mention as 'The Author')

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**Language**

Articles must be submitted in English

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**Reference Style**

Follow the Harvard referencing format  
*See reference formatting examples given below*

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***Feature Articles/ Corner for Young Biologists***

**Title**

Descriptive, concise, attractive, and comprehensible to readers outside the field

Must highlight the main idea of the article

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**Introduction**

Should outline the subject or the theme of the article  
Arouse the reader's interest

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**Body**

- Include a clear description of the topic
- Be written in short paragraphs
- May be divided into subsections, each with a concise subheading, as appropriate
- Include facts and statistics, if relevant
- Include photographs, tables, diagrams and graphs, as appropriate
- Anecdotes and stories

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**Conclusion(s)**      A reminder of the article’s main idea  
Include a take-home message

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**Bibliography**      **Maximum 8** references, Harvard referencing format

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### *Updates on the Latest Research*

**Body**

- Should provide a concise summary of your latest research
- May be divided into subsections, each with a concise subheading, as appropriate

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**Bibliography**      **Maximum 8** references, Harvard referencing format

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### *Photographs*

**Category**      Original biology-related images taken by the submitting member with a short description of what is depicted

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**Quality**

- Must be **at least 300 dpi** (dots-per-inch) resolution (higher is better)
- When taking photos, make sure that your camera is set to take large-format photos
- Should not resample (change the dpi settings) of your photos

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## Formatting References

### Article in a Printed Journal

Author(s) surname(s), Initial(s). (Year) 'Title of article', *Title of Journal*, volume (issue), page numbers of article.

Example:

Kavaratzis, M. and Hatch, M.J. (2013) 'The dynamics of place brands: an identity based approach to place branding theory', *Marketing Theory*, 13 (1), pp. 69-86.

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### Article in an Online Journal

Author surname(s), Initial(s). (Year) 'Title of the article', *Title of Journal* [online], volume number(issue), page numbers (if available). Available at: URL or DOI (Accessed: day month year)

Example:

Brooks, R., Waters, J. and Pimlott-Wilson, H. (2012) 'International eEducation and the employability of UK students', *British Educational Research Journal* [online], 38(2), pp. 281-298. Available at: <https://www.mendeley.com/reference-management/reference-manager> (Accessed: 15 November 2016)

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### Book

Author(s) surname(s), Initial(s). (Year Published) *Title of book(italicized; the first letter of the first word is capitalized and after that only proper nouns are capitalized)*. Edition followed by edn. (if not the first edition; e.g. 2<sup>nd</sup> edn.) Place of Publication: Publisher.

Example:

Mitchell, J.A. and Thomson, M. (2017) *A guide to citation*. 3rd edn. London: London Publishings.

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### Edited Book

Editor(s) surname(s), Initial(s). followed by (ed. er eds.) (Year Published) *Title*. Edition followed by edn. (if not the first edition) Place of Publication: Publisher.

Example:

William, S.T. (ed.) (2015) *Referencing: a guide to citation rules*. New York: My Publisher.

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### Chapter in an Edited Book

Chapter author(s) surname(s), Initial(s). (Year Published) 'Title of chapter' in Book editor(s) surname(s), Initial(s). followed by (ed. or (eds.) *Title of book*. Edition followed by edn. (if not the first edition) Place of publication: Publisher, page number(s) of chapter.

Example:

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Troy B.N. (2015) 'Harvard citation rules' in Williams, S.T. (ed.) *A guide to citation rules*. New York: NY Publishers, pp. 34-89.

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### E-book

Author(s) surname(s), Initial(s). (Year published) *Title of e-book: subtitle if any* [online]. Edition followed by edn. (if not the first edition) Place of publication (if any): Publisher. Available at: library database name, or URL if accessed online from somewhere other than a library database (Accessed: day month year).

Example:

Levine, L.E. and Munsch, J. (2021) *Child development: an active learning approach* [online]. 4<sup>th</sup> edn. London: SAGE. Available at: <https://books.google.ie/books?id=zlrZzQEACAAJ&dq> (Accessed 25 March 2022).

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### Online Photograph

Photographer/Artists's surname, Initial(s). (Year of publication) *Title of photograph* [online]. Available at: URL (Accessed: day month year)

Example:

Millais, J.E. (1851) *Ophelia* [online]. Available at: [www.tate.org.uk/art/artworks/millais-ophelia-n01506](http://www.tate.org.uk/art/artworks/millais-ophelia-n01506) (Accessed: 21 June 2014)

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### Website

Author surname(s), Initial(s)/(or the owner of the webpage). (Year publishing or last updated) *Title of webpage/site* [online]. Available at: URL [Accessed: day month year].

Example:

Mitchell, J.A. (2017) *How and when to reference* [Online]. Available at: <https://www.howandwhentoreference.com/> (Accessed: 27 May 2017)

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**Source:** Mendeley. (2022) Harvard Format Citation Guide [Online].

Available at: <https://www.mendeley.com/guides/harvard-citation-guide/> (Accessed: 3 December 2022);

## **Additional Information:**

- Proofread your article thoroughly before submission to **avoid typographical and grammatical errors.**
- It is recommended to perform a plagiarism check on your article to **avoid plagiarism.**
- It is the responsibility of the author(s) to obtain written permission from the copyright holder to reproduce graphics (e.g., tables, figures, and photos taken from published sources, including websites), that have previously been published elsewhere.
- All articles/other material submitted to IOBSL BIO-NEWS will be reviewed by the Editorial Committee for clarity, style and length. Articles requiring revision will be returned to the author(s) with suggestions.
- The author(s) is expected to edit or modify the article on the Committee's suggestions and resubmit the article in a timely manner.
- Submission of an article does not guarantee publication in the newsletter. The final decision will be taken by the Editorial Committee. Materials submitted could be used for the next issue or a subsequent issue.
- To ensure a high and consistent quality of materials published in BIO-NEWS, authors are kindly requested to complete and submit the **'Submission Checklist'** along with each article and/or photograph(s).
- Please submit your articles/photographs via email to the Editorial Committee:  
**job.newsletter@gmail.com**