

## ROYAL SOCIETY OF TASMANIA PAPERS AND PROCEEDINGS GUIDE TO AUTHORS

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### Scope

*Papers and Proceedings of the Royal Society of Tasmania* publishes research that focuses on Tasmania or is particularly relevant to Tasmanians. Although the subject matter is usually within the natural sciences or history, papers in the arts, social sciences or other disciplines are encouraged. Papers should embody the results of a significant piece of original work or offer an original synthesis or review.

Papers may be submitted by members of the Society or by non-members. Submission implies that the contents are original and have not been published previously in any form, and that no similar manuscript will be submitted elsewhere.

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### Address for Submissions

Honorary Editor, The Royal Society of Tasmania, GPO Box 1166, Hobart, Tas 7001, Australia.

Please include your email address and the name of the person the editor can contact with editorial queries, proofs etc. Also note whether electronic versions of the text of the paper (preferably in Word) and of the figures (in PICT, TIF, JPG or EPS) are available. Please submit an electronic version with your hard copy of expedite transmission to referees.

### Refereeing Policy

The Council of the Society will take into consideration the advice of at least two reviewers before deciding for or against accepting the paper for publication. That decision will be final. If the paper is not accepted, one copy will be retained by the Society, the others returned to the author. Once accepted, papers and their copyright belong to the Society. However, an author may copy his or her paper for distribution as a reprint, and reproduction of synopses in abstracting journals is authorised. PDF files are available for purchase by authors.

### Style

Referees are not expected to correct grammatical or spelling mistakes; papers should be well written, with the minimum of jargon. Remember that many of the readers of this journal are not specialists in your field; do not exclude them.

The Editor reserves the right to adjust the text for clarity, conformity to style, and publication standards. In general, the editor follows the conventions in the current edition of the *Style Manual for Authors, Editors and Printers* published by the Australian Government Publishing Service, and the spelling in the *Macquarie Dictionary*.

### Text format

- use 11 or 12 point serif type
- print double-spaced (not one-and-a-half spaced)
- do not justify (i.e. use ragged right)
- number all pages consecutively, including references, figure legends, appendices
- number every fifth line (automatic in Word) to assist reviewers
- send three copies of the paper (including good copies of the illustrations)
- note whether electronic versions of the text (Word) and figures (PICT, TIF, JPG or EPS) are available
- supply key words (2–10) for the use in abstracting journals
- include an abstract of no more than 200 words

### Citation format

- published material e.g., Brown (1983), Brown & Green (1985), Brown *et al.* (1987), Brown *et al.* (in press), (Brown 1983)
- note any information supplied personally to the author(s) e.g., (T.O. White pers. comm.); do not include in the list of references; obtain permission from the informant (preferably in writing) to quote him or her
- include the relevant page number of a lengthy cited work e.g., (1983, p. 110)
- do not refer to papers “in preparation” without an explanatory note to the editor

### References format

The reference list should conform to the format used in recent volumes of the journal, with the exception of three minor changes:

- journal titles to be given in full (not abbreviated)
- book titles to be in upper and lower case, italicised (not all-capitals)
- Authors names should be in upper and lower case bold face

### Tables and Illustrations

- number consecutively in the order of the first reference to them in the text

*Tables*

The preferred dimensions for tables are either (a) 65 lines or less in depth, each line of no more than 130 characters and spaces in length, or (b) 42 lines or less in depth, each line of no more than 190 characters and spaces. These dimensions include the title, explanatory material and column headings.

- tables should be “stand-alone”, with sufficient information for the table to be understood without reference to the text
- explain symbols and abbreviations (e.g., n.d. = no data) in the footnotes to the table
- should have the fewest possible lines; do not use the grid “default” in *Word*

*Illustrations (figures and plates)*

The maximum dimensions for illustrations, when printed, are 250 by 167 mm, including captions. Wherever possible, illustrations will be fitted into a single column (width 80 mm). Illustrations:

- preferably in black and white; colour illustrations may be used but authors will be expected to bear the extra cost of printing
- supply captions for all illustrations
- use keys within the artwork to explain symbols used in the illustrations
- add bar scales or objects of known or stated dimensions to show the scale of illustrations wherever appropriate
- write the author’s name and the figure or plate number in soft pencil on the back of each illustration
- lines, letters and symbols must be of a size and weight to stand the likely reduction to the printed size without

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- electronic figures should be made available in PICT, TIF, JPG or EPS formats. Do not embed illustrations (figures and plates) in a Word document.

**Appendices**

Material presented as Appendices (labelled A, B, C, etc.) are accepted at the editor’s discretion, but may be printed in a smaller type than the body of the paper.

**Conventions**

The Botanical, Zoological and Stratigraphic Codes of Nomenclature should be fully observed.

Use of SI units of measurement is strongly preferred where consistent with the means of measurement.

**Costs**

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