

## Guidelines for Authors – *The Victorian Naturalist*

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*The Victorian Naturalist* welcomes the submission of papers presenting original and significant research. When preparing a paper for publication, please follow the journal style as closely as possible.

**Submission of a manuscript will be taken to mean that the material has not been published, nor is being considered for publication, elsewhere, and that all authors agree to its submission.**

Authors may submit material in the form of Research Reports, Contributions, Naturalist Notes, Letters to the Editor and Book Reviews. All Research Reports and Contributions are peer reviewed by external referees. A **Research Report** is a succinct and original scientific paper written in a form that includes an abstract, introduction, methods, results and discussion. Research Reports should be written in third person. A **Contribution** may consist of reports, comments, observations, survey results, bibliographies or other material relating to natural history. The scope of a contribution is broad in order to encourage material on a wide range of topics and in a range of styles. This allows inclusion of material that makes a contribution to our knowledge of natural history but for which the traditional format of scientific papers is not appropriate. **Naturalist Notes** are generally short, personal accounts of observations made in the field by anyone with an interest in natural history. These notes also may include reports on excursions and talks, where appropriate, or comment on matters relating to natural history. **Letters to the Editor** must be no longer than 500 words. **Book Reviews** are usually commissioned, but the editors also welcome enquiries from potential reviewers.

### Guidelines for presentation of papers

If submitting by post, three copies of the manuscript should be provided, each including all tables and copies of figures. If submitting by email, only a single copy is necessary. Original artwork and photos can be withheld by the author until acceptance of the manuscript. Manuscripts should be typed, double spaced with wide margins and pages numbered. Please indicate the telephone number (and email address if available) of the author who is to receive correspondence. Submission of manuscripts should be accompanied by a covering letter.

The **title** should be concise, interesting and informative and not stated as a question.

Research reports and contributions must be accompanied by an **abstract** of not more than 150 words. The abstract should state the scope of the work, give the principal findings and be sufficiently complete for use by abstracting services.

**Keywords** are included following the Abstract in Contributions and Research Reports. A maximum of five terms will be used.

**References** are cited chronologically in the text by author and date. All references in the text must be listed at the end of the paper in alphabetical order. Entries in this list must correspond to references in the text.

An electronic version and one hard copy of the manuscript are required upon resubmission after referees' comments have been incorporated. Documents should be in Microsoft Word. **The bibliographic software 'EndNote' should NOT be used.**

### Abbreviations

The following abbreviations should be used in the manuscript where appropriate (italicised as indicated): *et al.*; pers. obs.; unpubl. data; pers. comm. (followed by a date); 'subsp.' for subspecies.

### Units

The International System of Units (SI units) should be used for exact measurement of physical quantities.

### Figures and Tables

All illustrations (including photographs) are considered as figures and will be laid out to fit the width of a page (123 mm) or a column (59.5 mm) width. **It is important that the legend is clearly visible at these sizes.** Photographs should be of high quality/high contrast which will reproduce clearly. They may be colour slides or colour or black-and-white prints, or digital images. Line drawings, maps and graphs may be computer-generated or in black Indian Ink on stout white or tracing paper. The figure number and the paper's title should be written on the back of each figure in pencil. If a hand-drawn figure is scanned it must be done at a **minimum of 300 dpi resolution.**

Computer-generated figures should be submitted as high quality TIFF, encapsulated postscript (EPS) or high quality JPG files scanned at **300 dpi resolution** or more, separately on disc and **not embedded** into a MS Word document. Low-resolution JPG files will not be accepted.

Tables must fit into 59.5 mm or 123 mm. If using a table editor, such as that in MS Word, do not use carriage returns within cells. Use tabs and not spaces when setting up columns without a table editor.

All figures and tables should be referred to in the text and numbered consecutively. Their captions (Fig. 1, Fig. 2, etc.) should be placed on a separate page at the end of the manuscript. Tables (Table 1, Table 2, etc.) should have an explanatory caption at the top.

Please consult the editors if additional details are required regarding document formats and image specifications.

**Permits**

Papers reporting work that required permits should quote the appropriate permit type and numbers.

**Sequence data**

All nucleotide sequence data and alignments should be submitted to an appropriate public database, such as Genbank or EMBL. The accession numbers for all sequences must be cited in the article.

**Journal style**

For further information on style, write to the editors, or consult the latest issue of *The Victorian Naturalist* or most recent edition of *Style Manual for Authors, Editors and Printers* (John Wiley & Sons: Milton, Qld).

Authors are advised to note the layout of headings, tables and illustrations as given in recent issues of the Journal. A full stop is followed by a **single space**; **single quotation marks** are used throughout.

In all papers, first reference to a species should use both the common name and binomial. This journal uses capitalised common names for species, followed by the binomial in italics without brackets, e.g. Kangaroo Grass *Themeda triandra*. However, where many species are mentioned, a list (an appendix at the end), with both common and binomial names, may be preferred. Lists must be in taxonomic order using the order in which they appear in the references recommended below.

**References**

References in the text should cite author and year, e.g. Brown (1990), (Brown 1990), (Brown 1990, 1991), (Brown 1995 unpubl.), (Brown and Green 1990), (Brown and Green 1990; Blue 1990; Red 1990). If there are more than two authors for a paper use (Brown *et al.* 1990). All references mentioned in the text should be included, in alphabetic order, at the end of the text under **References** (see examples below). The use of unpublished data is accepted only if the data are available on request for viewing. Pers. obs. and pers. comm. should not be included in the list of references. **Journal titles should be given in full.**

Leigh J, Boden R and Briggs J (1984) *Extinct and Endangered Plants of Australia*. (Macmillan: South Melbourne)

Lunney D (1995) Bush Rat. In *The Mammals of Australia*, pp. 651-653. Ed R Strahan. (Australian Museum/Reed New Holland: Sydney)

Phillips A and Watson R (1991) *Xanthorrhoea*: consequences of 'horticultural fashion'. *The Victorian Naturalist* **108**, 130-133.

Smith AB (1995) Flowering plants in north-eastern Victoria. (Unpublished PhD thesis, The University of Melbourne)

Wolf L and Chippendale GM (1981) The natural distribution of *Eucalyptus* in Australia. Australian

National Parks and Wildlife Service, Special Publications No 6, Canberra.

Other methods of referencing may be acceptable in manuscripts other than research reports, and the editors should be consulted.

**Manuscript corrections**

Page proofs are sent to the corresponding author for checking prior to publication. At this stage only minor alterations may be made.

**Complimentary copies**

Following publication of an article in the journal, five complimentary copies of that issue are sent to the author(s) for each paper. Authors of Naturalist Notes and Book Reviews will receive two complimentary copies of the journal. Please notify the editors before publication if more copies are required.

**Taxonomic names**

Cite references used for taxonomic names. **Checking species names is the responsibility of authors.** The books we use as references for articles in *The Victorian Naturalist* are listed below. **Authors should refer to the source used for species names in their manuscripts.** In every case, the latest edition should be used.

**Mammals** – Menkhorst PW and Knight F (2011) *A Field Guide to the Mammals of Australia*, 3rd edn. (Oxford University Press: South Melbourne)

**Reptiles and Amphibians** – Cogger H (2000) *Reptiles and Amphibians of Australia*, 6th edn. (Reed Books: Chatswood, NSW)

**Insects and Marine Creatures** – ABRIS: <<http://www.environment.gov.au/biodiversity/abris/online-resources/fauna/index.html>>

**Birds** – Christidis L and Boles WE (2008) *Systematics and taxonomy of Australian birds*. (CSIRO: Collingwood, Victoria)

**Plants** – Walsh NG and Stajsic V (2007) *A Census of the Vascular Plants of Victoria*, 8th edn. (Royal Botanic Gardens of Victoria: Melbourne)

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