

**THORNE & HATFIELD MOORS  
CONSERVATION FORUM**

**Publications Procedures  
and  
Guidance for Authors**



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# **Thorne & Hatfield Moors Conservation Forum Publications History and Guidance to Contributors**

## **Background**

### **Papers**

The first volume of papers was originally published in 1987 by Doncaster Naturalists' Society, (before the Forum was established in 1989,) and called Thorne Moors Papers. The title was subsequently changed to Thorne and Hatfield Moors Papers and was taken up as the Forum's official journal. Volume 2, 1991 and Volume 3 1992 encompassed ecology, palaeoecology, conservation and history. There was a gap of 5 years before Volume 4 in 1997, then Volume 5 in 1998 and Volume 6 in 2003. Volume 7 is currently in preparation.

The primary aims of the papers are twofold: -

1. To aid and facilitate the conservation of Thorne and Hatfield Moors.
2. To assist in the understanding and documentation of the geology, palaeoecology, ecology, flora, fauna, archaeology and history of Thorne and Hatfield Moors.

Reinforced by this multi-disciplinary approach, the journal also has the role in the dissemination of information about the moors.

The journal promotes the understanding, documentation and conservation of similar or associated sites throughout the whole of the Humberhead Levels Natural Area and is therefore a platform for publications about the Levels but with special emphasis on Thorne and Hatfield Moors.

Type of contributions under Aim 1 includes: -

- Floral and faunal reviews providing baseline data and a broad knowledge of the site or habitat.
- Ecological reviews of particular taxonomic groups providing interpretation of basic species lists, and offering conservation guidelines or management prescriptions.
- Reviews placing aspects of the moors, or other sites, in their regional and national contexts.

- Historical *sensu lato* reviews of particular groups, communities or subjects. These will show the scale of losses or changes in different periods, and the relative value and sensitivity of what remains.
- Habitat description and evaluation helping to emphasise the importance of specific aspects, enable statutory bodies to consider protection or to persuade landowners to value them.
- Changes and processes affecting some or all of the biota, artifacts or landscape, providing new information about threats posed by changes or management of the moors.

Under Aim 2 papers would be sought covering the relevant ranges of the natural earth sciences, archaeology and history.

- These could be from staff endeavour and/or commissioned work from statutory and voluntary bodies, or from universities, museums and specialist units involved in fieldwork and research. All such documentation is encouraged by the Forum through its provision of an easy publication outlet. It is also the policy that matters of copyright reside with the individual authors.
- To improve the accuracy of the journal's content, and to provide impartial grounds for refusing inappropriate papers are sent to appropriate referees.
- The Executive Committee of the Forum will have the overall decision on the contents of each volume but advice on the submission and subject matter of papers will be available from the Editor.

The volumes of papers will be published in A5 format and will be perfect bound.

### **Monographs**

These are in general substantial works on a single topic or group of related topics. The first monograph was published in 2002 'A palaeoecological study of raised mires in the Humberhead Levels'. A more flexible approach to publication than that adopted for the papers will be used for monographs, and these will not be numbered within the volume series. They may also follow a different size format, possibly A4 to enable figures and diagrams to be included.

### **Technical Reports**

These appear as a numbered series and are intended to preserve documentation relating to Thorne and Hatfield Moors which will not appear in the volumes of

papers. This will ensure that work is not forgotten or become inaccessible and will be a means to hold and preserve documentation. The format will be inexpensive and flexible, A4 format and spiral bound with card covers.

Lists of all Volumes, Monographs Technical Reports and other publications in stock will be held by the publications officer. A stock sheet will be produced and stock valued. A report will be given at each Executive Committee meeting on stock holding and sales.

## **Procedures**

### **Papers**

- The Forum Executive will make the decision as to the feasibility of publication of a volume of papers and allocate the appropriate finance.
- The Editor will issue a call for papers for the next volume as appropriate.
- Authors must submit electronic manuscripts to the Editor. Paper copies will only be accepted in exceptional circumstances and, in these cases, the paper will be transcribed onto WORD format by a recognized source. Annotated figures may be submitted providing a cartographer is available to make appropriate changes.
- The Editor will check the contents of the paper for issues of inconsistency and major headings etc.
- The paper will be returned to the Author for amendments, if required.
- The amended paper will be re-submitted to the Editor who then sends it for review by one specialist.
- The specialist returns the paper to the Editor, within four weeks if possible, with appropriate amendments.
- The paper will then be returned to the Author for final corrections if necessary.
- The paper will then be returned to the Editor complete with any figures etc. In an appropriate format.
- The Editor checks formatting and makes such changes as may be required.
- The final version is sent to the Publications Officer for type setting and preparation of publication proofs.
- The proofs are sent to the Editor to re-check all of the volume and ensure consistency
- The annotated final proofs are sent to the Publications Officer for printing

- The Publications Officer sends out copies of the volume to contributors as determined by the executive committee's current policy and enters stock onto stock sheets.

The Editor will submit regular reports to the Executive Committee on the progress of each volume and the title of papers submitted.

### **Monographs**

- Proposals for the publication and content of a monograph will be submitted to the Forum Executive giving details of likely format, size, illustrations and timescale.
- The Executive Committee will approve the content and finance for the Monograph.
- The Executive will appoint an appropriate person as a Referee for the specific Monograph.
- The Author will submit the work to the chosen Referee in an appropriate electronic format (generally WORD) for editing.
- The amended material is sent back to the Author with any diagrams/figures etc.
- The Author sends an electronic copy of the text together with figures in appropriate formats to the Publications Officer.
- The Publications Officer prepares the work for publication and submits "Galley Proofs" to the Author for final checking.
- Upon receipt of formal approval of the galley proofs from the Author, the Publications Officer arranges for the printing archiving and distribution of the Monograph.

### **Technical Reports**

The proposed content of all papers for publication as a Technical Report will be submitted to the Executive Committee. Giving full information about the size of the publication, photographs, diagrams, figures and likely timescale.

- The Executive Committee will approve the content and expenditure and confirm the same to the Proposer and the Publications Officer.
- The text of all papers will be submitted in appropriate electronic format together with the figures in an appropriate format to the Publications Officer
- The Publications Officer will typeset the Technical Report ready for publication and forward a "Galley Proof" to the Author for checking prior to printing.

- Upon receipt of approval of the proofs from the Author the Publications Officer arranges for the printing and spiral binding of the Technical Report.
- The standard format of Technical Reports is as an A4 publication with spiral binding and blue card covers.
- The Publications Officer will arrange distribution of copies to statutory recipients and those who have standing orders for Technical Reports.
- The Author and others scheduled to receive free copies will be allocated copies in accordance of the current policy of the Executive Committee.
- Currently the Author will receive five free copies of the publication.

### **General Procedures common to all Publications.**

- Once the appropriate editing process has been completed the text will be forwarded in an acceptable electronic format (usually WORD) together with illustrations either in a compatible electronic format or as camera ready artwork to the Publications Officer who will arrange for the work to be prepared for publication.
- Where appropriate the Author / Editor will be sent proofs for checking prior to the final print order being placed.
- Once checked the Publications Officer will arrange for printing and distribution in accordance with the current policy of the Forum Executive.
- Archive copies will be placed in the Forum's Archive and with the appropriate statutory receivers of publications.
- Complimentary copies will be distributed to Authors and others in accordance with the current policy of the Forum Executive.
- A record of the production, distribution and location of all publications will be maintained by the Publications Officer on an electronic database/spread sheet showing all stock held and any block movements of publications to others.
- Any person holding publications for the Forum must keep records of sales and ensure that all money received for sales is passed to the Treasurer and that the Publications Officer is advised of stock level changes.
- All sales to be recorded on the system by the Publications Officer and cheques and appropriate paperwork sent to the Treasurer.
- The Treasurer will keep a record of all publication sales and costs associated with publication
- The publications officer will keep a record of all complimentary copies given out to authors and/or others.
- Where appropriate the Publications Officer will raise invoices against publications sent to persons/bodies etc.

- Publication order forms will be available on the Forum Website and from all members of executive committee, and the publications officer.
- Publications officer will provide the executive committee with a report showing stock levels and requests for re-printing.
- The executive committee should attempt to budget for the next financial year the expenditure required to ensure that publications are always available, and that planning for future publications is timely.
- In order to document the copyright of material and to codify the obligations of author(s) the Forum may require author(s) to enter into a contract with the forum in respect of each publication.

## **Copyright**

- Under the Copyright Designs and Patents Act 1988 the copyright of any material rests with the person or organization that arranges for the work to be created.
- Where the Forum initiates the preparation of material for its use the copyright of the work created rests with the Forum who may determine when and how the material may be used.
- Where the material is originated other than at the request of the Forum Executive or someone acting on their behalf then the copyright of the material rests with the author. By submitting the material to the Forum for publication the author will be deemed by the Forum to be offering the right for the Forum to publish the material in the standard format used for such publications in perpetuity but the Author will retain the copyright of the work.
- In the event of any material submitted being the copyright of persons or organisations other than the author submitting the work it is the responsibility of the author submitting the work to the Forum to acknowledge the contributions of others and to obtain the necessary clearance (for production in writing to the Forum on request) for the use of the material.

