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*** records the results of a structured study that employs methods and analyses designed to answer a question. It is written generally in the third person, and in a form that includes an abstract, introduction, methods, results and discussion. A ***Contribution*** answers a question through research, which is not necessarily new, e.g. it could be a literature review used to provide the answer, or make a comparison. 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. ***Symposia papers*** are the published form of papers presented at FNCV symposia and will be reviewed inhouse. ***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, 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
Manuscripts should be submitted by email, or by post, on a USB. Documents should be in Microsoft Word. Original artwork 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.

The bibliographic software 'EndNote' should NOT be used.

Abbreviations
The following abbreviations should be used in the manuscript where appropriate (these should NOT be italicised): et al.; unpubl. data; pers. obs.; pers. comm. (**each followed by a relevant date**); 'subsp.' for subspecies.

Numbers
Numbers used within a sentence, with the exception of zero and one, should, in most cases, be rendered as numerals.

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). **It is important that the legend is clearly visible at these sizes**. Photographs should be of a sufficiently high quality and contrast to reproduce clearly. They may be in colour or black-and-white. All figures should be submitted separately as high quality TIFF, encapsulated postscript (EPS) or high quality JPG files, of **300 dpi resolution** or more, 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 Australian Government Style Manual online at <https://www.stylemanual.gov.au>.

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 to printed sources
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), (Blue 1990; Brown and Green 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). Where a reference has more than 5 authors, the first four authors and the last author is used, separated by an ellipsis. 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.

References to websites
Reference within the text to a website, should be in the form ('Website name' 'year'). All references mentioned in the text should be included, in alphabetic order, at the end of the text, complete with the date website was accessed, e.g.

BoM (2014) Climate data online. (Bureau of Meteorology: Melbourne). <http://www.bom.gov.au> [accessed 14 January 2014].

Where an author can be ascribed to the webpage, details should be given, e.g.

Wikipedia contributors (2020a) *Schinus terebinthfolia*. In *Wikipedia, The Free Encyclopedia* <https://en.wikipedia.org/w/index.php?title=Schinus_terebinthifolia&oldid=985239010> [accessed 12 October 2020].

References to newspapers
Reference within the text to a newspaper article, should be in the form ('Anon' [or 'Author' if given] year. The reference must be included in the list of references in the following form:

Anon *Central Queensland Herald* (*The*) 30 April 1931, p. 7.

Manuscript corrections
Page proofs are provided 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, the corresponding author of each paper will be provided with a PDF copy of the article. Complimentary copies of the full issue, in printed form, can be sent on request.

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 (2018) *Reptiles and Amphibians of Australia*. Updated 7th edn. (CSIRO: Collingwood).

Insects and Marine Creatures—ABRS: <http://www.environment.gov.au/biodiversity/abrs/online-resources/fauna/index.html>.

Birds—Menkhorst P et. al (2021) *The Australian Bird Guide,* Revd edtion. (CSIRO: Clayton South).

Plants—VicFlora (2024). Flora of Victoria, Royal Botanic Gardens Victoria. < https://vicflora.rbg.vic.gov.au>.

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