LONDON NATURAL HISTORY SOCIETY

APPLICATIONS ARE INVITED FOR

LONDON BIRD REPORT PROOF-READERS

POSTED 1ST OCTOBER 2026

LONDON NATURAL HISTORY SOCIETY (LNHS)

is a Registered Charity.

We are recruiting Proof-readers for the London Bird Report.

The next issue - for the year 2025 - is due to be published in May 2027. The approximate time-frame for that issue is from early March to early April 2027. Dates may vary for later issues.

We would like to hear from people with a good knowledge of birds - particularly those occuring in the London Area - and who have experience in proof-reading academic texts.

If you are interested, or would like further information, please email Mike Trier: **lbrdesign@lnhs.org**

NOTE:

This is a VOLUNTARY POSITION as are all other positions in the LNHS.

The deadline for receipt of applications for LBR 2025 is 13th February 2027.

Style sheets for the LBR are on pages 4-6.

For further information about the LNHS, see page 7.

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LBR PROOF-READER: JOB DESCRIPTION

We would prefer proof-reading to be carried out on-screen, but not to the exclusion of volunteers who wish to work on paper from printed proofs.

The final draft text of Birds of the London Area - the main section of the London Bird Report - is approximately 140 A5 pages, including the Appendices. It is divided between a number of proof-readers, each section being upwards of 25 pages in length, depending on the availabilty of proof-readers.

The other large section is the Papers, approximately 50 pages. One proof-reader has been responsible for this in the past but wishes to reduce her commitment, so we are also looking for a proof-reader to check the remaining pages.

Finally, there is a varying number of pages - up to 20 - at the beginning of the journal, including the Introduction and Review of the Year.

The time frame is quite tight because of meeting the production date, so we need to receive the checked proofs within ten days from receipt.

As well as checking spelling and style-points, attention needs to be paid to formatting - not to the extent of rectifying it, but it needs to be marked for correction.

Please see the Style Sheets and refer to PDF files of recent London Bird Reports - up to No.88, 2023 - on the LNHS website: htpps://lnhs.org.uk/index.php/publications/london-bird-report

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LBR PROOF-READING STYLE SHEETS

ABBREVIATIONS

General

Cf in italics, no full-point
circa: c120 - roman 'c', no full-point and no space between c and number
eg - with no full-point
et al in italics
Latin names, repeated, eg *M. f. flavissima* with full-points after abbreviations
Number(s) abbreviated to no. and nos. with full-point
Observers: Initial(s) and surname are shown only against records for species which are rare
River: R with no full-point, eg R Thames

Systematic List

The seven recording areas within the London Area are denoted in the report as follows: Essex or EX, Herts or HR = Hertfordshire, Middx or MX = Middlesex, Bucks or BU = Buckinghamshire, Kent or KT, Surrey or SY, and In Lond or IL = Inner London (this should be spelt in full in intro paragraphs). This is the order of appearance in lists, tables etc. The 2-letter abbreviations should be used in the left-hand column of certain tables and should not be followed by a colon.

CAPITALS

the Continent; the Reserve, for example, if applying to a specifically named reserve.

DATES

Years

Four digits (not '96); 1981-1996 (not 1981-96); 1980s not 1980's

Months

In running text (intro paragraphs of species accounts etc):
month name in full (whether or not followed by date in month)
eg a total of five birds seen in August; two over on August 22nd

In county summaries:
month name in full if not followed by date in month; 12 in August
month name abbreviated if followed by date in month; eg two singing on Aug 22nd

In tables and charts:
month name abbreviated to first three letters, including Jun, Jul and Sep

Days

Always include suffix, never as superscript; eg 1st, 2nd, 3rd, 4th (not 1st, 2nd etc)

Times
24-hours clock, as hh:mm - eg one over at 13:45 heading N

Multiple dates in running text (intro paragraphs etc)
Range of dates within a month: September 4th to 7th (not 4 to 7th)
Range of dates across months: March 29th to April 4th
String of dates within a month: February 17th to 21st, 26th and 28th
String of dates across months: May 17th to 21st, 26th and 28th, June 3rd and July 13th
Note: 'and' in all cases

Multiple dates in county summaries
Range of dates within a month: Sep 4th-7th (not 4-7th)
Range of dates across months: Mar 29th to Apr 4th (not Mar 29th-Apr 4th)
String of dates within a month: Feb 17th-21st, 26th & 28th
String of dates across months: Feb 17th-21st, 26th & 28th, Mar 3rd and Apr 13th
Note: '&' between dates in a month; 'and' between months

HYPHENATION
Hyphenated:
fly-over, not flyover
free-flying, not free flying or freeflying
long-staying, short-staying
mid (eg mid-March) should be followed by a hyphen: mid-March etc
one-day, two-day - eg a one-day stay
over-flying, not over flying or overflying
over-recorded, over-estimated, over-reported - not separate words
under-recorded, under-estimated, under-reported, under-watched - not separate words
year-end - eg it stayed until year-endcontd...

Not hyphenated
downriver, not down river or down-river
overwinter(ed), not over-winter(ed) or over winter(ed)
time to time, not time-to-time
underestimate (as a noun) - eg this is an underestimate of the numbers
upriver, not up river or up-river

NAMES
Birds
Common names: In order to make these less cumbersome, we have dropped the prefixes (Common, Eurasian etc) in the Papers section, Review of the Year and captions
Scientific names: These are used only in the Systematic List (but not in captions) and in the Checklist of Birds of the London Area

NAMES (contd)
Places
Beddington Farmlands, not Beddington SF or Farm
Buckingham Palace Gardens (in running text of species accounts)
Buckingham Palace Gdns (in county summaries and Review of the Year)
Hilfield Park Res, not Hillfield or Hilfield Res
Hyde Park & Kensington Gardens (in running text of species accounts)
Hyde Park/Kensington Gdns (in county summaries and Review of the Year)
London Wetland Centre (Wetland Centre in tables), not London Wetlands Centre
Regent's not Regents
St not St.
St James's, not St James or St Jame's
Stocker's, not Stockers
St Thomas', not St Thomas's or St Thoma's

NUMERALS
One to ten in words, 11 upwards in figures - but see '**In county summaries**' (below).
Thousands with comma separator in text but not in tables

In running text (intro paragraphs etc)
'four to five' in words (not four-five); 27 to 31 (not 27-31)

In county summaries (if in doubt, please leave as is)
Numerals one to ten as words except:
'4-5' not 4 to 5
Number of broods/pairs, in brackets; eg Walthamstow Res (5)

OTHER
NOTE: 'compared with', not 'compared to'
inner London boroughs - okay with lower-case 'i'
nearby (adj): a nearby wood; near by (adv): in a tree near by.

En-dashes:
The font has the same length of en-dash as a hyphen. Please don't mark these.

Abbreviations:
Month names should be abbreviated in county summaries, tables and charts but NOT in running text. June, July and September - where abbreviated - are Jun, Jul and Sep

Quotation marks:
Single, except for speech quotations which are double;
and as smart quotes: 'and', not 'and '

ABOUT THE LONDON NATURAL HISTORY SOCIETY

FOUNDED 1858

The London Natural History Society (or LNHS as it is commonly known) is a local natural history society within the UK concerned with recording the wildlife of London within a circular area of 20-miles radius from St. Paul's Cathedral. The Society's aims are to foster the appreciation and study of London's wildlife and natural environment, and to assist in the conservation of wildlife in the London area by helping to record London's wildlife.

The LNHS consists of a number of active sections. This results in a highly varied programme of talks, organised nature walks and other activities. The variety and number of events for members make the LNHS one of the most active nature societies in the world which is run entirely by volunteers. Whether it is purely for recreation, or to develop field skills for a career in conservation, the LNHS offers a wide range of indoor and outdoor activities. Beginners are welcome at every event and gain access to the knowledge of some very skilled naturalists.

On top of its varied public engagement, the LNHS also has a raft of publications free to members. The London Naturalist is its annual journal, with scientific papers as well as lighter material such a book reviews. The annual London Bird Report is an important compilation of bird records during a year. Furthermore, there is a quarterly newsletter, which carries many field trip reports and useful announcements, and a six-monthly illustrated Programme of events and information.

The LNHS maintains it annual membership at a modest level, representing fantastic value for money.

FIND OUT MORE

Website: www.lnhs.org.uk

Bluesky: London Natural History Society @lnhs.bsky.social
Instagram: London Natural History Society @thelondonnaturalhistorysociety
Facebook: London Natural History Society Forum and London Natural History Society page
YouTube: London Natural History Society channel
https://www.youtube.com/channel/UCx8DQybWBQYxbEdLNA3kfCg

Email: secretary@lnhs.org.uk

Registered Charity No. 206228

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