



## Atlas of European Mammals, 2nd edition

### Style guide for authors of species accounts and other chapters

#### Software

Please use Microsoft Word to prepare your manuscript (or save it from other software as a Microsoft word document). This is required by our publisher.

#### Language

The atlas will be published in British English, so please set your spellchecker to that language, if available. Members of the Steering Group will edit accounts for language and style and will contact you if anything is unclear. Please include diacritical marks on names, where needed.

#### Basic formatting

- There is no need to format your species account as it will appear in the final book. All will be typeset and formatted during the production process to match the template chosen for the atlas.
- Only exception: leave **in bold** the headers of the sections included in the template document sent to you by the editors.
- Do not include layout formatting such as styles, borders, and shading.
- Double-space between lines and use 1" (25mm) margins.
- Do not double-space after periods/full stops.
- Place a hard return at the end of each paragraph instead of indenting.
- Allow the computer to "wrap" your text. Do not hit "enter" to insert a return at the end of every line.
- Do not justify right margins. Cancel the automatic hyphenation feature on your computer.
- Do not use end-of-line hyphens.
- Be consistent in the use of special characters such as Greek letters and mathematical symbols, abbreviations, and spacing at ends of sentences, paragraph indents, bulleted material, and reference lists.

#### Tables and figures

Tables or figures will not be needed in your species or country account, though they may be used in the introductory chapters. Please contact one of the Steering Group if you are an author of these chapters and we will send you the publisher's instructions. We will add a photograph of the species, except where the species is not the first on a multi-species page. Any figures for other chapters should be prepared as separate files.

#### Reference style

Our publisher, Taylor & Francis, follows *Chicago Manual of Style, 16<sup>th</sup> edition* for reference style.

References in the species account should be limited to a few (3-5) key works that give an entry to the literature about the species. They should be referred to in the text as (author date), with no comma between the name and date. Please do not use personal communications in your account; the atlas is not a place to publish original data.

For two authors, include both names separated with 'and', for three authors use all three names and for more than three names, use first author name followed by 'et al.'

(Smith 2022)

(Smith and Jones 2022)

(Smith, Jones and White 2022)

(Smith et al. 2022)

For more than one reference in the same parentheses, separate them with a semi-colon

(Smith 2022; Jones 2022)

Please place your full references at the end of your account. We will collect them together in a combined bibliography, so they should not be included in your word-count.

Examples of the most common types of reference in Chicago author date style are shown below.

We suggest that, in general, book titles and journal article titles are translated into English, with the original language shown in brackets.

Book	
One author	Smith, John. 2012. <i>Book Title: The Subtitle</i> . Abingdon: Routledge. Smith, J. J. 2012. <i>Book Title</i> . Abingdon: Routledge.
Two authors	Smith, John, and Jane Jones. 2012. <i>Book Title: The Subtitle</i> . Abingdon: Routledge. Smith, J. J., and J. B. Jones. 2012. <i>Book Title: The Subtitle</i> . Abingdon: Routledge.
Three authors	Smith, John, Jane Jones, and Mary Green. 2012. <i>Book Title: The Subtitle</i> . Abingdon: Routledge.
Four to ten authors	Give all authors' names.
More than ten authors	List the first seven authors followed by et al.
Organisation as author	University of Chicago Press. 2012. <i>The Chicago Manual of Style</i> . 16th ed. Chicago: University of Chicago Press.
Chapter	Chapter in a single-author book: Green, Mary. 2012. "Chapter Title." Chap. 5 in <i>Style Manual</i> . Abingdon: Routledge. Chapter in a multi-author book: Jones, Sam. 2012. "Chapter Title." In <i>Book Title</i> , edited by John Smith, 341–346. Abingdon: Routledge.
Edited	Smith, John, ed. 2012. <i>Collected Style Manuals</i> . Abingdon: Routledge. Smith, John, and Jane Jones, eds. 2012. <i>Collected Style Manuals</i> . Abingdon: Routledge.
Edition	University of Chicago Press. 2012. <i>The Chicago Manual of Style</i> . 16th ed. Chicago: University of Chicago Press.

Multivolume work	Green, M. L. 2012. <i>Collected Correspondence</i> . Vol. 2 of <i>The Collected Correspondence of M. L. Green</i> . Abingdon: Routledge, 2000–. Khan, Lisa. 2009–12. <i>Collected Works</i> . 2 vols. Abingdon: Routledge.
Translated	Smith, John. 2012. <i>Collected Style Manuals</i> . Translated and edited by Jane Jones. Abingdon: Routledge.
Not in English	The original title should be given. For publications in Cyrillic languages and Roman-script languages that are not widely understood, a translation should be provided. It should follow this style: Piaget, J., and B. Inhelder. 1951. <i>La genèse de l'idée de hasard chez l'enfant</i> [The Origin of the Idea of Chance in the Child]. Paris: Presses Universitaires de France.
Online	If you used an online version, cite the online version, include the URL or DOI: Smith, John. 2012. <i>Book Title: The Subtitle</i> . Abingdon: Routledge. doi:xxxxxxxxxx. Smith, John. 2012. <i>Book Title: The Subtitle</i> . Abingdon: Routledge. <a href="http://xxxxxxxxx/">http://xxxxxxxxx/</a> .
<b>Journal</b>	
	If you used an online version, cite the online version, include a DOI (preferably) or URL.
One author	Smith, John. 2012. "Article Title: The Subtitle." <i>Journal Title in Full</i> 10 (1): 30–40. doi:xxxxxxxxxx. Smith, J. 2012. "Article Title: The Subtitle." <i>Journal Title in Full</i> 10 (1): 30–40. doi:xxxxxxxxxx.
Two authors	Smith, John, and Lisa Khan. 2012. "Article Title: The Subtitle." <i>Journal Title in Full</i> 10 (1): 200–210. doi:xxxxxxxxxx. Smith, J. J., and L. M. Khan. 2012. "Article Title: The Subtitle." <i>Journal Title in Full</i> 10 (1): 200–210. doi:xxxxxxxxxx.
Three authors	Smith, John, Jane Jones, and Mary Green. 2012. "Article Title: The Subtitle." <i>Journal Title in Full</i> 10 (1): 33–39. doi:xxxxxxxxxx. Smith, J. J., J. P. Jones, and M. G. Green. 2012. "Article Title: The Subtitle." <i>Journal Title in Full</i> 10 (1): 33–39. doi:xxxxxxxxxx.
Four to ten authors	Give all authors' names.
More than ten authors	List the first seven authors followed by et al.
Translated	Khan, Lisa. 2012. "Article Title in English." [In Hindi.] <i>Journal Title in Full</i> 10 (3): 10–29. doi:xxxxxxxxxx.
Not in English	Capitalize sentence-style, but according to the conventions of the relevant language. See also entry for books (above).
Other article types	Smith, John. 2012. "Title of Book Review." Review of <i>Book Title</i> , by Lisa Khan. <i>Journal Title in Full</i> 10 (1): 33–39. doi:xxxxxxxxxx.
Issue numbers	The issue number can be omitted if the journal is paginated consecutively through the volume (or if month or season is included), but it is not incorrect to include it. When volume and issue number alone are used, the issue number is within parentheses. If only an issue number is used, it is not within parentheses: <i>Journal Title</i> , no. 25: 63–69.

	If using month, abbreviate as Jan., Feb., etc. If using season, spell out in full.
Online first publication	Use year of online publication and include 'Advance online publication'. Remove any version type, eg Rapid online or epub, e.g.:
	Yoon, Ee-Seul. 2015. "Young people's cartographies of school choice: the urban imaginary and moral panic." <i>Children's Geographies</i> . Advance online publication. doi: 10.1080/14733285.2015.1026875. If you can update the reference to include published volume and issue numbers before publication, please do so.
<b>Conference</b>	
Proceedings	Individual contributions to conference proceedings are treated like chapters in multi-author books. If published in a journal, treat as an article.
Paper	Smith, John. 2012. "Title of Paper." Paper presented at the annual meeting for the Society of XXXX, Oxford, November 21–24.
Thesis	
	Smith, John. 2008. "Title of Thesis." PhD diss., University of Chicago.
<b>Unpublished work</b>	
Book or journal article	Use Forthcoming instead of the date. If an article is not yet accepted, treat as a thesis.
<b>Internet</b>	
Website	In text only: ("As of July 19, 2012, the BBC listed on its website . . .").
Document	Reference depending on the type of document. Access dates are not required unless no date of publication or revision can be found.

## Authorship

Author names will appear at the end of the species account in the form Initials, Family name. We would also like to identify authors with their unique ORCID iD, so please include this in your submission. If you do not have one (they're free), you can obtain one here: <https://orcid.org>

## Specific style guidance for the atlas.

We have provided two templates for species accounts, one for species that need a phylogenetics section (species that are part of a species complex or where views on taxonomy have changed) and one for other species.

### *Species names, numbers and abbreviations*

We will show only the scientific name and English name of species in the atlas. Names in other languages will be available on our website.

Scientific names of species should have an initial capital for the Genus and should be in italics. Where the Genus name is restricted to an initial, this should be a capital and full stop. Authorities should not be in italics and may include diacritical marks.

Examples: *Plecotus auritus*, *Clethrionomys glareolus*, *C. rutilus*, *Talpa martinorum* Kryštufek, Nedyalkov, Astrin & Hutterer, 2018.

Use an initial capital for the English names of species. Where the name is more than one word, the second and following words should be in lower-case. When species names, or parts of names are used descriptively or generally they should not be capitalised. If common names of species (other than the subject of the species account) are used in the text they should be followed at first use by the scientific name in brackets.

Examples: Red fox, Bechstein's bat, Iberian lynx, Northern birch mouse. There are several species of horseshoe bat in Europe.

Names of Orders, Families etc. mentioned in the text should have an initial capital letter. However, when used as an adjective, they should have no initial capital. These names should not be italicised. Examples: Preys mainly on moths, tipulids and other small dipterans, hemipterans and hymenopterans. 45 KHz bats eat mainly anisopodid Diptera. Prey consists mainly of Diptera, Arachnida, and Lepidoptera.

### *Place-names and compass points*

Use an initial capital for the names of places, but not for compass points spelled out (north, northern etc.), except where these are part of the place-name. However, use a capital for N, S, E, W when part of compass direction with a degree symbol (°).

Examples: From the north of the Iberian Peninsula to the Caucasus. Throughout Europe, except Iceland, Northern Ireland, most of Scandinavia, occurs to 25 °N, north-eastern Italy, south of about 63-64 °N.

### *Date and time*

Dates follow these standards: 9 January 2018; 1980s; 20th century.

### *Non-English Phrases*

These should be italicised, unless they are abbreviated. Abbreviated words should be followed by a full stop. Please use 'c.', as the abbreviation for circa; the word 'approximately' (in full) is an acceptable alternative.

Examples: *Sensu stricto*, *sensu lato*, *ad hoc*, in litt., pers. comm., e.g., etc.

### *Numbers*

Spell out numbers one to nine, except where followed by a unit abbreviation. Always spell out numbers at the beginning of a sentence. Do not use a comma as a thousands separator; use a full-stop as the decimal separator.

Examples: Twenty-seven subspecies have been described, currently only three are recognised and 24 rejected. Average weight is 8 g, maximum weight 9.5 g. From sea level up to 1000 m in Scotland and 2400 m in the Alps.

### *SI units and other unit abbreviations*

Use SI (International System of Units) abbreviations without a full stop and leave one space, preferably a non-breaking space (Ctrl+Shift+Space), between the quantity and the unit. Non-SI abbreviations need a full stop. The percent sign should follow a number with no space. For temperature and angles, please use the correct degree sign (°), which can be found in Symbols. Male and female should be spelled out, rather than using symbols.

Examples: 45 kHz, 100 m, 1000 km, 45 ind./ha, 1 ind./km<sup>2</sup>, 75%, 30° Celsius.

The EMMA2 Steering Group  
March 2022