

Instructions to authors for Australian Zoologist

Prospective authors are encouraged to contact an editor prior to submission. This may save much time and allay fears as to relevance (eg regarding large appendices, content and length) and format, especially for first-time authors. The usual layout is that of a standard scientific paper, that is, Abstract, Introduction, Methods (with study area as a subheading if the study area is a major feature of the paper), Results, Discussion, Acknowledgments, References and Appendices. However, other approaches are welcome, and authors may select a format that fits the content, length and intent of the paper whether the submission is an opinion piece, review, historical paper or a short note. Notes are short communications, covering such items as novel observations, techniques or range extensions. They are most welcome. The layout need not have the structure of a paper, but it will need a title, subheads depending on length, and table, map, or figure references as in standard papers. Abstracts should not be included.

All papers are independently refereed, usually by two or more referees. You may offer names of potential referees. Referees will either sign their report or remain anonymous. The editors and the editorial committee are responsible to the council of the Royal Zoological Society of NSW and are independent of both referees and authors. This assures authors of a fully independent refereeing process. All manuscripts will also be critically read by an editor to ensure the quality of the presentation of the final manuscript.

In the first instance three hard copies of the manuscript, in English, should be sent to the Editor as well as an electronic version by email, since some referees (and editors) prefer to work on screen. Running heads that easily fit across the top of a page must be provided. Pages should be numbered on submitted manuscripts. We will notify you of receipt of your ms. If you do not hear from us after four weeks please contact an editor to check whether your ms was received.

Two of the submitted copies will be sent to referees. After the manuscript is refereed and the necessary changes are made, please submit your revised paper electronically, either on disc or via email, using a standard wordprocessing package such as MS Word. Additionally, you should also provide a hard copy of the manuscript, including all Tables and Figures, to ensure that correct formatting is maintained.

Previously published papers and those submitted to other publications will not be accepted by Australian Zoologist. Each manuscript is therefore to be accompanied by a signed statement declaring that: "This manuscript has not been previously published and is not being considered for publication by any journal other than Australian Zoologist". It will not be published in Australian Zoologist without receipt of this signed statement.

Format

The following guide is aimed at producing papers that are easy to read. that reflect the rapidly changing technology in journal production and prevent confusion with layout artists and printers.

Manuscripts are to be double-spaced and printed on A4 paper. In general, the format should follow that of the most recent issue of *Australian Zoologist* and the detailed guidelines given below; otherwise authors should consult the latest edition of *Style Manual for Authors, Editors and Printers*, Australian Government Publishing Service, Canberra. Addresses must be provided for each author, preferably with an email address for the principal, or corresponding, author. An Abstract must be provided and should not usually exceed 200 words, although a longer abstract is acceptable for longer papers. Up to ten Key Words are to be provided for abstracting services.

Paragraphs should be separated by a single line space without indentation of the first word. All units must be metric and follow the S.I. system. Primary headings should be bold, and aligned with the left hand margin. Secondary headings should be bold, with an initial capital, and aligned to the left margin. Tertiary headings, if used, should be in italics. There should only be a single space between sentences in the text, not double spaced as is often the case in typed material.

The captions for Tables and Figures are to be typed on a separate page. Ensure that it is clearly indicated which Table or Figure each belongs to. Tables and Figures must fit, or be capable of being reduced to fit, on an A4 page within standard margins. Tables should have horizontal lines only as a grid format is often overbearing in its appearance. Authors are encouraged to write descriptive captions for all tables, figures and especially photos. Tables and Figures should follow the text at the end of the manuscript.

Illustrations are encouraged. Colour and black and white photographs will be accepted if they illustrate important points in the manuscript. Use black and white wherever possible, but colour is also welcome. Some colour photos also make excellent cover material. In the original submission, photocopies of photographs for referees are adequate. At final submission, they should be submitted as originals, or electronically in TIFF, EPS or JPEG format on disc, or CD, or as JPEG attachments to an email. Images supplied electronically are to be scanned at approximately postcard size and be 300 dots per inch (dpi) for colour and 600dpi for black and white. Black and white line illustrations should be 1200dpi. Please contact an editor for further instructions on the final submission of illustrations. Maps should be in black and white if possible, but colour is an option for complex maps. Note: please do not supply illustrations or maps in Microsoft Powerpoint.

Generic and specific scientific names are to be in italics. Standardized vernacular (common) names for species should be capitalised and first used in conjunction with the full scientific name and the scientific name should be used for all subsequent references to the species. When using the common name in conjunction with the scientific name, do not put the scientific name in brackets. Both common names and scientific names may be used in captions to tables, figures and photos. Common names used in a "generic" sense (eg: cats, dogs, foxes, eucalypts) should not be capitalised or italicised.

Citations and references

Within the text, use Bloggs (1999) or (Bloggs 1999) as appropriate, noting that a comma is not used to separate name and year. Multiple references should be in chronological order, separated by semicolons eg: (Smith 1984; Jones et al/1992; Bloggs and Jones 1997; Jones 1999a, b). Do not use a comma to separate name and date, and do not use the ampersand (&). Unpublished material may be cited with the name and initial of the source and date and, if possible, affiliation, e.g. M. Smith (pers. comm. 2001, UNSW). Papers already accepted for publication may be cited as "in press" and must appear in the reference list, eg: Thomas (in press), and in the reference to such a citation the volume number of the journal should be given if possible. References must be in strict alphabetical order according to the first author's surname. If an author has produced one or several papers alone, then other papers in conjunction with co-authors, list all the single authored papers first in chronological order, then the co-authored papers. Titles of books should have each major word capitalized. Examples follow:

Dawson, T.J., Denny, M.J.S., Russell, E. and Ellis, B. 1975. Water usage and diet preferences of free ranging kangaroos, sheep and feral goats in the Australian arid zone during summer. *Journal of Zoology, London* **177**: 1-23.

Dickman, C.R. 1994. Native mammals of western New South Wales: past neglect, future rehabilitation? Pp. 81-91 in *Future of the Fauna of Western New South Wales*, edited by D. Lunney, S. Hand., E Reed, and D. Butcher. Royal Zoological Society of New South Wales, Mosman, NSW.

Roberts, J.D. 1981. Terrestrial breeding in the Australian leptodactylid frog, *Myobatrachus gouldii* (Gray) (Leptodactylidae). *Australian Wildlife Research* **8**: 451-62.

Strahan, R. (ed.) 1995. *The Mammals of Australia*. Reed Books, Chatswood, NSW.

If a reference is hard to obtain, and you can name a source, then do so that other scholars may find it.

Page proofs are to be read and returned promptly. Please mark corrections using standard marks in the text and the margin.

Note for authors of chapters or papers within books by the Royal Zoological Society of NSW: the same format applies, the only difference being the insert of the book title, editors and publisher and date at the bottom of the first page, following the example below:

<p>Pp. ...-., in <i>The Other 99%. The Conservation and Biodiversity of Invertebrates</i>, edited by Winston Ponder and Daniel Lunney, 1999. The Royal Zoological Society of New South Wales, Mosman, NSW.</p>
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