

ROOTS – GUIDELINES FOR AUTHORS

Roots is the BGCI Education Review. It provides a forum for members to share information, ideas and resources. Most of our readers are actively involved in botanic garden education working with visitors, volunteers and the community.

What should the article be about?

Articles should:

- make a useful and significant addition to the literature,
- be relevant to the focus of the issue of Roots,
- focus on why your work is innovative,
- relate to national or international informal education context.
- be reflective - papers should showcase the public engagement work at your garden, reflect on both the successes and challenges of your work and include the results of any evaluation you have conducted,
- appeal to an international audience- although we expect your article to be highly contextual it must highlight key messages you would like to share with the international community.

How long should your article be?

Articles for Roots should be between **750-1000 (max)** words and written in English. To accompany the article we also ask for a **short summary (100 words max)**.

Summary

The summary will appear above your article. Therefore please ensure it is not repeated in the first paragraph of text.

How and where do you submit your article?

Please complete the accompanying template and send to
liliana.derewnicka@bgci.org

Images

Images add interest to the article and attract readers. We require **6 – 8 per article**. Please provide credits for the images and captions. In order for the digital images to be included in Roots they need to be **high resolution: 300 dpi**

Close-up images of children and adults are particularly welcome. In the case of children, we need to ensure parental consent for publication. We would therefore be grateful if you would confirm that this has been arranged or complete the accompanying form.

We would like to keep your images in our resource library and use them for talks and publications. Please let us know if this is not possible.

Pull Quotes

To meet the format requirements of Roots and to highlight key points in your article we require **4-5 pull quotes** to supplement your article. Pull quotes, by our definition, can either be a section of your article that you would particularly like highlighting or a supporting fact or quote that is additional to your article. If a quote is used please provide a supporting reference.

Referencing

Your arguments should be supported by relevant literature. Please acknowledge the references and provide a reference list. This means interested readers can find out further information on your topic. **Please ensure that you strictly follow the Harvard reference system** [http://libweb\(anglia.ac.uk\)/referencing/harvard.htm](http://libweb(anglia.ac.uk)/referencing/harvard.htm). Some examples of Harvard referencing are listed:

Books:

Sam H. Ham, 2013, *Interpretation: Making a difference on purpose*. Fulcrum publishing, Colorado, USA

Chapters:

Samis, P. (2008) The Exploded Museum, in Tallon, L. Walker, K. (eds) *Digital technologies and the museum experience: Handheld Guides and Other Media* Altamire Press, Plymouth, UK.

Journals:

Wibeck, V. (2013) Enhancing learning, communication and public engagement about climate change. *Environmental Education Research* 20 (3), 387-411.

Publication

Roots and BGJournal are a benefit to our members. Therefore, new issues are sent to members on the date of publication. Six months later issues are available online.

Checklist:

<input type="checkbox"/>	Article (750-1000 words)
<input type="checkbox"/>	Summary (100 words)
<input type="checkbox"/>	Digital images, graphs, figures (6 -8)
<input type="checkbox"/>	Captions for images and photographer credit
<input type="checkbox"/>	Details of authors including position and contact details
<input type="checkbox"/>	Pull quotes (4 -5)

Please note – because Botanic Gardens Conservation International is a non-profit organisation operating on a limited budget, we are unfortunately unable to pay for articles.

Parental Consent for Photographic/Film use of Children under 16 years of age

Name of adult and relationship to child

Address

I hereby give permission for Botanic Gardens Conservation International (BGCI) to take and use publicity photographs/film of:

Name/s of Child/ren

1

Age of child

2

Age of child

3

Age of child

For (delete as appropriate) publicity/marketing/advertising/poster/BGCI website to promote the work of BGCI. I understand that the child's/children's name/s will not be given to the press or public without my consent. I also understand that I may cancel this permission in writing at any time and that BGCI will take all reasonable steps to ensure that the photograph/film is withdrawn from future use.

I further understand that I shall receive no remuneration for this assistance.

Signature

Date