

INSTRUCTIONS 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. Past copies of the journal, except the last two years, can be accessed on the University of Tasmania eprints portal: <http://eprints.utas.edu.au/>

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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Please submit your paper electronically either to the Royal Society at royal.society@tmag.tas.gov.au, or to the Honorary Editor, whose email can be obtained by enquiring at this same Society email address. If illustration files are too large to email, a disk can be sent to The 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.

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, a copy will be retained by the Society. Once accepted, papers and their copyright

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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 12 point serif type
- print double-spaced (not one-and-a-half spaced) for hard copy, but use single-spaced copy for electronic submission.
- 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
- submit an electronic version of the text (Word) and figures (TIF, JPG, PDF or EPS).
- 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”; cite these as (author(s) unpubl. data).

References format

The reference list should conform to the format used in recent volumes of the journal. Common examples are as follows:

Single author paper:

Bingham, M. 1998: The distribution, abundance and population trends of Gentoo, Rockhopper and King penguins in the Falkland Islands. *Oryx* **32**: 223–232.

Two author paper:

Hawke, D. J. & Newman, J. 2005: Using isotope analysis to identify incorporation of marine nutrients in terrestrial birds at Snares Islands. *Notornis* **52**: 108–111.

Multiple author paper:

Ainley, D. G., Veit, R. L., Allen, S. G., Spear, L. B. & Pyle, P. 1995: Variations in marine bird communities of the California current, 1986–1994. *California Cooperative Oceanic Fisheries Investigations Reports* **36**: 72–77.

Book:

Davison, A. C. & Hinkley, D. V. 1997: *Bootstrap Methods and their Application*. Cambridge University Press, Cambridge: 592 pp.

Edited work:

Marchant, S. & Higgins, P. J. (eds) 1993: *Handbook of Australian, New Zealand and Antarctic Birds. Volume 2: Raptors to Lapwings*. Oxford University Press, Melbourne, Australia: 1048 pp.

Chapter in an edited work:

Artyukhin, Y. B. & Burkanov, V. N. 2000: Incidental mortality of seabirds in the drift net salmon fishery by Japanese vessels in the Russian Exclusive Economic Zone, 1993–1997. In Kondratyev, A. Y., Litvineko, N. M. & Kaiser, G. W. (eds): *Seabirds of the Russian Far East*. Ottawa, Canadian Wildlife Service Special publication: 105–116.

Thesis:

Charleton, K. J. 2002: Variation in Sooty Shearwater burrow entrance density, burrow use and chick emergence: Science and Traditional Environmental Knowledge approaches. Unpublished MSc thesis, University of Otago, Dunedin.

Electronic version of journal:

Chiswell, S. M. & Rickard, G. J. 2006: Comparison of model and observational ocean circulation climatologies for the New Zealand region. *Journal of Geophysical Research* **111**: C10011, doi:10.1029/2006JC003489.

Website:

IUCN 2001: *IUCN Red List of Threatened Species 2001 Categories & Criteria (version 3.1)*, www.iucnredlist.org (accessed 22 January 2007).

Report:

MacKenzie, D.I. & Fletcher, D. 2005: Characterisation of seabird captures in NZ fisheries. Report to Ministry of Fisheries for Project ENV2004-04. April 2006. Unpublished Report to the Ministry of Fisheries, Wellington: 99 pp.

PLEASE NOTE that an en-dash should be placed between page numbers NOT a hyphen.

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. Format for headings is as follows:

TABLE 1

Correlation coefficients between spatial properties of Wedge-tailed Shearwater burrows at Radar Reef, Rottneest Island

- explain symbols and abbreviations (e.g., n.d. = no data) in the footnotes to the table which should be superscripted by sequential numbers.
- 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).

- colour illustrations are acceptable with no extra cost to the author
- supply captions for all illustrations. Format for captions is as follows:
FIG. 1 — Location of Rottneest Island. Note that there is a space followed by an Em-dash followed by a space after *FIG. 1*
- use keys within the artwork to explain symbols or colours used in the illustrations
- add bar scales or objects of known or stated dimensions to show the scale of illustrations wherever appropriate
- 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 TIF, JPG, EPS or PDF formats. DO NOT EMBED ILLUSTRATIONS (FIGURES AND PLATES) IN A WORD OR POWERPOINT DOCUMENT. THEY IMMEDIATELY LOSE RESOLUTION AND ARE DIFFICULT TO RETRIEVE.

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.