

Scottish Birds house style
(adapted from *The Birds of Scotland house style*)

		HOUSE STYLE	PLEASE DO NOT USE
1	Dates	23 December 2008 on the 9th [no month/year if previously used] 20th century	23rd December 2008 23 rd Dec. 2008 23 December 08 on the 23rd of December, 2008 avoid days of the week. Twentieth Century
2	Numbers	one to ten as words, 11 onwards as numerals but 3-4 and 3½ Twenty-five ... [at start of sentence]	1 to 10 (as digits) eleven, twenty, one hundred three to four three and a half
3	Thousands separator	1,000 10,000	1000 10 000
4	Units	10 km, 2 ha, 8 m, 5 km² i.e. put a space between number and units But 20°C and 20% 7 m (21 ft)	10km, 10kms, 5 square km 8m, 8ha 20 degrees C (unless it is a 20 degree change in temperature) 21 ft
	Times	16:00 hrs	1600hrs, 1600, 4 o'clock
5	Hyphens	10-km squares mid-1980s (but late 1980s) first-winter summer-plumaged [but in summer plumage] earliest-ever Chiffchaff, [but it was the earliest ever] shorter-looking tail BUT relatively small bird [no hyphen after -ly]	mid 1980s 1st-winter
6	<i>Et al.</i>	<i>et al.</i> in italics	et al
7	E.g. and i.e.	e.g. i.e. pers. comm. pers. obs	eg, eg
8	Headers:	use up to three levels of headers.	Avoid using any more than 3
9	Initials	A.N. Other	A N Other A. N. Other
10	Winter periods	1978/79	1978-79
11	Range of years	2008-09 1978-79	2008/09 2008-2009 try and avoid "from 2008-10" – better say "from 2008 to 2010" or "between 2008 and 2010".
12	Circa/approximately	c. 100 approximately	c100, c.100, c 100 approx.
13		greater/more than; fewer/less than (except in tables)	> <
14	Abbreviations	RSPB, BTO	R.S.P.B., B.T.O.
15	Refs in text	(Bloggs 1978, Another 2009) (Bloggs & Bloggs 1978) In date order separated by commas	(Bloggs, 1978) (Bloggs and Bloggs, 1978) (Bloggs, 1978; Another, 2009)
16	Compass directions	north, north-east, but NNE	Northeast, north-north-east
17	Seasons	spring, autumn etc (not capitals)	Spring, Autumn etc
18	References to figures	Figure 1	Fig 1, Fig. 1
19	Between	Between six and eight	Between 6-8

20	Age categories	1cy 2cy	1CY 2CY 1st-winter, 2nd-winter
21	Introductory word/ phrases	In 2019, the However, the After the rain cleared, the birds arrived	
22	English names of subspecies	'White Wagtail' in single quotes	White Wagtail
23	Families/groups	Use lower case, e.g. gulls, warblers, wheatears.	
24	Scientific names	If these are used in the text, they do not have brackets, just italics	
25	Place names	Use the spelling on the current OS 1:25,000 map where possible See www.streetmap.co.uk For the Outer Hebrides only, Gaelic names with Anglicized named in brackets can be used if requested (e.g. SBRC).	
26	Quotations	He said "it was a great bird". [actual quotes in double quotes] She called the man a 'twitcher'. [specific words in single quotes]	
27	Ring/darvic combinations	'AF', 'red AHF6'	AF, AF, 'AF'
28	Web addresses	Omit "http://" at the start of all web addresses.	

Place names on Fair Isle – use the map in the Annual Report.

Refer to maps and graphs as figures. Figure and Table captions should be full and self-contained (including references to species and/or area and/or years). Imagine the graph and caption are looked at alone outwith the paper.

Photographs. Include species, place, recording area, date and © photographer.

Avoid short captions like “Seawatching from the lighthouse”-> should be “John Bloggs seawatching from Sumburgh Lighthouse, Shetland, 14 September 1989. © A.N. Other”
Name all people in a photo (where feasible) – they are of great historical value and birders are as important as birds!

Name all species in the photo (e.g. “Scaup (right) and Tufted Duck..”)

Full stop before the ©. No full stop at the end.

Use SOC Recording Areas wherever possible in preference to administrative Regions (e.g. Strathclyde, Grampian), Unitary Authorities, Districts (e.g. Gordon, Falkirk) and old counties (e.g. Aberdeenshire). Use Outer Hebrides rather than Western Isles. Subdivide the Highland RA into its six component parts, if relevant (NB Caithness has historically always been a separate RA in its own right).

English names for birds

In the peer-reviewed section (only), the first mention should have the British vernacular name (from latest SBRC Scottish List) and binomial scientific name (in italics, without brackets).

Thereafter only use the British vernacular name. Please refer to [The British List - British Ornithologists' Union \(bou.org.uk\)](http://The British List - British Ornithologists' Union (bou.org.uk))

Species names are capitalised, except after hyphens, e.g. Great Black-headed Gull. Subspecies names are capitalised within single quotes, e.g. 'Grey-headed Wagtail'.

Nomenclature for non-birds

Barnes, R.S.K., Calow, P., Olive, P.J.W., Golding, D.W., & Spicer, J.I. 2001. *The Invertebrates: a synthesis*. 3rd edition. Blackwell Science, Oxford.

Clements, J.F. 2000. *Birds of the World: a checklist*. 5th edition. Pica Press, Robertsbridge.

Wheeler, A.C. 1992. A list of the common and scientific names of fishes of the British Isles. *Journal of Fish Biology* 41 (Supplement A): 1-37.

Wheeler, A.C., Merrett, N.R. & Quigley, D.T.G. 2004. Additional records and notes for Wheeler's List of the common and scientific names of fishes of the British Isles. *Journal of Fish Biology* 65 (Supplement 2): i-iii.

Wilson, D. & Reeder, D.M. (eds). 2005. *The Mammal Species of the World: a taxonomic and geographical reference*. 3rd edition. John Hopkins University Press, Baltimore.

The flora source is the BSBI (Botanical Society of the British Isles) database website (<http://rbg-web2.rbge.org.uk/BSBI/>) based on four works:

Clement, E.J. & Foster, M.C. 1994. *Alien Plants of the British Isles*. BSBI, London.

Kent, D.H. 1991. *List of Vascular Plants of the British Isles*. BSBI, London. (updated to 2000).

Ryves, T.B., Clement, E.J. & Foster, M.C. 1996. *Alien Grasses of the British Isles*. BSBI, London.

Stace, C.A. 1997. *New Flora of the British Isles*. 2nd edition. BSBI, London.

SCOTTISH BIRDS HOUSE STYLE FOR REFERENCE LISTS

General

Single author

Surname, initials [with full stops and no spaces]

Two authors

Separated by an ampersand (&)

Three or more authors

List all the authors, separated by commas, with the last separated by an ampersand (&)

For books: Love, J.A. 1983. *The Return of the Sea Eagle*. Cambridge University Press, Cambridge.

Yarrell, W. 1845. *A History of British Birds*. 2nd Edition. Three volumes. Van Voorst, London.

Forsman, D. 1999. *The Raptors of Europe and the Middle East: a handbook of field identification*. T. & A.D. Poyser, London.

(Surname, initials. Date. *Title*. [Edition]. [No. of volumes]. Publisher, place of publication.)

Notes: Title in Title Case except for subtitles, which follow a colon in lower case. Plus optional page numbers in the format "[pp. 234-256]" as a last item.

For papers in conference proceedings: [Newton, I. & Moss, D. 1977. Breeding birds of Scottish pinewoods. In: Bunce, R.G.H. & Jeffers, J.N.R. \(eds\) *Native Pinewoods of Scotland. Proceedings of Aviemore Symposium, 1975.* pp 26-34. Institute of Terrestrial Ecology, Cambridge.](#)

(Surname, initials. Date. Title of article. In: Author, initials (ed./eds) *Proceedings Title*. Pages. Publisher, place of publication.)

For papers/articles in local bird reports: [Duffy, K.J. 1989. Some notes on Night Heron sightings in the Lothians. *Lothian Bird Report* 1988: 75-77.](#)

(Surname, initials. Publication date. Title of paper. Report name Reporting year: pages.)

For contributions in multi-contributor, edited books (e.g. Migration Atlas, Winter Atlas, The Birds of Scotland)

Refer to the full book in the references and text. The preference is to avoid “H. Insley in Lack 1986” but we have occasionally included this when requested.

For articles in journals, periodicals and magazines: [Murray, S. & Wanless, S. 1986. The status of the Gannet in Scotland in 1984-85. *Scottish Birds* 14\(3\): 74-85.](#)

(Surname, initials. Date. Title of article. *Title of journal/periodical/magazine* Volume number(issue): page numbers.)

Notes: use the full journal title with no abbreviations; the issue number is optional, but preferable.

For published reports: [Raven, M.J., Noble, D.G. & Baillie, S.R. 2005. *The Breeding Bird Survey 2004*. BTO Research Report 403. BTO, Thetford.](#)

(Surname, initials. Date. *Title of report*. Report series/number. Publisher, place of publication.)

For unpublished reports: [Dickens, M. 2001. *Insh Marshes breeding Lapwing study 2000-2001*. Unpublished report. RSPB, Sandy.](#)

(Surname, initials. Date. *Title of report*. Unpublished report [for organisation]. Publisher, place of publication.)

For unpublished theses: [Rae, S. 1995. *Individual dispersion and productivity of Ptarmigan in relation to their selection of food and cover*. Unpublished PhD thesis, University of Aberdeen.](#)

(Surname, initials. Date. *Title of thesis*. Unpublished [PhD/MSc] thesis, Name of university.)

For articles from the Internet (if the source is online only or there is doubt whether the article appeared in print): [Dennis, R.H. 2005. Marsh Harrier.](#)

www.roydennis.org/marshharrier.htm. Accessed on 28 September 2006.

(Organisation/surname, initials. Date. Title of article. Web address. Accessed on date accessed.)

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