

JOURNAL AND PROCEEDINGS
OF THE
ROYAL SOCIETY
OF
NEW SOUTH WALES

STYLE GUIDE TO AUTHORS

PUBLISHED BY THE SOCIETY
BUILDING H47, UNIVERSITY OF SYDNEY
NSW 2006, AUSTRALIA
<http://nsw.royalsoc.org.au>
April 2006

Contents

1 General Guidelines

- 1.1 Manuscripts submitted for publication in the Journal and Proceedings of the Society should be addressed to the Honorary Secretary at the Society's address.
- 1.2 Each manuscript submitted must be in accordance with the requirements of this guide. Refereed publications will be sent to an independent referee, who will advise the Council of the Society on the acceptability of the paper. In the event of rejection by this referee, manuscripts may be sent to two other referees.
- 1.3 Papers, other than those specially invited by Council, will only be considered if the content is substantially new material which has not been published previously, has not been submitted concurrently elsewhere, nor is likely to be published substantially in the same form elsewhere. Well-known work and experimental procedures should be referred to only briefly. Reviews, letters to the editor and short notes may also be submitted for publication.
- 1.4 Original papers or illustrations published in the Journal and Proceedings of the Society may be reproduced only with the permission of the author and of the Council of the Society; the usual acknowledgements must be made.
- 1.5 An author who is a member of the Society will receive a number of reprints of their paper free. An author who is not a member of the Society is not entitled to free reprints, but may purchase them. Please contact the Society with reprint requirements when forwarding the final master manuscript for publication following acceptance by Council.

2 Presentation of Initial Manuscript for Review

2.1 Length of Papers

Manuscripts should be concise and preferably not more than eight format pages (including figures and tables). The cost of any extra pages may have to be met by the author. One page is about 500 words.

Introductions referring to work of earlier authors should be kept to a minimum. Lengthy discussions and detailed descriptions should be reduced by the use of tables and diagrams. Only under exceptional circumstances will presentation of the same data in tabular and graphical form be permitted.

2.2 Abbreviations

Abbreviations other than the standard shall be spelt out in full the first time and the abbreviation given in parentheses, e.g. ‘Commonwealth Scientific and Industrial Research Organisation (CSIRO)’ in the first occurrence, thereafter ‘...CSIRO’. Authors are reminded that readers of the Journal may not necessarily be completely familiar with all the abbreviations used in a particular field or discipline. Titles of periodicals should not be abbreviated.

2.3 Dates

In text the day should be followed by the month written in full and then the year thus: 20 December 1975 or 10 July to 4 September 1975. No punctuation is necessary. In tables and lists of collections the dates should be shown thus: 20.12.1975. The full 4 digits of the year must be shown.

2.4 Botanical, Zoological, Geological and Palaeontological Names

The format and nomenclature of botanical, zoological, geological and palaeontological names should follow the appropriate Australian or international standards.

Botanical names should follow the International Code of Botanical Nomenclature (St Louis Code) adopted by the Sixteenth International Botanical Congress St Louis, Missouri, July-August 1999.

(<http://www.bgbm.org/iapt/nomenclature/code/SaintLouis/0000St.Luistitle.htm>)

Zoological names should follow the most recent edition of the International Code of Zoological Nomenclature. (<http://www.iczn.org>)

Stratigraphic names must conform with the Australian Code of Stratigraphic Nomenclature and new names must first be checked and cleared with the Central Register of Australian Stratigraphic Names, Bureau of Mineral Resources. The letter of approval should be submitted with the manuscript. (<http://www.agso.gov.au>)

Stratigraphic practice should follow the International Stratigraphic Guide (second edition) and Field Geologists Guide to Lithostratigraphic Nomenclature in Australia.

All biological and palaeontological names should be in italics.

2.5 Quotations

Quoted passages from previous work should be kept to a minimum. They are given in single quotation marks and reported in *exact wording, spelling, and punctuation*. Errors in the original should not be altered but the word (*sic*) should be added to indicate the source of the error. Omitted phrases of the quotation are to be indicated by a row of three dots, and any insertions or comments should be put in square brackets. The page from which the quotation is taken should be given.

For a quotation within a quotation, use double quote marks inside single ones.

2.6 Numbers and Units

Presentation of numerals depends to some extent upon the context, so rigid rules cannot be applied, however the following guidelines should be followed:

For all measurements of quantity use figures e.g. 10 μ s or 33 grams.

In descriptive text, spell out whole numbers from one to ninety-nine and use figures for 100 and over except at the beginning of a sentence.

Enumerative and connected groups of numbers should be treated consistently, e.g. 33 out of 100 specimens, not thirty-three out of 100 specimens.

All decimal quantities less than unity should be preceded by a zero e.g. 0.952.

In setting out numbers containing four or more digits, *with the exception of map grid references*, the digits should be grouped in threes with a thin space, not a comma, between, e.g. 3 616 234 or 61.210 45. However, in textual matter when four digits only appear together, e.g. 4079 or 0.6124, a space need not be kept.

Large numbers should be quoted in exponential form, e.g. 3.5×10^6 to make their magnitude more obvious.

The International System of Units (Système International d'Unités or SI) should be used for all units.

2.7 Spelling and Punctuation

Spelling should follow the 'The Australian Oxford Dictionary'. Capitalisation, hyphenation and punctuation should be uniform throughout. The 'Style Manual for Authors, Editors and Printers' [?] gives a general guide to punctuation.

2.8 Web and Email Addresses

Angle brackets are suggested to indicate world wide web or email addresses within running text, however they are not necessary if the address is set apart from the text as in tables or lists. Always include the leading part of the protocol in web addresses such as http, ftp, gopher, wais or archie.

Examples: \langle http://nsw.royalsoc.org.au \rangle , \langle email: info@royalsoc.org.au \rangle

3 Layout of the Initial Manuscript for Review

The purpose of this section is to present guidelines for the Author so that the job of the Editor and Reviewers in checking the manuscript is made as easy as possible.

The initial paper for review must be sent as hard copy. For guidelines on the submission of the final copy of your paper in electronic format see section ??.

3.1 Materials and Format

Manuscripts should be submitted on A4 paper. Three copies are required; one for an office copy and two for the referees.

Manuscripts, including the abstract, figure and photograph captions, list of tables, acknowledgements and references should be printed double spaced, on one side of the paper only, and using wide (3 cm) margins.

Manuscripts should be arranged in the following order:

- Title
- Authors(s)
- Abstract
- Keywords
- Introduction
- Main text, subdivided under suitable headings
- Conclusions and/or Summary
- Acknowledgements
- References
- Appendices
- Name of Department and Institution/Organisation where work was carried out or private address as applicable.

3.2 Pagination

All pages (including those with tables, references and figure captions) shall be numbered consecutively. Insertions should never be stuck or pinned to the original typescript. Extra matter should be typed on a separate page in its correct sequence and numbered, e.g. 13a. Page 13 should then be marked 'page 13a follows'. If a sheet is removed, the previous sheet should be marked with its own number and that of the missing sheet.

3.3 Title and Abridged Title

The title should be as brief as possible consistent with containing as many keywords as considered necessary to indicate the contents of the paper.

An abridged title also needs to be included for use as a running header at the top of each printed page; such a short title must not exceed 50-letter spaces. Clearly indicate the short title by preceding it with the text ‘SHORT TITLE: ’.

3.4 Authors

The name of the author should appear on the first page of the manuscript. First name should be given in full where there is only one given name. Neither the academic qualifications nor the official positions of authors should be included here. The name and address of the organisation to which the authors are attached should be placed at the end of the manuscript. The author’s present address should be added if it has changed.

3.5 Abstract

An abstract, which will be printed at the beginning of the paper, must be submitted with each manuscript. The abstract, although brief, should be fully informative, indicating not only the scope of the paper but also stating the main results and conclusions. It should not be longer than 250 words.

This abstract will also be published on the societies web site and will be indexed by Web search engines.

3.6 Keywords

Provide three to six keywords so that on-line versions of the paper can be indexed by web search engines. Keywords should be separated by commas. Clearly indicate the key words by preceding them with the text ‘KEY WORDS: ’.

3.7 Headings

Level and placement of headings are governed by the length and complexity of subdivision of the contribution. The number of heading subdivisions should be kept to a minimum – ideally not more than two.

First order headings

First order headings should be typed with capitals and start at the left hand margin. If using a word processor first order headings should be set in capitals using 14pt bold. Leave a blank line above and below the heading.

Second order headings

Second order headings should be typed with the first letter only of each noun and adjective in capitals and start at the left hand margin. If using a word processor second order headings should be set 14pt bold. Leave a blank line above and below the heading.

Third order headings

Third order headings should be avoided. If necessary they should be set in-line with the paragraph and bold. The first letter of the first word only should be in capitals.

3.8 Paragraphs

Do not use justification; set the paragraph style to raggedright. Leave a blank line between all paragraphs.

3.9 Illustrations

It is recommended that when submitting a paper for review all illustrations be in the form and size intended for insertion in the master manuscript. If this is not readily possible then an indication of the required reduction (such as reduce to 1/2 size) must be clearly stated.

The Journal page dimensions are 175 mm x 247 mm (B5 paper), the maximum dimensions of the body text are 150 mm x 200 mm and a single column width is 72 mm.

Do not attach illustrations to the manuscript. They should be enclosed separately, and marked clearly on the back along the top edge with the author's name, title of manuscript and number of illustration lightly in soft pencil. If the orientation of the figure is unclear write 'top' on the back of the illustration.

Line drawings done by hand should be made in black ink on white drawing paper or drafting film. All lines and hatching or stippling should be even and sufficiently thick to allow appropriate reduction without loss of detail.

Size: Maps, diagrams and graphs should generally not be larger than a single page. However in the case of large figures it is possible to print the figure across two opposite pages. Either the figure can be printed on the left hand page, with the reference enclosed in a separate box on part or all of the right hand page, or the figure can be broken down the centre. In the former case, both parts of the figure must face the same way. In the latter case, either draw the figure in two separate parts with no border down the centre, or draw as one, add 'join line' ticks on the outside of the border and ensure that no lettering crosses the join line. An overlap of 5 mm down the centre may be included if the figure is drawn in two separate parts.

Scale: The scale of a map or diagram must be given in bar form (which allows reduction without change) and not as a numerical statement (e.g. 1:20 000)

Photographs: Halftone illustrations (photographs) should be included only when essential and should be presented on glossy paper (no negative is required).

Photographs may be presented either as full page illustrations composed of one or more separate photographs or as single illustrations of one or two column width.

Numbering: Diagrams, graphs, maps and photographs must be numbered, referred to in the text and have a caption. Illustrations in appendices continue numbering in the same sequence.

Reduction: If there are any illustrations, such as maps or photographs, or any tables or computer printouts which require photographic reduction and the author is not able to obtain reduced prints of adequate quality, then the Society will undertake to arrange for the appropriate reduction photography, the cost to be borne by the author. Authors should discuss the details of such an arrangement with the Editorial Secretary at the earliest opportunity.

3.10 Mathematical Expressions and Formulae

Detailed derivations of mathematical expressions and formulae should not be given when the work is straightforward; it is sufficient to indicate only the method of treatment and to state the final result.

Numbering of equations or formulae should only be done if reference to them is made in the text; numbering shall be on the right hand side only and a numbered equation or formulae must be typed on a separate line.

3.11 Tables

Each table should be numbered, referred to in the text by that number and placed in its appropriate position. Tables in appendices continue numbering in the same sequence. Each table must have a caption. Units of measurement should always be indicated in the headings of the columns or rows to which they apply.

Avoid using vertical rules in tables.

3.12 Lists

Lists of information, either ordered or unordered, may be given within the text.

If the items form individual sentences each should start with a capital letter and end with a full stop; the prefixes 1., 2., 3., etc. should be used. If the items are part of a continuous sentence they should start with lower case letters and end with the appropriate punctuation; the prefixes (a), (b), (c), etc. should be used.

If the items are a mere inventory they should start with a capital letter and end with a full stop; bullet points should be used.

3.13 Footnotes

One or two small footnotes per page are acceptable.

3.14 Acknowledgements

Acknowledgements should be placed under a separate heading immediately preceding References. The names, initials and, where necessary, official positions of those mentioned should be included.

3.15 References

References should be cited in the text by giving the author's name and year of publication, e.g. Bragg (1933), Bragg (1933a). References in the reference list should follow the preferred method of quoting references to books, periodicals, reports, theses, etc. and be listed alphabetically by author and then chronologically by date.

If the same author has more than one reference in the list, the author's name is repeated. If the author has more than one paper with the same publication date, they should be designated a, b, c as required.

References cited in an appendix should be included in the list of references.

Note: Titles of papers in journals, chapters in books and theses have capitals for proper names only. Titles of serial publications where the title refers to the whole volume have capitals for all nouns and adjectives.

3.16 Appendices

Appendices should be placed at the end of the paper, be numbered, have a caption and be referred to in the text. Illustration and table numbers continue consecutively from the main text. Where there is only one appendix it is not numbered.

3.17 Last page

The author(s) address(s) should be typed after the references at the end of the paper.

4 Guidelines for Submission of Electronic Copy

The purpose of this section is to present guidelines for the Author so that the minimum amount of work is necessary by the typesetter when marking up the final electronic copy for printing.

4.1 General

You should send the following to the Society:

- The final, accepted version of the paper either via email or by posting a 3.5-inch IBM-PC formatted disk(s) or CD-ROM.
- A hard copy of the text of the manuscript as finally approved for publication by Council. The electronic copy and the hard copy must be identical. If there is any discrepancy the hard copy version will be used as the definitive version by the typesetter.

If sending disks clearly label the disk(s) with the title of your paper and your name. Do not use spaces in the filenames.

4.2 Guide for Authors using Word Processor Software

Articles prepared on most word processors are acceptable. Please indicate what software package was used and its version.

All of the word processor's formatting codes will be stripped out when your text is processed so there is no need to use extensive formatting. Simple formatting such as heading levels, bold face, italics, subscripts and superscripts can be used.

Tables and equations will usually have to be re-keyed by the typesetter from your hard copy manuscript.

The following requirements must be followed.

Images

The resolution required for printing is 600 dpi. This means that for an image to be printed in one column (width ~ 75 mm i.e. 3inches) it must be at least 3 in x 600dpi = 1 800 pixels wide. For an image that will be printed at full textwidth (150 mm) it must have at least 3 600 pixels in width. If your image does not have the required number of pixels do not rescale it by interpolation – this will not improve the image.

For initial editing and review purposes the images may be embedded within the document however for the final printing each figure must also be supplied as a separate file with a resolution of at least 600dpi at the required size for acceptable printing. We require separate images for printing because images embedded in word processing programs cannot be extracted at a resolution for printing. If an author does not supply figures of an adequate resolution the paper may not be published.

Set justification to ragged right

Do *not* use justification, set the word processor to typeset the text ragged right. This prevents the word processor from hyphenating words.

Use blank lines to separate paragraphs

Please use a blank line to separate paragraphs rather than indentation.

Quote Marks

Do not use ‘smart quotes’ like ‘this’ or “this”. They do not get translated when your word processing format is converted to the format required for typesetting. Ensure that the smart quotes option is turned off in your word processor software. The normal quote character should then look like this ‘ and this ’.

4.3 Guide for Authors using L^AT_EX

Authors who use the L^AT_EX 2_ε document preparation system should use the article class. The use of macros should be kept to a minimum. If used they should all be placed at the start of the file, just before the “`begin-document`” command, and well commented so the typesetter can understand what they do.

References

- [1] ‘Style Manual for Authors, Editors and Printers’ sixth edition 2002, John Wiley & Sons Australia, Ltd. ISBN 0 7016 3648 3 (pbk.), ISBN 0 7016 3648 5.