

Instructions to authors for *Australian Zoologist* and other publications of the Royal Zoological Society of New South Wales

The Royal Zoological Society of NSW publishes a fully refereed scientific journal, *Australian Zoologist*, specialising in topics relevant to Australian zoology. The *Australian Zoologist* was first published by the Society in 1914, making it the oldest Australian journal specialising in zoological topics. The scope of the journal has increased substantially in the last 40 years, and it now attracts papers on a wide variety of zoological, ecological and environmentally related topics.

Australian Zoologist is published both electronically (available at publications.rzsnsw.org.au) and in hard copy.

Authors should follow the layout and procedures detailed in this document. Submitting a manuscript that follows the required layout will help the editorial and publishing process.

Content and editorial policy

The Royal Zoological Society of NSW publications strive to encourage a diversity of ideas, information and research on Australian animals and the conservation of their habitats. A principle of editorial policy is to maintain the relevance of the study of all aspects of zoology to modern science and to recognise the interdisciplinary nature of many of the frontiers of modern research. The editors welcome original papers and review articles dealing with these topics. The journal encourages authors to include illustrations, particularly maps and photographs.

Prospective authors are encouraged to contact an editor prior to submission (see contacts at the end of this document). This may save time and allay fears as to relevance (e.g. regarding large appendices, content and length) and format, especially for first-time authors.

Previously published papers and those submitted to other publications will not be accepted by *Australian Zoologist*.

Layout

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, Acknowledgements, 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. Authors can view published examples at publication.rzsnsw.org.au. If you have any questions, contact one of the editors.

Review and editorial committee

Your paper will be assigned to an editor on submission. All papers are independently refereed, usually by two or more referees. You are encouraged to offer names of potential referees. 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 and readers of a fully independent refereeing process. An editor will critically read all manuscripts to ensure the quality of the presentation of the final paper.

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.

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.

Author names should be in the format Firstname [Initials.] Surname.

Addresses must be provided for each author, preferably with an email address for the principal, or corresponding, author. Do not include phone numbers in your manuscript.

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. Key words should not include words already included in the title.

Manuscripts are to be double-spaced and use 12pt font for the text. Paragraphs should be separated by a single line space without indentation of the first word. Primary headings should be bold, with an initial capital and aligned with the left-hand margin. Secondary headings, if used, should be in bold and italics. There should only be a single space between sentences in the text, not two spaces.

A **running head** that easily fit across the top of a page must be provided.

Pages and lines should be numbered on submitted manuscripts to help in reviews.

Numbers and Units

All units must be metric and follow the S.I. system. Numbers should have a reasonable and consistent number of decimal places.

Tables and figures

Tables and figures should be numbered sequentially and referred to in the text (e.g. Figure 1). Tables and Figures must fit, or be capable of being reduced to fit, on an A4 page within standard margins.

Tables should have a minimal number of horizontal and vertical lines because a grid format is often overbearing in its appearance. Where numbers are used in Tables, a consistent number of decimal places should be used.

Figures should not include a border and the background colour must be white.

Authors are encouraged to write descriptive captions for all tables and figures. At the time of submission, tables and figures should be at the end of the manuscript, with each included on a separate page. Figures may also be uploaded as separate files at submission. Captions for Tables are to be included on the relevant page. Captions for figures are to be included on a separate page, particularly when figures have been uploaded as separate files.

Any files uploaded separately should be named for easy identification (e.g. Figure1).

Illustrations and photographs

Illustrations and photographs are encouraged and RZS NSW does not charge for printing in colour. Colour and black and white photographs are encouraged to illustrate important points in the manuscript. Some colour photographs also make excellent cover material. Images supplied electronically are to be provided at approximately postcard size and be at least 600 dots per inch (dpi). Black and white illustrations should be 1200 dpi. Please contact the editor for further instructions on the final submission of illustrations. Maps and figures can be in black and white or colour. Captions for photographs must be descriptive and include a credit for the photograph. Photographs can either be included as a Figure within the body of the text or as a group at the end of the manuscript (e.g. Appendix 1).

Nomenclature

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 – the brackets are not needed, the italics differentiates the scientific name well enough. Both common names and scientific names may be used in captions to tables, figures and photos. Common names used in a “generic” sense (e.g. 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 (e.g. (Smith 1984; Jones *et al.* 1992; Bloggs and Jones 1997; Jones 1999a, b) (Note: *et al.* to be in italics). 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, e.g. 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.

The Royal Zoological Society of NSW is a member of CrossRef and publishes papers electronically (publications.rzsnsw.org.au). This means that Digital Object Identifiers (DOIs) **must** be included, where available, in all references. Including DOIs is important in that it factors into citation rates.

Assistance in obtaining DOIs can be found at:

<http://www.crossref.org/SimpleTextQuery/>
or
<http://www.crossref.org/guestquery/>

Examples of reference styles 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.
<https://doi.org/10.1111/j.1469-7998.1975.tb05968.x>
- 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, P. Reed, and D. Butcher. Royal Zoological Society of New South Wales, Mosman, NSW. <https://doi.org/10.7882/RZSNWSW.1994.008>
- Roberts, J.D. 1981.** Terrestrial breeding in the Australian leptodactylid frog, *Myobatrachus gouldii* (Gray) (Leptodactylidae). *Australian Wildlife Research* **8**: 451-62. <https://doi.org/10.1071/WR9810451>
- Strahan, R. (ed.). 1995.** *The Mammals of Australia*. Reed Books, Chatswood, NSW.
- RZS NSW. 2016.** Instructions for authors. Accessed 20 September 2016. <http://www.rzsnsw.org.au/instructions-for-authors>

We recognise that manuscripts cited in your paper will be at various stages of publication. We urge you to reference the **latest** version. For example, the following would be appropriate depending on when you cite the work. Remember, what is important is being able to find the work that you cite.

Manuscript in preparation

Krebs, C. 2013. 10 Possible Limitations of Current Ecological Theory. Manuscript in preparation.

Manuscript submitted

Krebs, C. 2013. 10 Possible Limitations of Current Ecological Theory. Manuscript submitted for publication.

Accepted for publication

Krebs, C. in press. 10 Possible Limitations of Current Ecological Theory. *Australian Zoologist*.

Advance online publication (online early)

Krebs, C. 2014. 10 Possible Limitations of Current Ecological Theory. *Australian Zoologist* In-Press.
<https://doi.org/10.7882/AZ.2014.032>

Published in an issue or volume (this is the definitive source)

Krebs, C. 2017. 10 Possible Limitations of Current Ecological Theory. *Australian Zoologist* **38(3)**: 267-271. <https://doi.org/10.7882/AZ.2014.032>

An EndNote output style can be downloaded at <https://www.rzsnsw.org.au/rzs-nsw-publications/australian-zoologist>

Submission

To submit your article, please use our online journal management system rzsnsw.edmgr.com, or contact the editors. Where possible, submit figures and photographs separately so that the quality is preserved throughout the publishing process.

Page proofs

Page proofs are to be read and returned promptly. Please mark corrections provided electronically using comments on the PDF. Alternatively, you can use standard marks in the text and the margin, scanned and sent to the editor managing your manuscript.

Note: Authors may be charged for excessive corrections at this stage of the publishing process.

Charges and reprints

There are no page charges for *Australian Zoologist*. An electronic copy of the paper (in PDF format) can be provided to the main author, who may provide it to all co-authors. Hard copies of published papers **will not** be provided to authors.

Online publication

Papers are generally published online first (publications.rzsnsw.org.au) before they are included in an issue and printed in hard copy.

Open Access

The Royal Zoological Society of New South Wales has a policy of making all publications older than two years open access. Authors can request that their paper be made open access immediately on publication (Online First) for a fee of \$AU300.00. Please discuss with an editor.

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