

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

The Royal Society of Tasmania, which was founded in 1843, is the oldest scientific society in Australia and New Zealand and the third oldest Royal Society in the Commonwealth. Since 1849, it has published annual volumes of refereed scholarly papers about Tasmania in the *Papers and Proceedings of the Royal Society of Tasmania* and, from time to time, monographs and special, generally thematic, issues of the journal. Its subscribers include learned societies, research institutions and universities all over the world.

### 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.

### 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.

### 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 two minor changes:

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

### 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 title
- 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 breaking up, becoming too faint, filling in or becoming

too small for ready legibility; the smallest letter or number, after reduction, should be not less than 2 mm high and, on the axes of graphs, 2.5 or 3 mm high.

- electronic figures should be made available in PICT, TIF, JPG or EPS formats.
- DO NOT supply figures and/or plates in a Word document. If electronic files are not available, please supply high-quality hard copy.

**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**

To keep publication costs down, texts should be concise, and tables and illustration should be used sparingly, both for economy and for maximum effect in the published form. Grants from author's institutions or elsewhere to support publication should be secured if possible. Authors are responsible for the costs of changes, other than minor corrections, to proofs. Page charges will normally be levied on the eleventh and each subsequent page of a paper as printed. The author will be charged the cost of printing colour illustrations.