

Tasmanian Field Naturalists Club Inc.

G.P.O. Box 68, Hobart, Tas. 7001

THE TASMANIAN NATURALIST

GUIDELINES FOR AUTHORS

Preamble

The Tasmanian Field Naturalists Club aims to encourage the study of all aspects of natural history and to encourage the conservation of our natural heritage. The Club is comprised of both amateurs and professionals who share a common interest in the natural world.

The Tasmanian Naturalist is published annually by the Tasmanian Field Naturalists Club Inc. and was first published in 1907. The journal provides a forum for the presentation of observations on natural history, and views on the management of natural values, in both formal and informal styles.

Authorship is unrestricted: Club and non-Club authors are welcome. Local, national and international authors are all encouraged.

The following information is provided to authors wishing to submit manuscripts for consideration for publication and to referees requested to review submitted manuscripts.

Content

The Tasmanian Naturalist publishes articles on all aspects of natural history and the conservation, management and sustainable use of natural resources, with a focus on Tasmania and Tasmanian naturalists. These can be either in a formal or informal style. Articles need not be written in a traditional scientific format unless appropriate for the content. A wide range of types of articles is accepted. For instance, the journal will publish articles that:

- summarise or review relevant scientific studies, in language that can be appreciated by field naturalists;
- stimulate interest in, or facilitate in identifying, studying or recording particular taxa or habitats;
- record interesting observations of behaviour, phenology, natural variation or biogeography;
- stimulate thinking and discussion on points of interest or contention to naturalists;
- put the study of natural history today into context through comparisons with past writings, archives, etc.;
- review recent publications that are relevant to the study of Tasmanian natural history.

Book reviews, web site reviews, poetry and prose and other informal natural-history related content are also accepted. If you are thinking of submitting such material, please check with the Editor first (to avoid duplication of items such as book reviews and for appropriateness of content).

Editorial policy

The Club has a formally elected Executive Committee. The Editor of *The Tasmanian Naturalist* is a member of the Committee. The Editor is responsible for the layout and timely delivery of *The Tasmanian Naturalist* on an annual basis and reports to the Committee on progress. It is the responsibility of the Editor to ensure that submitted content is appropriate and relevant to the Club's policies and philosophy. In the absence of a formal editorial sub-committee, the Editor may exercise discretion and request advice from the Executive Committee on submitted material.

The Executive Committee can be contacted by authors and referees if resolution of any editorial matters is required.

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Submission of manuscripts/articles

Manuscripts should be sent to the editor, either emailed to nat.editor@tasfieldnats.org.au or mailed to the Club's address. Feel free to contact the editor (see the Club's website for current contact details) prior to submission to discuss the format, style and content, or any particular submission issues (such as provision of large illustrations).

Submissions should be provided in standard word processing format (i.e. .doc file). Please ensure all pages are numbered. Graphs, illustrations or maps should also be provided electronically by preference, generally in TIFF or JPEG format. Figures, especially photographs, should be supplied in high resolution (ideally 300 dpi) to ensure high quality reproduction. The Editor can assist with scanning of illustrations if originals are provided.

The Tasmanian Naturalist is printed in October and distributed to the Club membership and libraries during November/December. Articles, especially those that may require formal review by an external referee, need to be submitted by the end of July to ensure inclusion in the current year's edition. Please contact the Editor to discuss possible articles and the need for review, which may affect how much time is available.

Authorship

Where manuscripts are submitted with more than one author, the Editor will correspond with the primary author only (or the indicated author for correspondence if not the primary author). The Editor will assume that the submission of the manuscript is agreed by all authors and that any re-submitted versions are also agreed by all authors.

Style and format

Formal articles should follow the style of similar articles in recent issues. Authors are requested to access the Club's web site or library to obtain a recent edition of *The Tasmanian Naturalist*. Informal articles need not fit any particular format (an abstract is needed only for formal articles).

Note that it is the Editor's role to ensure that all articles in the volume are in a similar style. However, wherever possible, authors should attempt to submit articles in a format similar to previous articles with respect to headings and numbering/naming of illustrative elements and references. There is no requirement to adjust margins, text justification or page size, utilise particular fonts, line spacings or other such format elements.

Title

Ensure that the title is succinct and relates directly to the content of the manuscript. Some flexibility in the title is allowable in *The Tasmanian Naturalist* with some latitude in the formality of the title and in the use of humour.

Author

Please provide the full name of the author(s), including middle initials if desired.

The affiliation of the author(s) must also be provided including name of organisation, full postal address and an email address. Where an author submits the article as an affiliate of an organisation, the Editor will assume that the organisation has agreed to the publication of the content. If an author is unaffiliated, only the postal address and email address is required.

Abstract

An abstract is only required for articles written in a more scientific style. Abstracts should be concise (preferably fewer than 200 words) and include the key objectives and findings of the work. Some authors may find it more appropriate to use the term "summary" rather than "abstract".

Content and headings

Authors are requested to be as concise and precise as possible in their writing style. While *The Tasmanian Naturalist* can accept a great deal of flexibility in writing styles presented, space is

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of a premium (due to the cost of production) so authors of articles written in an informal style need to be cognisant of this.

Units and measurements

International scientific units should be used, except where not relevant (e.g. citation of historical imperial information). In text values should be followed by the abbreviated scientific unit, with a space between the value and the abbreviation e.g. the tail was 10 cm long and had a diameter of 4 mm.

Abbreviations and acronyms

Due to space constraints, use abbreviations and acronyms where possible but only where this will aid in the readability of the article. Use of abbreviations in reference citation is acceptable in some cases (e.g. PWS for Parks and Wildlife Service, a widely used Tasmanian abbreviation) but the first use must be fully written out, and the reference easily found in the reference list.

Illustrations

All illustrations, of whatever style, should be submitted as separate files (or be appended to the end of the article, with a list of captions, with clear cross-reference to the illustrations), rather than embedded in the text. Illustrations should be "stand-alone" with sufficient information for them to be understood without reference to the text. Ensure that all symbols used in illustrations (including tables) are explained in an embedded legend, a caption or as a table footnote.

Authors can indicate in the main section of text where they would like an illustration to appear and should ensure that the text includes a cross-reference to the numbered illustration. Authors should also advise if illustrations need to be of a certain size, orientation, sharpness, etc. early in the editing process.

In *The Tasmanian Naturalist*, illustrations take the following form:

- (1) Figures (graphs, line drawings, diagrams, maps, etc.)
- (2) Plates (colour, black and white, grey-scale photos, microscope captured images, etc.)
- (3) Tables (for any tabulated information).

Where relevant (and especially for maps), a scale bar (and for maps, a north arrow) should be included (or otherwise captioned). Tables should be formatted as close as possible to those that appear in recent editions of the journal but note that the Editor often needs to substantially modify table format to allow tables to be fitted to the printable area so authors should not spend too much time formatting tables themselves.

Information should not be duplicated in different forms of illustrative elements, except where necessary to illustrate information in a different way or present different information, which may be partly repetitive.

Authors should present illustrations to the Editor as close to the format as desired. It is not the role of the Editor to manipulate illustrations, redraw graphs or touch up photos, except for the purposes of in-text placement.

Credit for photos must be provided. The Editor will assume that the permission of the copyright owner has been gained. Authors should take care with the use of copyright-restricted material such as images from web-based satellite imagery or State-owned cadastral, topographic and geological mapping products, and provide permission, acknowledgement or credit as appropriate in the caption of the illustration and/or in the acknowledgments section of the manuscript. The Editor will also assume that other people appearing in photographs have given their permission (authors may be requested to provide formal acknowledgement that people appearing in photos have provided permission for their image to appear in print, a requirement under privacy legislation).

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The Tasmanian Naturalist may, subject to available funds (usually through sponsorship and/or donations), print the journal in full or partial digital colour but authors should assume that their illustrations will appear in grey-scale.

Appendices

Appendices may be accepted at the Editor's discretion. Appendices should be used to present information that need not appear in the main part of the text but that readers may wish to cross-reference to during reading. Inclusion of such material may depend on space limitations and printing constraints. Alternative means of presenting the information can be discussed with the Editor during the review process.

Acknowledgements

Authors should acknowledge, as concisely as possible, those involved in the work presented. Authors may elect to acknowledge the input of referees (whether anonymous or otherwise) at the author's discretion. The Editor does not require acknowledgment for editorial duties.

References

Authors are encouraged to cite peer-reviewed literature rather than often hard-to-obtain "grey literature" (e.g. formally unpublished internal government reports, post-graduate theses, informal newsletters and brochures of organisations) and difficult to confirm or "shifting" information sources (e.g. updated web pages, internet dictionaries and encyclopaedias, etc.). However, it is recognised that the use of such sources is sometimes necessary, and indeed, warranted for many naturalist-style notes.

In-text citations are as follows:

The cats we examined were all black, a finding also presented by Felix (2009). The dogs were all brown, a finding not supported by previous studies (Growler *et al.* 1969; Growler 1996; Furball & Growler 2003; Barker 2005; Furball 2009a, 2009b).

That is, citations are chronological, then alphabetical. No punctuation marks follow the author name; multiple citations are separated by semi-colons. Two authors are written in full separated by an ampersand (&); three or more authors are written as the primary author followed by *et al.* (the *et al.* in italics, the *al.* but not the *et.* followed by a period).

References cited in the text should be listed at the end of the paper in the following format (alphabetical and chronological):

Bryant, S.L. (1991). *The Ground Parrot* *Pezoporus wallicus* in Tasmania: *Distribution, Density and Conservation Status*. Scientific Report 1/91. Department of Parks, Wildlife and Heritage, Hobart.

Parks & Wildlife Service. *Wombat*, *Vombatus ursinus*.
<http://www.parks.tas.gov.au/index.aspx?base=4898>, accessed July 7 2009.

Ponder, W.F. (1993). Endemism in invertebrates in streams and rivers as demonstrated by hydrobiid snails. In: *Tasmanian Wilderness: World Heritage Values*. Eds. S. Smith & M. Banks. Royal Society of Tasmania, Hobart.

Rankin, D.J.W. (1998). *Patterns of Variation and Relationships in the Peppermint Eucalypts* (*Eucalyptus* L'Her. ser. *Radiatae Chippendale*). Unpublished PhD thesis, LaTrobe University, Melbourne, Australia.

Ratkowsky, A.V. & Ratkowsky, D.A. (1976). The birds of the Mt. Wellington Range, Tasmania. *Emu* 77: 19–22.

Watts, D. (1993). *Tasmanian Mammals: A Field Guide*. Peregrine Press, Kettering.

The Editor will assist authors with formatting for other citation types (e.g. web sites, brochures, theses, etc.). Authors are reminded to create reference citations themselves rather than relying on previous publications, which may have themselves mis-cited a source.

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Scientific and common names

Authors may use either scientific or common names of species but should keep in mind the wide readership of the journal, with a preference to the use of common names if possible (although in some cases the use of scientific names will be preferred and necessary e.g. taxonomic style articles). However, the scientific name of a species should appear at least at the first mention in an article. Thereafter, the common name or the abbreviated scientific name can be used.

Scientific nomenclature of vascular plants should follow the Tasmanian Herbarium's most recent census (see their web site for a copy). Common names should follow *The Little Book of Common Names for Tasmanian Plants* (Wapstra, H, Wapstra, A, Wapstra, M. & Gilfedder, L., 2005, updated annually and available on the Department of Primary Industries, Parks, Water and Environment's web site). Where appropriate, authors should acknowledge the source of scientific and common names (mainly appropriate for articles "rich" in names of species).

Scientific names for animals should be as up-to-date as possible and, where appropriate, the source of the names should be acknowledged.

Scientific names of species should be italicised and common names in plain type. Common names of plants are generally all in lower case. Common names of animals can be in upper case (especially for birds), although the use of apostrophes is discouraged. In most articles (except those with a taxonomic content), it is not necessary to provide an authority citation after a scientific name.

Book (and other material) reviews

Reviews of books (and other materials) are welcomed. The style of such reviews is flexible but reviewers are requested to keep reviews factual and informative and related to the utility of the material to the field naturalist wherever possible. The Editor does not place strong restriction on critical reviews but reviewers are reminded that the review is accompanied by their contact details and their statements should be defensible and made with the intention of informing the Club membership of the utility of the material.

Authors submitting book reviews are requested to include the following details (see printed examples in previous volumes of *The Tasmanian Naturalist* for examples of reviews):

- Full title of book, including subheadings
- Full author names (as they appear on the cover of the book, including initials if present)
- ISBN code
- Date of publication
- Publication company
- Format of book (e.g. soft cover, hard cover, pamphlet, etc.)
- Number of pages
- Illustration style (e.g. illustrated book, black and white photos, colour plates, etc.).

If possible, a high resolution scan of the cover of the material (e.g. book cover) and an example of the material (e.g. scan of an illustrated page, if relevant to the content of the review) being reviewed is requested.

Review process

Acceptance of submitted material for inclusion in *The Tasmanian Naturalist* is at the discretion of the Editor.

Formal articles are normally sent to at least one referee for comment. This is undertaken to try to ensure accuracy of information and to improve the quality of presentation. It should not be seen by prospective authors as a means for their work to be criticised but rather as a service to help them improve their manuscripts. Referees will be provided with a copy of these guidelines and copies of the submitted manuscript, with a request to respond to the questions presented (see example in these guidelines) and to provide any other commentary as relevant. Authors

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may request or suggest referees for their manuscripts but the final selection is at the discretion of the Editor, based on own knowledge, advice of the Executive Committee (if necessary), and availability of referees (and their ability to deliver a reviewed manuscript in the time required). Referees may remain anonymous or be made known to authors at the discretion of the referee. In some cases, the Editor may act as the formal referee: in these cases the author will be advised and need to agree to this course of action.

The Editor is willing to assist any prospective authors who have little experience in writing articles. Please contact the Editor as early in the writing process as possible.

Copyright and other matters

All authors will be provided with a printed copy of the volume of *The Tasmanian Naturalist* in which their article appears. If their organisation requires additional copies, a request should be made to the Editor prior to printing because the Club has a limited print run (an at-cost fee may apply in these cases).

In addition, all authors will receive an "unprotected" (i.e. copyable and printable) pdf file of their article. The Tasmanian Field Naturalists Club Inc. authorises the author(s) to copy and distribute hard copy and electronic versions of their articles, including publishing pdf files on the author's own web site or the web site of their affiliated institution cited in the article. However, article content must remain unaltered, including reference to title of manuscript, author name(s), year of publication, volume number and page numbers. Any copying and distribution must be in accordance with Tasmanian, Australian and international laws and policies on copyright protection.

The Club distributes *The Tasmanian Naturalist* to several Tasmanian-based libraries and institutions/organisations. In addition, the Club may publish all or part of each volume on the Club's web site via links to pdf files, which may appear at different qualities and availability (e.g. text recognition, etc.). The most recent year's volume may not appear on the Club's web site for a period of approximately 12 months. The Club has an ongoing project to index and database all articles included in *The Tasmanian Naturalist* since the journal's inception in 1907.

Sponsorship and donations

The Tasmanian Field Naturalists Club Inc. is a not-for-profit incorporated body. The printing and distribution of *The Tasmanian Naturalist* is supported by the Club's funds gathered through membership fees. In recent years, *The Tasmanian Naturalist* has been produced on higher quality paper than that used previously, includes a square spine with printed title, replacing the former style, and since 2007 includes colour plates. The Club historically received sponsorship and other forms of financial support for the production of the journal.

The higher cost of production in recent years has been generously supported by government departments, non-government organisations, government business enterprises and small business. Sponsorship has been sought at the discretion of the Editor (with approval of the Executive Committee) from organisations affiliated with included authors. The sponsorship is independent of the review process for individual articles.

These *Guidelines for Authors* were prepared by Mark Wapstra (Editor, 2007 –) in October 2009 and endorsed by the Executive Committee on 1 December 2009.

Authors can make editorial suggestions related to *The Tasmanian Naturalist* by contacting the Editor. People or organisations who may wish to support the production costs of the journal can also contact the Executive Committee via the Editor.

The Editor, *The Tasmanian Naturalist* Tasmanian Field Naturalists Club Inc.

nat.editor@tasfieldnats.org.au

or check the Club's website (<http://www.tasfieldnats.org.au/AboutUs.htm>) for contact details of the current Editor.

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REFEREE NAME

REFEREE AFFILIATION

REFEREE ADDRESS

DAY MONTH YEAR

Dear REFEREE

Thank you for agreeing to act as a referee for a manuscript submitted for consideration to VOLUME XXX (YEAR) of *The Tasmanian Naturalist*.

Please find ATTACHED/ENCLOSED a copy of the draft manuscript "TITLE" by AUTHOR(S).

I have also attached the *GUIDELINES FOR AUTHORS* for your information, which provides background information on *The Tasmanian Naturalist* including editorial policy.

ADD COMMENTS HERE ON DATE REFEREED MANUSCRIPT NEEDS TO BE RETURNED BY AND ANY OTHER INFORMATION RELEVANT TO THIS PARTICULAR REVIEW.

The following pages have a series of questions to address in the review process but feel free to make additional comments where appropriate. I am happy to receive feedback via email (e.g. tracked changes version) or as annotated hard copy. Please note that if you utilise tracked changes in some software that your name or initials may appear in the document and be made available to the author(s).

Please do not hesitate to contact me if you have any queries.

Kind regards

Editor Name

Editor, *The Tasmanian Naturalist*

c/- Editor Address

Editor Address

(03) Editor Phone or Editor Mobile

Or via email to nat.editor@tasfieldnats.org.au

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REVIEW OF

INSERT FULL TITLE OF MANUSCRIPT

INSERT AUTHOR NAME(S)

FOR VOLUME XXX (20xx) OF *THE TASMANIAN NATURALIST*

1. Is the manuscript suitable for inclusion in *The Tasmanian Naturalist*?

[*The Tasmanian Naturalist* publishes articles on a wide range of topics from scientific research, survey and monitoring results, naturalist's notes, member observations, biographies, poetry and prose, etc. on a wide range of natural history topics including zoological (vertebrate, invertebrate, marine, terrestrial, aquatic), botanical (vascular, non-vascular), other biodiversity (e.g. fungi, etc.), geological, meteorological, etc. Tasmanian-centric material is preferred but information from other regions will be accepted if relevant to Tasmanian natural history.]

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2. Is the information presented novel i.e. has the information been published elsewhere to your knowledge?

[*The Tasmanian Naturalist* will accept some manuscripts that re-present information previously "published" elsewhere (e.g. conference presentations, newsletters, other naturalist-type club journals, etc.) but full acknowledgement of such previous "publication" must be made and permission sought from the place of original "publication", where appropriate.]

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3. Is the information presented factually accurate, or if not, can the information be made factually accurate by addressing reviewer commentary?

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4. Is the text sufficiently succinct?

[*The Tasmanian Naturalist*, like most journals, has space limitations. Having said that, the journal does provide an opportunity for slightly less formal writing styles than other more scientific journals attempting to appeal to a wide audience including both a scientific and naturalist community.]

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5. Is the title appropriate and does it relate well to the content of the article?

[*The Tasmanian Naturalist* format allows for slightly longer titles than may be permissible in some more formal journals, and article titles with an informal, even amusing, element are acceptable.]

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6. Are the figures, plates, maps and tables required and well presented? Are other such illustrative elements needed that have not been included?

[The editor of *The Tasmanian Naturalist* will insert illustrative elements in conjunction with the author(s) and as space and layout restrictions allow. All images in articles will usually be printed as grey scale. However, subject to sufficient funding, colour versions of major plates will be included, either in place within the text or as a separate section of the volume.]

7. Is the referenced material accurately cited in both text and reference list?

[The editor of *The Tasmanian Naturalist* will cross-check text and reference list citations, and will ensure appropriate formatting. The referee is mainly requested to check for factual accuracy in citation of information.]

8. Is the referenced material current? Are major reference sources included?

9. Have appropriate acknowledgements been made to others involved in the information presented and manuscript production?

10. Do you have any other comments of a specific or general nature regarding the manuscript?

[Please attach additional pages or refer to annotated hard or electronic copy of reviewed material if necessary.]

Thank you for reviewing the manuscript. Please return any comments to:

Editor Name
Editor, *The Tasmanian Naturalist*
c/- Editor Address
Editor Address
(03) Editor Phone or Editor Mobile
Or via email to nat.editor@tasfieldnats.org.au

[Please sign and date this referee document on the next page and indicate if you wish to remain anonymous. The comments provided on these pages, in any electronic versions (e.g. where track changes has been used) or annotated had copies may be made directly available to the author(s) or be summarised by the Editor (depending on the nature of commentary).

