

INSTRUCTIONS TO AUTHORS

Transactions of the Royal Society of South Australia Natural History Series of SA (RSSA)

1. Publication Policy

When an author submits a manuscript for consideration, it is assumed that the contribution to the work will be original on the author's part, except for such material from copyrighted sources as is reproduced with the written permission of the copyright owner.

No contribution (paper or chapter) shall be published until it has been reviewed and accepted by at least two referees who have expertise in the field.

Upon publication, copyright in the contribution (including illustrations) is held by the Royal Society of SA. Any subsequent publication of any material shall be by written permission of the Council.

All contributions submitted for publication shall be subject to control of the Editor(s). Authors are urged to read the following instructions carefully and to consult chapters/papers similar to their own in recent volumes of either *the Transactions* or the Natural History Series.

Authors agree to that the contribution shall contain no advice or instructions on treatments, medications, or other health care matters.

2. Permissions for Material from Other Sources.

Authors agree to obtain written permission from the copyright owner for use of any illustration, table, extended quotation, or other material taken from any book, article, or item that has previously been copyrighted, to pay the fees incurred on so doing, and to deliver all said permissions to the Editor(s) with your previously unpublished manuscript.

3. Submission

Contributions should be submitted **electronically** to the Editor in Microsoft Word format with double spacing and margins 2 cm wide. We currently do not accept submissions in Microsoft Word 2007, so please use Word's 'Save As' option to save your document as an older (.doc) file type.

The text, figure captions and tables should be sent as a single Word file, with the tables and figure legends printed at the end of the manuscript. Illustrations should be sent in a separate file (files) – see below.

The final corrected contribution must be submitted electronically.

4. Manuscript

Contributions must be as concise as possible consistent with scientific accuracy. Grammar, spelling and punctuation should be checked carefully and uniformity of presentation within a chapter must be observed.

Format. The text, including any symbols, should be in Times New Roman 12 pt. The title of the contribution and the name(s) of the author(s) should be in capitals. In addition to the name(s) of the author(s), the name(s) of their laboratories or other address should be given under the title, or as a footnote at the bottom of the title page. Where there is more than one author, for the information of the editor, one author should be nominated for any correspondence concerning the contribution.

Each table should be placed on a separate page after the References and formatted as e.g. Table 1. Measurements of *Ascaris* spp. There should be no vertical lines in tables. Tables should be kept to a minimum and be designed for column or page width (see below for sizes). Location of Tables and Figures in the text should be indicated by centring advice thus: TABLE/FIGURE X ABOUT HERE PLEASE in the text.

Underlining. Generally, underlining should be avoided. Italics in the manuscript are preferred to underlining.

Headings. Headings within a paper will be printed in general in the following order (but not all necessarily used) — caps and lower case, bold; caps and lower case italics; caps and small caps, Times New Roman; small caps, Times New Roman; caps and lower case, Times New Roman.

The metric system (SI units) must be used throughout.

Scientific names must follow the International Codes of Botanical and Zoological Nomenclature.

Geological papers must follow the Australian Code of Stratigraphic Nomenclature and should cite geological maps in the text with italics for the 1:63 630 series and full caps for the 1:250 000 series. See below for References to such maps.

Footnotes should be kept to a minimum and should be numbered consecutively throughout the paper.

5. Illustrations

We require **all illustrations electronically** (both line diagrams and photographs).

All illustrations, whether line or half-tone drawings, photographs or maps are treated as Figures, numbered consecutively, and placed throughout the text. Location of Figures in the text should be indicated by centring advice thus: FIGURE X ABOUT HERE PLEASE in the text.

Authors must submit their illustrations in electronic format (see below). However, all illustrations should conform to the general instructions for layout as follows.

Line drawings. Line drawings should be at 600 dpi (see below) and saved to conform with the following printed sizes. Figures will be printed at column width (8.5 cm) or page width (17 cm) with a maximum depth of 25 cm (including any captions below illustrations). Authors should design illustrations to meet these dimensions. Lettering should be in Arial with only the first letter of the first word and of any proper names capitalized. The x-height after reduction should be 1.3-1.7 mm (or 8-10 point in Arial). Thus for the reduction of graphs to 30, 40 or 50% of original linear dimensions, the initial x-height of lettering would be 5, 4 or 3 mm (c. 30, 22 and 18 pt) respectively. Proportionately smaller sizes of type, symbols, grid marks and curve thickness should be used for lesser reductions. Symbols and grid marks should be the same respective sizes and, after reduction, curves and axes should not exceed 1.5 point in thickness unless required for clarity. Lines should not be thinner than 0.5 pt, or they may drop out during printing. The following symbols are readily available and should be used: ○ ● □ ■ ▲ ▲ ▽ ▽ ◆ ◆ ★ . The symbols + or × should be avoided in figures. Explanations of symbols should be given in the caption to the figure. Lettering of graphs should be kept to a minimum. Grid marks should point inwards; legends to axes should state the quantity being measured and be followed by the appropriate units in parentheses. The Editor may be consulted for further guidance.

Scale bars should be included in all taxonomic drawings.

Photographs. Photographs must be of the highest quality (at least 300 dpi). Their dimensions must not exceed a column width of 8.5 cm or page width of 17 cm with a maximum depth of 25 cm (including any captions below illustrations). A scale bar must be included on all micrographs except scanning electron micrographs where the magnification can be given in the caption. Lettering should be in Arial that contrasts with its background and should be 1.5 to 2 mm high when printed. Important features to which attention has been drawn in the text should be indicated.

We require all illustrations electronically (both line diagrams and photographs). They should be supplied as separate files. Illustrations should be presented in black and white (or greyscale) unless colour is required. Adobe Photoshop is the preferred program for submitting figure scans in TIFF format.

Line drawings should be scanned at high resolution, at least 600 dpi at final (printed) size, and saved in black and white bitmap format as TIFF files. If Macintosh formats are used, the files should be prepared so that they are immediately readable by Microsoft software. Fine line drawings with a lot of variable grey shading should be saved in greyscale format. Photographs should be scanned at a resolution of at least 300 dpi at final size and saved in greyscale format. It is preferable for labels to be applied electronically to the scanned images, rather than scanning manually labelled figures. Electronic files of colour figures or photographs should be saved in CMYK colour not in RGB colour, because the CMYK format is required for printing. Authors should note that colours change when converted to CMYK from RGB and when

printed from different types of printer; hence it is important to check that the hard copy you provide is correct and matches the CMYK file version.

Computer-generated figures prepared using either a draw or chart/graph program must be saved in one of the following formats: Adobe Illustrator (.ai), encapsulated postscript (.eps), encapsulated metafile (.emf), Windows metafile (.wmf); charts created on a Macintosh computer should be saved as EPS, PS or PICT files. In all cases they should be editable vector graphic files. Remove colours from all charts and graphs. Do not embed figures in a Word document as these are often difficult to import successfully into typesetting programs.

Authors should not submit illustrations that require software other than that mentioned above.

6. References

In the text, references are cited chronologically by the author and date and are not numbered. Names of two co-authors are linked by '&'; for three or more, the first author's name is followed by '*et al.*'. Citation of authorities (name and date) should be given when a taxon name is first mentioned. Two or more co-authors of a name are linked by '&'. If, in the one place, there is more than one reference to the same author, the years of publication should be separated by commas. A series of references to different authors, in the one place, should be separated by semicolons. All references cited must be listed alphabetically at the end of the paper; all entries in this list must correspond to references in the text. Titles must be included for all references. Papers that have not been accepted for publication must be cited either as 'unpublished data' or as 'personal communication', and not be included in the list of references. The use of such citations is discouraged. **Titles of periodicals must not be abbreviated.** References should be in the following formats.

Tyler, M.J. (1989) 'Australian Frogs' (Viking O'Neil, Melbourne)

Andersen, A.N. & Ashton, D.H. (1985) Rates of seed removal by ants at heath and woodland sites in south-western Australia. *Australian Journal of Ecology* 10, 381-390.

Burnham, K.P. & Anderson, D.R. (1992) Data-based selection of an appropriate biological model: the key to modern data analysis. In 'Wildlife 2001 Populations' (Eds. D.R. McCullough & R.H. Barrett) pp. 16-30. (Elsevier, London, UK)

Jennings, J.T. (2000) 'Systematics and biogeography of hyptiogastrine wasps (Hymenoptera: Gasteruptionidae).' PhD thesis. (University of Adelaide, Aust.)

Huelsenbeck, J.P. & Ronquist, F. (2001) 'MrBayes 2.01: Bayesian Inference of Phylogeny.' Available at <http://morphbank.ebc.uu.se/mrbayes/>. [Accessed on 12 May 2004.]

Geological maps are given as: Dalgarno, C.R. & Johnson, J.E. (1966) PARACHILNA map sheet, Geological Atlas of South Australia, 1:250 000 series (Geological Survey of South Australia, Adelaide).

Where there are several papers with the same author as sole author, first of two authors, and first of more than two authors, they should be listed in the following order:

1. Sole author: listed first, in date order followed by:
2. This same author + one other: listed in alphabetical order of the second author, and in date order where there is more than one paper with the same two authors, followed by:
3. This same author + more than one other: listed in date order

Where there is more than one paper published in the same year by any one of the above combinations, they should be distinguished in the text and in the reference list as 'a', 'b' ... etc., placed after the year of publication.

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7. Proofs

As far as possible a proof will be provided. Proofs must be returned with an indication of whether the author requires the original illustrations to be returned.

8. Offprints

Offprints of each contribution will not be available. A .pdf file will be available, which will be free to members of the Society but charged to other authors; this is currently under discussion