Cave and Karst Science — Notes for Contributors

Scope of articles

Authors are encouraged to submit articles for publication in *Cave and Karst Science* – the *Transactions of the British Cave Research Association* – to one or both editors via the editorial addresses shown on the Contents page. Submissions fall into five broad categories...

Papers: Scientific papers, normally up to 6,000 words but may be longer subject to editorial agreement, on any aspect of karst or speleological science, including archaeology, biology, chemistry, conservation, geology, geomorphology, history, hydrology and physics. Manuscript papers, which should be of a high standard, will be subject to peer review by two referees.

Reports: Shorter contributions, normally 500–3,000 words, on aspects of karst or speleological science, as listed above, or more descriptive material, such as caving expedition reports and technical articles. The Editorial Board will review manuscripts unless the subject matter lies outside their fields of expertise, in which case assessment by an appropriate expert will be sought.

Features: Articles of appropriate length (by editorial agreements) for the core topic that do not fall readily into either the Paper or Report categories but are longer than normal Forum contributions (see below). Such items might include, for example, new translations of historical milestone publications, appreciations of the work of major contributors to the many cave and karst science fields, or considerations of past activities and/or future ways forward in the cave and karst sciences.

Forum: Personal statements, normally up to 1,000 words, on topical issues; discussion of published papers, and book reviews. Where appropriate, statements should put forward an argument and make a case, backed-up by examples used as evidence.

> **Abstracts**: Authors (or supervisors) of undergraduate or postgraduate dissertations on cave or karst themes are encouraged to submit abstracts for publication. Please indicate whether the thesis is available *via* inter-library loan. Abstracts of papers presented at BCRA (and related) conferences or symposia are also welcome. Normally, **Abstracts** appear as part of **Forum**.

Prospective authors are welcome to contact the editors (see the Contents page for current addresses), who will be pleased to advise on manuscript preparation.

Photo Feature: Introduced in 2022, this is intended to encourage cavers to submit one to three photographs together with a brief explanation of their scientific significance.

Open access

In 2024 the BCRA Council agreed that all articles accepted for publication in *Cave and Karst Science* will be Open Access, meaning that the article can be downloaded freely, and will be marked as meeting the open access requirements of **UKRI.org**. However, the BCRA Council encourages those submitting a paper to ***make a donation*** towards the costs of publication, particularly if they are affiliated to an academic institution

The following notes are intended to help authors prepare their material in the most advantageous way. Time and effort are saved if the guidelines below are followed. Queries regarding the content or format of the material should be made before submitting the manuscript. On publication, authors will be provided with access to downloadable digital copies of their contributions.

Manuscript style

Text: Material should be presented in a style as close as possible to that adopted by *Cave and Karst Science* since 1994. Subheadings within an article should follow the system used in *Cave and Karst Science.* A consistent set of primary, secondary and, if necessary, tertiary subheadings should be indicated clearly.

Abstract: Submitted material should normally be accompanied by an abstract, stating the essential results of the investigation or the significance of the contribution, for use by abstracting, library and other services.

References to previously published work should be given in the standard format used in *Cave and Karst Science*. In the text author's name and date (and page number *if appropriate*) should be cited in parentheses – (Smith, 1969, p.42). All text citations should be referenced in full, in alphabetical order, at the end of the manuscript, thus: Smith, D E, 1969. The speleogenesis of the Cavern Hole. *Bulletin of the Yorkshire Caving Association,* Vo1.7, 1–63. Periodical titles must be **written in full**. Books should be referenced by author (or Editor), date, title, place of publication and publisher, in the form: Braithwaite, C J R, 2005. *Carbonate Sediments and Rocks.* [Dunbeath: Whittles Publishing.] 164pp. Failure to provide full and unambiguous references can delay publication.

Acknowledgements: Any person or organization that has given a grant or helped with the investigation or with preparation of the article should be acknowledged. Contributors in universities and other institutions are reminded that grants towards publication costs may be available, and that they should make related enquiries as early as possible. Some expedition budgets include an element to help publication, and the editors should be informed of this.

Speleological expeditions have a moral obligation to produce reports (contractual in the case of expeditions supported by Ghar Parau Foundation awards). These should be concise and cover the results of the expedition as soon as possible after the return from overseas, so that later expeditions are informed for their planning. Personal anecdotes should be kept to a minimum, but useful advice such as location of food supplies, medical services, *etc*., may be included, preferably as appendices.

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See **bcra.org.uk/copyright** for further information.

Submission media

Unless a suitable alternative is agreed in advance with the Editor(s), manuscripts should be sent by email, with the Text and Tables as separate Word documents and with each figure and photograph as a separate jpg or tif file. If the file attachments exceed 20Mb they should be sent to one or both of the editorial addresses shown on the Contents page, using a file-transfer service such as WeTransfer.

File naming: Files can be difficult to track. The editors advise that all related file names (including photos and graphics files) should begin with the same character string, e.g. lead author's surname. If submitting a large number of files it is especially helpful to include an index – a file containing a list of file names and their contents.

Manuscript format

Text: The text should be Microsoft Word (Doc) [**NOT Docx**, because this is not recognized by our current publishing software], preferably compiled using the **Times New Roman** font. Please do **not** include tables, graphics or photos within text files, but supply them separately, as detailed below.

Layout: Material should be compatible with the *Cave and Karst Science* 'house style' regarding headings, *etc*., but do not attempt to match the layout. Text should be in a single column and 'double-spaced'. Character formatting (bold, italic, sub- and superscript) can be used, but please do **not** apply paragraph formatting, which will be stripped out during DTP.

Symbols: Special symbols, including accented Roman characters, Greek letters, fractions, mathematical symbols, and some icons, can be generated using the MS Word character map accessible via Insert/Symbol. If the required symbol is not available here, please check for an alternative in the Symbol font. To avoid confusion and assist the editors, authors who employ special symbols should provide an explanatory list (digitally) of the nature, meaning and font of the characters used.

Tables, graphics and photos: Tables and Figures (both diagrams and photographs) should be referred to in the text, where necessary, as (Table 4), (Fig.3), *etc*. Preferred approximate positions of tables, graphics and photos can be indicated by, e.g., <Insert Figure 1>. A full list of captions should be submitted at the end of the manuscript, after a hard page break. Photo captions should include the photographer's name unless the photographer is also the sole author. Any material not created by the author(s) must acknowledge that permission is granted for its use.

Avoid submitting composite illustrations containing mixed photos, diagrams, charts, *etc*. It is inefficient and time-consuming to optimize them for printing or viewing and overall outcomes can be inferior to using separate figures at appropriate sizes. The large footprint needed to ensure legibility of full-page composites also reduces options for appropriate positioning of illustrations among the text. If composite figures are considered essential or advantageous, and if approved by the editors, please submit separate high-resolution copies of all components and a template of the required layout.

Tables should be submitted in a separate MS Word (Doc) file, numbered in sequence and provided with captions. Use a simple table design that is easy to edit. For example, use tabs or table cells rather than spaces to separate data, and merge table cells only where strictly necessary. For submission, separate each table using a **hard** page break.

Graphical illustrations should be designed to make maximum use of page space. Preferred **final** widths are 1-column, 1.5-columns or 2-columns (90mm, 143mm or 188mm respectively); these might be adjusted to make best use of available space during layout. Maximum column height is 267mm but, if designing a potentially full-page illustration, remember to allow for caption space below. Maps (and cave surveys) must have bar scales only. When submitting graphics, bear in mind that referees may request revisions, so submission of a draft version is advised.

Various digital graphics formats are acceptable, but some are not recommended – e.g. MS Word's built-in facilities (auto-shapes, text boxes and MS Draw) can cause problems. Charts generated within MS Excel are becoming increasingly popular. For these to retain their initial clarity during production it is best to provide each chart removed from its parent data and saved as a separate, appropriately named, sheet within an Excel workbook file.

Remember that graphics, photos and tables might have to be reduced (or, more rarely, enlarged) from the size envisaged during compilation, to fit the column heights and widths described above. Lettering should be of a suitable size to be readable at the anticipated dimensions of use; generally use of a simple sanserif typeface such as "Arial" (or a closely similar font) is preferred.

Photographs should be provided at full resolution. **Do not sharpen**. Tif or larger size jpg files are currently the preferred formats. Other formats might be acceptable or adaptable; please check with the editors if in doubt.