



# The Royal Society of New South Wales

*The Journal and Proceedings  
of the  
Royal Society of New South Wales*

## Information & Style Guide for Authors

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## **1 General Guidelines**

- 1.1 Manuscripts for publication in the *Journal and Proceedings of the Society of New South Wales* should be submitted electronically by e-mail to the Honorary Secretary (Editorial), [editor@royalsoc.org.au](mailto:editor@royalsoc.org.au) (see section 4). Hard-copy submissions will not be accepted and will be returned to the corresponding author.
- 1.2 Manuscripts must be submitted in accordance with the requirements of this guide. Refereed publications will be sent to at least one independent reviewer, who will advise the Editorial Board on the acceptability of the paper. In the event of rejection by this reviewer, manuscripts may be sent to other reviewers for consideration. The corresponding author must nominate at least three candidates for consideration as reviewers, together with their contact details. It should be noted that the anonymous reviewer(s) appointed to review the paper may not be chosen from these candidates.
- 1.3 Other than papers specially invited by Council, priority is given to those that contain substantially new material which has not been published previously. Papers that review research programmes, particularly those that demonstrate relevance beyond their particular discipline are encouraged but authors will be required to declare that the work is not subject to pre-existing copyright unless written permission is granted to the Society to publish copyright work. Book reviews, letters to the editor, short notes and opinion pieces are also encouraged.
- 1.4 Original papers or illustrations published in the Society's publications may be reproduced only with the permission of the author and of the Council of the Society. The usual acknowledgements must be made.
- 1.5 Copyright is retained by the author but the author is required to assign unconditionally in writing the right for the Society to reproduce or distribute any work published by the Society free of royalty or any other charge or restriction.

## **2 Presentation of Initial Manuscript for Review**

### **2.1 Length of Papers**

Manuscripts should be concise and preferably in the range of 3,000 to 7,000 words. An abstract of 100-200 words is required.

### **2.2 Chemical, Botanical, Zoological, Geological and Paleontological Names**

The format and nomenclature of chemical, botanical, zoological, geological and paleontological names should follow the appropriate Australian or international standards.

All biological and paleontological names should be in italics.

### **2.3 Numbers and Units**

The International System of Units (Système International d'Unités or SI) should be used for all units in the system.

### **2.4 Spelling and Punctuation**

Spelling should follow *The Australian Oxford Dictionary*. Capitalisation, hyphenation and punctuation should be uniform throughout.

### **3 Layout of the Initial Manuscript for Review**

The initial paper for review should be submitted only as an electronic copy – see Section 4 below.

#### **3.1 General Formatting**

Initial manuscripts for submitted review should be formatted for **A4** paper. (See instructions for electronic submission in Section 4 below.)

Manuscripts should be arranged in the following order:

- 1 Cover Page with Title and Name of Department and Institution/Organisation where work was carried out or private address as applicable. Name and contact details of corresponding author should be clear.
- 2 On a new page, author details and affiliation, including a brief (30 words maximum) biographical note for each author. This will appear at the end of the paper if accepted for publication.
- 3 On a new page, nominate a minimum of four candidates for consideration as reviewers, together with their contact details. (Note that the anonymous reviewer(s) appointed to review the paper may not be chosen from these candidates.)

Then, starting on a new page:

- 4 Title
- 5 Abstract (not be longer than 250 words)
- 6 Keywords (maximum of six)
- 7 Introduction
- 8 Main text, subdivided under suitable headings
- 9 Conclusions and/or Summary
- 10 Acknowledgements
- 11 References
- 12 Appendices.

There should be no reference to or other identification of any author other than on the Cover Page.

Use a blank line to separate paragraphs and do not indent the first line of paragraphs.

#### **3.2 Illustrations**

When submitting a paper for review all illustrations must be in the form and size intended for insertion in the final manuscript. If this is not readily possible then an indication of the required reduction (such as reduce to 1/2 size) must be clearly stated.

The Journal page dimensions are 175mm × 247 mm (B5 paper), the maximum dimensions of the body text are 150 mm × 200 mm and a single column width is 72 mm.

#### **Images**

The resolution required is 600 dpi. This means that for an image to be printed in one column (width 75 mm i.e. 3 inches), it must be at least 3 in × 600 dpi = 1800 dots wide.

For initial editing and review purposes the images may be embedded within the document, but for the final printing EACH FIGURE MUST BE SUPPLIED AS A SEPARATE FILE with a resolution of at least 600 dpi at the required size for acceptable printing. We require separate images for printing because images embedded in word processing programs may not be able to be extracted at a resolution for printing. If an author does not supply figures of an adequate resolution the paper may not be published.

### **3.3 References and Bibliographic Style**

References should be cited in the text by giving the author's family-name and year of publication, e.g. Bragg (1933), Bragg (1933a). References in the reference list should follow the preferred method of quoting references to books, periodicals, reports, theses, etc. and be listed alphabetically by author and then chronologically by date.

If the same author has more than one reference in the list, the author's name is repeated. If the author has more than one paper with the same publication date, they should be designated a, b, c as required.

The following examples illustrate the style to be used for references:

Journal article:

Cyphers, P. (1992) "The consumption of paradise" *Art Journal*, 51, 2, 52-56.

Book:

Ehrenfeld, J. R. (2008) *Sustainability by design: a subversive strategy for transforming our consumer culture*, Yale University Press, New Haven, CT, USA.

Book section:

Rolston III, H. (2003) "Value in nature and nature of value"; in Light, A. & Rolston III, H. (Eds.) *Environmental ethics: an anthology*; Blackwell Publishing Ltd, Malden, MA, USA, 143-153.

Authors who use Thomson Reuters *EndNote* database and bibliographic software in preparation of manuscripts, an EndNote style called *J-Proc-Royal-Soc-NSW-v3.ens* is available for download from the Society's web-site.

References cited in an appendix should be included in the list of references.

NOTE: Titles of papers in journals, chapters in books and theses have capitals for proper names only. Titles of serial publications where the title refers to the whole volume have capitals for all nouns and adjectives.

## **4 Guidelines for Submission of Electronic Copy**

The purpose of this section is to present guidelines for the corresponding author so that the minimum amount of work is necessary by the typesetter when marking-up the final electronic copy for printing.

#### **4.1 Submission**

Papers should be submitted for review to the Society by email to [editor@royalsoc.org.au](mailto:editor@royalsoc.org.au).

1. **INITIAL SUBMISSION:** a file (A4 format) in **Microsoft® Word format** (.doc or .docx) that shows the paper in the form as you intend it to be read but formatted as outlined in Section 3;
2. **FINAL SUBMISSION:** a file (A4 format) in **Microsoft® Word format** (.doc or .docx) with all diagrams and images as **separate image files** at resolution of at least 600 dpi. A note should be included in the text indicating where each diagram or image should appear. **Also submit a PDF file** of the paper formatted exactly how you want the paper to appear.

**ALTERNATIVELY (but only if using the template that can be downloaded from the Society's website)** format the document as **B5**, plus the PDF file.

#### **4.2 Other Word Processor Software**

Articles prepared on most word processors are acceptable but **only if** the final document format is **Microsoft® Word format** (.doc or .docx)<sup>1</sup>.

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<sup>1</sup> Some authors, particularly in the fields of mathematics and physics, use typesetting software such as LaTeX. There are software solutions available to convert LaTeX files to the DOCX or RTF format (for example, a commercial utility from [www.grindeq.com](http://www.grindeq.com) and an open-source utility from <http://latex2rtf.sourceforge.net/>). (Generally, RTF files can be opened in Microsoft® Word and then saved as DOCX files.) The Society does not recommend or endorse either of these specifically but they might be of assistance.