

Acknowledgements

This Guide has evolved over the years during my work as a scientific editor. My aim has been to integrate those standards and conventions already established in scientific and technical literature that are relevant to our needs and purpose in CALM and to clarify points where such standards are not universally established. Over the passage of time I have collected a vast array of notes pertinent to this work, some of which have been my own ideas developed in response to a situation or problem, some I have 'borrowed' from my readings on writing, editing and publishing technical and scientific works, and some have arisen from discussions with colleagues and scientists. Most of these were written on scraps of paper, the source identified, without any thought that one day I would prepare a Guide such as this, and over time I have lost sight of what have been my own words and ideas and what I have 'borrowed' from others. I therefore apologise for any inadvertent 'borrowings' that have not been acknowledged.

I am particularly grateful to Ian Abbott and Steve Hopper for their help and encouragement in preparing this Guide.

I thank the following people for reading the manuscript and offering helpful suggestions: members of SPEC (Steve Hopper, Ian Abbott, Frank McKinnell, Terry Macfarlane, Geoff Stoneman), Ken Atkins, Allan Burbidge, Liana Christensen, Per Christensen, Stuart Halse, Angas Hopkins, Robyn Mundy, Jill Pryde, Dave Ward, Paul Wilson, Tess Williams, Jim Williamson; and thanks to Carlene Pearson for patiently retyping my numerous drafts.



Prefatory Note

This Guide has arisen out of a need to clarify requirements, criteria and policy for Departmental scientific and technical publishing and to aid both Authors and Editors in the preparation and progress of these manuscripts.

It is only in referring to the Guide and using it at a practical level that its usefulness and inadequacies will become evident. Please notify me of any shortcomings that become evident to you as you use it so that a future edition may include any revisions that are necessary.

Marianne Lewis

Contents

INTRODUCTION	1
PROCEDURE FOR SUBMITTING AND PUBLISHING SCIENTIFIC AND TECHNICAL MANUSCRIPTS	3
MATERIALS AND PRESENTATION	6
HEADINGS	8
STYLE AND CONVENTIONS	11
<i>Spelling</i>	11
<i>Language</i>	11
<i>Abbreviations</i>	12
<i>Nomenclature and Terminology</i>	13
<i>Numbers</i>	13
<i>Dates</i>	14
<i>Units and Symbols</i>	14
<i>Equations</i>	14
<i>Mathematical Formulae</i>	14
<i>Presentation of Statistical Results</i>	14
<i>Chemical Symbols and Formulae</i>	15
<i>Footnotes</i>	15
<i>Quotations</i>	16
REFERENCES	17
<i>Citing Unavailable Material</i>	17
<i>Personal Communication</i>	18
LITERATURE CITATIONS	18
<i>The Heading</i>	18
<i>Arrangement of Citations</i>	18
<i>Journal Articles</i>	19
<i>Books</i>	19
<i>Conference Papers</i>	20
<i>Verifying the Citations</i>	20
<i>Using the Original Language</i>	21

Contents

TABLES	22
<i>Unity</i>	22
<i>Heading of Tables</i>	22
<i>Footnotes to Tables</i>	23
<i>Accuracy</i>	23
FIGURES	24
<i>Illustrations</i>	24
<i>Photographs</i>	25
A WRITER'S CHECKLIST	26
QUICK FORMULA FOR ANALYSING A PIECE OF RESEARCH	28
CORRECTION OF PROOFS	31
<i>Correction of Edited Version</i>	31
<i>Correction of Page Proofs</i>	31
<i>Reading for Meaning</i>	31
BIBLIOGRAPHY	32
APPENDICES	
I POLICY STATEMENT NO.5	34
II ATTACHMENT TO POLICY STATEMENT NO.5	36
<i>Preamble</i>	37
<i>Articles in Scientific Journals (Reprints)</i>	39
<i>Research Bulletin</i>	41
<i>Technical Report</i>	43
<i>Occasional Paper</i>	45
<i>Wildlife Management Program</i>	47
<i>Nuytsia</i>	49
<i>Kingia</i>	51
<i>Regional Flora Handbook</i>	53
<i>Landnote</i>	55
<i>Land Management Plan</i>	57
III PUBLICATIONS SUBMISSIONS FORM	59

Introduction

Minor variations in style exist between all publishing organisations, particularly where international standards have not been established. As a result every publishing house has a 'house style' which clarifies moot points and sets the standards for consistency.

The 'house style' adopted by the Department of Conservation and Land Management is based wherever possible on commonly accepted standards, for which authoritative references are available. The intention of this guide is to facilitate the preparation of papers by the common application of the house style.

Plan your paper with care. You should clearly define the aim and conclusion of the work. Write with your potential reader in mind. Determine the most appropriate avenue for publication of your paper before starting to write, so that the required standards of quality, format and conventions are met.

All authors of scientific articles must apply the scientific method and follow the conventional form: introduction and literature, materials and methods, results, discussion.

Refer to the Attachment to CALM Policy Statement No. 5 (Appendix II) for a description of Departmental research and technical publications. If you have any questions discuss them with your Program Leader, Senior Principal Research Scientist (SPRS) (Science) and/or the Scientific Editor.

Have one or more colleagues read the manuscript critically prior to submission. It is your responsibility as author to have it approved by your Program Leader and Senior Principal Research Scientist / Principal Research Scientist (PRS) (Science) (Research Division authors) or by your Divisional Manager (authors from other Divisions) before submission to the Editor (Appendix III).

Manuscripts are judged on their contribution of original data, ideas, or interpretations, and on their clarity, accuracy and conciseness.

The subject and content should be relevant to some aspect of conservation and land management (as defined by the Department's responsibilities). Papers that will be considered include: scientific research; new and



Introduction

significant technical or scientific information or data; review papers developing a new concept, hypothesis or theory; relevant literature reviews. Papers must be of interest to readers and the style must be appropriate to the intended audience (see Appendix II).

The following, however worthy, ordinarily fall outside the scope of Departmental publications: technical lectures, curriculum studies, reports on local segments of comprehensive or regional trials, travelogues and unmodified theses or dissertations.

Submission of a manuscript does not automatically guarantee acceptance and publication. The Scientific Publications Editorial Committee (SPEC), using a systematic reviewing system, determines which manuscripts will be accepted for publication. All manuscripts are refereed.

Procedure for Submitting and Publishing Scientific and Technical Manuscripts

- 1** The author submits the completed manuscript (see Materials and Presentation) to the Program Leader (Research Division), or to the OIC (other Divisions).
- 2** The Program Leader/OIC assesses the manuscript and, if acceptable, refers it to the SPRS / PRS (Science) (Research Division) or Divisional Manager (other Divisions) together with names of three or four suggested referees.
- 3** The SPRS/PRS(Research)/Divisional Manager (other Divisions) assesses scientific/technical acceptability and policy implications of the manuscript. If these policy implications require clarification the manuscript is referred to the Divisional Manager (Research)/General Manager (other Divisions).
- 4** The manuscript is submitted to the Editor. Manuscripts intended for publication by CALM are submitted to the Departmental Scientific Editor in Research Division accompanied by the completed Publication Submission Form (Appendix III). Receipt of manuscript will be acknowledged.

If the manuscript is intended for publication in a journal outside the Department it is submitted by the author(s) to the editor of the chosen journal.

The following steps in the procedure apply to Departmental manuscripts only: the requirements for submission to, and the procedures followed by, external journals are determined by the journal and liaison is between the author(s) and journal editor.

- 5** The Editor assesses the manuscript for completeness, quality of writing and organization of information, and suitability for the nominated publication. In cases of doubt, a manuscript is referred to SPEC to determine whether it will be forwarded to referees or rejected. Inadequately prepared manuscripts will be returned without review.

Procedure for Submitting and Publishing Scientific and Technical Manuscripts

- 6 The Editor refers the manuscript to at least two referees for scientific assessment and comment on suitability as a research or technical publication, and for suggestions or criticisms designed to improve the quality of the paper.
- 7 Referees' comments and recommendations are returned to the author for consideration. Manuscripts may be: accepted without amendment; accepted provided certain specified conditions are met; or rejected. If a manuscript is returned to the author for revision, the author must submit a revised manuscript to the editor within one month. Manuscripts undergoing revision for longer than six months will be considered to be new submissions and evaluated by new referees.
- 8 The author returns the revised manuscript to the Editor, having incorporated referee recommendations or given a clear and substantiated explanation why they have not been followed, together with all referees' comments.
- 9 The manuscript is checked by the Editor to ensure that the author has given due attention to the referees' recommendations; it is then accepted for publication provided all conditions have been met.

A manuscript may be rejected at any stage if it becomes evident that the author has not made every effort to co-operate in the reviewing and editing process or fails to meet standards and criteria set for publication.

Disputes between referees and the author or between the author and editor will be handled by SPEC.
- 10 Once a manuscript is accepted the editor edits the manuscript, in liaison with author(s), for clarity of meaning, logical progression and organization of material, and for consistency in style and adherence to house style and standards.

***Procedure for
Submitting
and Publishing
Scientific and
Technical
Manuscripts***

- 11*** The author checks the edited manuscript and returns it to the editor.
- 12*** The editor arranges artwork, page make-up and preparation of camera-ready copy for printer.
- 13** The author proofreads the camera-ready copy and returns it to the editor.
- 14** Copy is sent to the printer.
- 15** The completed publication is delivered from the printer and is distributed.

** These procedures will be superseded when camera-ready copy is prepared by authors using desktop publishing.*

The order of processing manuscripts for publishing will be by date of acceptance unless otherwise determined by the Executive Director. However, dates of publication may not fall neatly into the same order as the dates of acceptance since the duration of editing and publishing varies with different manuscripts.

Materials and Presentation

Authors are required to forward three hard copies of the manuscript and all accompanying material to the editor as well as a 5^{1/4} inch floppy disk of the text, keyed in Multimate or Microsoft Word.

Enclose with the manuscript a completed copy of the form in Appendix III.

Authors must retain a complete copy of the manuscript and all accompanying material to insure against loss in the mail, and for their own use. Prior to final publication and distribution it is the author's responsibility to deal with any requests or enquiries concerning the manuscript other than those arising from the normal publishing procedure.

Papers for publication must be mailed flat: do not bend or roll. Fasten with clamps and clips: do not staple or bind.

Manuscripts must be on quality A4 white paper. The characters must be clear and black. Some tables and figures may be larger than A4 size in which case a larger sheet is acceptable.

All manuscripts must have a title page containing the title and author(s)' name(s) .

Manuscripts, including the abstract, figure legends and captions, and references, should be typed on one side of the paper only. Use double spacing throughout. Use single spacing only where it is necessary to make a table fit a page. All margins must be at least 3 cm.

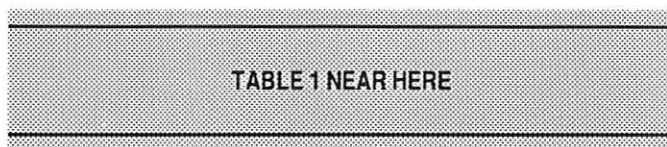
Number all pages of the manuscript consecutively in Arabic numerals throughout the entire paper, beginning at the title page, including those pages containing references, appendices, tables, illustrations and captions, all of which are placed after the text.

Each Table must be numbered consecutively in Arabic numerals, and typed on a separate page. Tables must be gathered together and placed after the list of references.

Materials and Presentation

Each Figure must be numbered consecutively in Arabic numerals and prepared on a separate page. Authors should keep all original illustrations until the Editor asks for them; initially send photocopies. After copy editing of the manuscript is completed, you may be asked to modify illustrations. When necessary corrections have been made, provide either the original drawings or sharply focussed photographic prints. Labelling and captions should be on a photocopy and not on the original figure.

The appropriate position for the Table or Figure to be inserted should be indicated in the text by two parallel lines enclosing 'Table 1 near here' or 'Figure 2 near here'. Thus:



Each reference cited in the text, tables, and legends must be included in the list of references at the end of the paper.

All references listed under REFERENCES must be cited at least once in the text, tables or legends.

It is your responsibility as author to provide clear manuscripts presented according to the guidelines set out here. Inadequately prepared manuscripts will be returned to the author.

Headings

Keep the number of heading levels to a minimum.

In the manuscript, the following styles of four levels of headings are recommended:

MAIN HEADINGS

The main headings are capitalized and centred. Each main heading (also called first-order headings) should be treated like the heading for a chapter of a book. (Main headings consist of such section identifiers as ABSTRACT, CONTENTS, GLOSSARY, INTRODUCTION, METHODS, RESULTS, DISCUSSION, CONCLUSION, REFERENCES, APPENDIX, and the like.)

Heading Level Two

If only two levels of headings are used omit this centred heading level two.

Heading Level Three

Text to continue on the next line.

These headings will be typed in bold type at the proof stage and in the final printing. A request for bold type can be indicated by underscoring with a wavy line.

Heading Level Four Text to continue on the same line.

The important thing to remember is that whatever format is required, the main headings and the subheadings should receive the appropriate typographical emphasis and should be consistent. If they are numbered or lettered, letters and numbers should be consecutive and parallel throughout the text.

Numerical or alphabetical indexing of various levels of headings is usually superfluous: do not use them unless they are absolutely essential. Equivalent information can be transmitted through variations in type and placement of headings, with a neater result.

Headings

For a major work that is divided into parts and/or chapters it is suggested that parts or sections be identified by upper case Roman letters (i.e. A., B., C. ..) and chapters by Arabic numerals (i.e. 1., 2., ...)

e.g. PART A FORESTRY
Chapter 1 The Value of Forests
Chapter 2 Forest Policy
PART B WILDLIFE

Appendices should be designated upper case Roman characters , (i.e. I, II, III ...)

e.g. APPENDIX IV

Listings of points may be indexed profitably with Arabic numerals in parentheses, lower case alphabetical in parentheses, Roman characters and 'dots'. The following order is recommended;

1., 2., for major, independent points, otherwise omit.

- (1) Experimental Work
 - (a) description of apparatus, materials etc.;
 - (b) procedure.
- (2) Discussion
 - (a) deficiencies of experimental procedure
 - (i) in perspective (i.e. the outlook in planning the experimental technique);
 - (ii) in attack (i.e. the approach used in the investigation);
 - (iii) in completeness.
 - (b) meaning of data
 - (c) further work required.

Headings

For some reference documents, such as manuals and working plans, the following section and paragraph numbering system may be appropriate:

4 REPORT FORMAT

4.1 Air Force Requirements

4.1.1 Climatic Conditions: Military aircraft must be able to operate efficiently in any region of the world. They must function satisfactorily throughout the temperature range of -65 F. to 160 F. and in any climatic condition.

4.1.2 Durability: It is of paramount importance that the aircraft structure be designed to sustain a reasonable amount of battle damage without complete failure.

4.1.3 Operation and Controls

4.1.3.1 All fighter aircraft enclosures shall be power operated unless specifically exempted from this requirement by the Procuring Agency.

4.1.3.2 Methods of jettisoning the enclosure shall be subject to the approval of the Procuring Agency before the 689 Board Inspection.

4.1.3.3 Clear-Vision Panel

4.1.3.3.1 When required by the type of model specification, a hinged panel shall be provided in the windshield and shall be capable of being latched in the open position.

4.1.3.3.2 The clear-vision panel shall be located so that the pilot must lean slightly to one side to obtain forward vision. The following types of panels may be used:

- (i) Plate glass
- (ii) Plexiglas
- (iii) Acetate-type plastic

Style And Convention

Be clear, concise, courteous, constructive, correct, and complete in your writing at all times. Ensure your paper is as brief and concise as possible, consistent with clear communication. Observe the strictest economy in the use of words, tables and illustrations. Your paper should be interesting to read.

In general, the conventions of style to be followed are those set out in the *Style Manual* published by the Australian Government Publishing Service (A.G.P.S.) (1988) unless otherwise indicated in this Guide.

Spelling

Use the preferred Oxford Dictionary spelling (the preferred spelling being the first mentioned where alternative spellings are listed) with exceptions detailed in the *Style Manual* (A.G.P.S. 1988).

Language

Your work should be presented concisely and clearly, and have the courtesy to assume your readers appreciate correct English.

Do not use a word that is not listed in a dictionary unless it is widely accepted in formal communications in your field. Avoid colloquialisms, clichés and pomposities, and eliminate unnecessary jargon.

The technical vocabulary or typical idiom of specialists or workers in a particular discipline is considered jargon. Jargon that meets standards of good etymological practice has a place in formal reports. However, avoid vocabulary or jargon so peculiar to a discipline that it inhibits rather than promotes the interchange of ideas beyond that discipline.

Where it may be considered necessary or desirable to use a term that is not widely understood it must be defined, either in the body of the text or as a footnote. In some works it may be appropriate to include a glossary.

Style and Convention

Per cent and percentage: Do not use per cent for percentage. Per cent should be preceded by a number (for example: *three analyses gave the following percentages of sugar, 93.2, 93.1, and 92.9. There was an increase of 15 per cent in production*).

Abbreviations

Only essential abbreviations should be used and must be defined the first time they occur, e.g. total dissolved solids (t.d.s.) Thereafter, the abbreviation only may be used in the text.

Authors must exercise consistency in using abbreviations. Avoid using abbreviations that could be confusing or ambiguous. Not everything may be acceptably abbreviated. Discriminate according to common sense and a sense of style and clarity.

In a large document do not abbreviate terms that are used only a few times.

In a document that may be used more as a reference than read in total, if abbreviations are to be used, it may be appropriate to include a glossary of abbreviations for reference.

An 's' should not be added to an abbreviation (except for nos [numbers], vols [volumes] and Figs [Figures] in the sense of illustrations, and eds [editors]).

Universally understood abbreviations of metric weights and measures may be used in tables and in footnotes, and in the text when directly following figures. Non-metric units should usually be spelt out.

Abbreviations of generic names, e.g. *A. pulchella*, may be used only following mention of the name in full in the text e.g. *Acacia pulchella*. When referring to another genus commencing with the same letter then the original must be spelt out in full when next mentioned. There must be no possibility of confusion of genus, e.g. *A. pallidum* = *Astroloma pallidum* not *Acacia*. If this is not clear then the genus must be spelt out in full.

Many abbreviations are widely used and understood because they have been sanctioned by international and

Style and Convention

national scientific organizations or they have become conventional through long use in one or more influential scientific disciplines. Abbreviations and symbols established by internationally recognized authorities on units or nomenclature may be used without first spelling out in full.

Nomenclature and Terminology

When a species is first mentioned in the text, the vernacular name (if any) and the scientific name (underlined in the manuscript - or italicized) with the author must be given. Subsequently, either the vernacular or the scientific name without the author, may be used. A species' author must not be cited in the title.

Numbers

Use figures for all definite sums of money, times, weights, measures, percentages, degrees of temperature and statistics (for example: \$14.50, 1600 h, 6.7 kg, 2.75 cm, 15.6 mL, 47 per cent, 112°C) except where the number begins a sentence.

In other instances use words for numbers up to and including ten, spell out all indefinite and approximate periods of time and all other numerals that are used in a general manner (e.g. one hundred years ago, thirty years old, about two and one-half hours, ten instances, three times). Judgement and commonsense must be exercised in this matter. For instance, figures should be used in experimental data where periods of time are definite and of frequent occurrence.

Be consistent in the use of figures throughout the article.

Never begin a sentence with digits.. Recast the sentence, or, if this is impossible, write the number in words.

Spell out numbers if confusion would be caused by the use of figures (e.g. *fifteen 200-watt Mazda lamps*).

Omit commas separating four or more digits; use a space instead e.g. 5 000, 16 000.



Dates

In the text write out the month in full, e.g. 17 August 1982, though this may be shortened (e.g. 17.8.82 i.e. day.month.year) in Tables and Figures.

Units and Symbols

Use those of the International System of Units (SI). SI units should be used for exact measurements of physical quantities and as far as practical elsewhere.

Per cent should be spelt out in the text. The symbol % may be used in Tables. Use the international spelling of metre and litre and a capital L as the symbol for litre.

Authors who are unfamiliar with the SI units should consult AS 1000-1979 *The International System of Units (SI) and its Application* issued by the Standards Association of Australia (1979).

Equations

Centre an equation between the right and left margins of the manuscript page and leave double space above and below it.

Mathematical Formulae

These should be carefully typed with symbols in correct alignment and adequately spaced. At least two clear lines should be left above and below all display equations. Where Greek letters or other special symbols must be handwritten, these should be inserted with care and indicated by pencilled notes in the margins.

Presentation of Statistical Results

Where an hypothesis is tested the probability of a type I error should be given, e.g. ($p < .05$). Avoid gaucheries such as "we can, therefore, be 95 per cent confident that this is true".

Where an estimation is made, give the appropriate confidence interval for the predicted value, e.g. $1.20 \leq x \leq 2.87$ (95 per cent confidence).

Style and convention

Where ANOVA is used, present a table of series of squares, and the F value.

In graphs, it is conventional to show the dependent variable on the vertical axis, the independent on the horizontal.

Chemical Symbols and Formulae

Chemical symbols are internationally understandable and unambiguous, and are acceptable in publications.

Chemical formulae may be ambiguous, but when ambiguity is unlikely to be a problem, chemical symbols and formulae are preferred in tables.

In the text, names of elements or compounds are preferable when used in a descriptive sense, e.g. virtually all of the soils in the region are deficient in phosphorus. Symbols or formulae may, however, be used in specifying a measurement of quantity, or when they are well-known (e.g. per cent N, H₂SO₄).

Footnotes

In Text:

Footnotes should be used in text only when essential. They may be used when there is a need to give subsidiary information that would otherwise seriously interrupt the text.

If required, footnotes should be numbered consecutively throughout the text, using superscript numerals (², ³, ...). The reference number to the footnote should be placed in the text after the word or sentence to which the footnote refers.

In the printed publication the footnote itself will be printed at the bottom of the page on which the reference numeral appears.¹

¹ In the manuscript, however, the footnote should be typed immediately following the line or paragraph in which the reference number appears, with a line typed immediately above and below the complete footnote.

Style and Convention

If mathematical formulae containing exponents appear in the text, care should be taken to avoid confusing exponents and footnote reference numbers.

In Tables:

Explanatory footnotes to tables should be referenced by means of italicized lower case letters in parentheses.

Table footnotes should appear directly below the table in which the reference(s) occurs.

Misuse of Footnotes:

Use footnotes only where they are indispensable. They are expensive and distract from the text. A sentence in parentheses may often take the place of a footnote. Include important material in the text; omit irrelevant material.

Quotations

Permissions:

An author wishing to reproduce material from a copyrighted publication must obtain written permission from the copyright owner before printing or otherwise reproducing such material. A copy of the written permission must be submitted along with the manuscript to the Editor. If a publisher or organization holds the copyright, it is important as a matter of professional courtesy to obtain also the author's permission. Always secure permission from the original publisher, not from one that has reproduced the material.

When writing to the copyright owner, tell how you wish to use the material and identify it clearly. For a book, give the author, title, edition number, year of publication, and page number; identify illustrations or tables by number, and text material by beginning and ending phrases. For a journal, give the journal title, volume and page numbers, article title and author's name; identify illustrations, tables and text material in the same manner as for a book.

References

The Harvard System (name and year system) for the citation of references is to be used in all manuscripts.

In the text cite the name(s) of the author(s) and the year of publication. The placement of parentheses depends on sentence structure.

One author: Jones (1976) or (Jones 1976)

Two authors: Jones and Smith (1976) or
(Jones and Smith 1976)

Three or more authors: Jones *et al.* (1950) or
(Jones *et al.* 1950).

If the author(s) and the year are identical for more than one reference, insert lowercase letters (in alphabetical succession) after the year.

Jones (1976a) or (Jones 1976a)
Jones (1976b) or (Jones 1976b)
Jones *et al.* (1960a) or Jones *et al.* 1960a)
Jones *et al.* (1960b) or (Jones *et al.* 1960b)

To cite an article, report, or monograph issued by a committee, institution, society, or governmental agency, cite the sponsoring organization or, if named, a chairperson or editor(s) as the author(s).

Citing Unavailable Material

The need to cite references not readily available or no longer in existence presents a problem to some authors. If you must cite a reference that is not available to you, indicate in some way, possibly in a footnote or a notation in parentheses, that you have not read the reference in the original. The citation 'Powell (1858, cited by Forbes 1872)' would indicate that you have depended on an article written by Forbes and published in 1872 for information originally in an article written by Powell and published in 1858. You should include both articles in your list of references and add in parentheses at the end of the Powell entry that you have been unable to see the article and are depending on Forbes (1872) for the information from Powell (i.e. original not seen, see

References

Forbes 1872). Similar candour is desirable in citing articles published in foreign languages. Indicate either in the text or in the list of bibliographic references whether you are citing the original article, a translation, or an abstract.

A paper may only be cited 'in press' if it has been accepted by a journal, and then the journal must be cited in References. Papers not yet accepted for publication are not references and should be cited in the text as 'unpublished' and omitted from the References: cite the initials of the author(s) of unpublished works.

Unavailable and unpublished documents are not references and should be included in the text in parentheses or footnoted with useful information, e.g. the location of an unpublished document referred to.

Personal Communication

References to personal communications in the text should be footnoted with the affiliation and location of the person referred to. The words 'personal communication' should be spelt out in full.

LITERATURE CITATIONS

The Heading

When the citations are printed at the end of the paper, the heading LITERATURE CITED or REFERENCES is employed. Only citations that are specifically referred to in the text are included in such a list. It is customary to use the heading BIBLIOGRAPHY in books or articles of a general or popular nature in which specific reference to all the citations is not made in the text.

Arrangement of Citations

The citations begin on a new page at the end of the article, are typewritten, double-spaced throughout. They must be arranged alphabetically according to authors' names. The author's name is typewritten flush with the left-hand edge of the margin. Several papers by the same author are listed in chronological order, according to the year of publication; several papers by

References

the same author(s) in one year are given the suffixes a, b, c, ..., after the year number. In case of multiple authorship, the name of the first author determines the alphabetical and chronological order in the list. Include page numbers of articles.

The following reference citations are examples of the most common data levels and types of references you may encounter. It is not intended to be exhaustive: for further information refer to the *Style Manual* (A.G.P.S. 1988). They also illustrate the punctuation and style of capitalization to be followed. Titles of journals and books are to be spelt out in full, not abbreviated.

Journal Articles

Author(s)'s surname and initials
Date of journal
Title of article
Name (in full and italicized) and volume number of journal
Page numbers of article

e.g. MURPHY, P.W. (1953), The biology of forest soils with special reference to the mesofauna or meiofauna. *Journal of Soil Science* 4, 155-93.

Books

Author(s)'s name and initials
Date of publication (usually on verso of title page, given as copyright date)
Title of book (italics)
Name of publisher
Place of publication

e.g. JACOBS, M.R. (1965), *Growth habits of the eucalypts*. Forestry and Timber Bureau, Canberra.

References

A chapter by one or more authors in a book edited by others:

Author(s)'s name and initials

Date of publication

Article or chapter title

In: Editor(s)'s name and initials

Book title (*italics*)

Name of publisher

Place of publication

Page numbers of article or chapter

e.g. HOLSTENER-JORGENSEN, H. (1967). Influences of forest management and drainage on ground-water fluctuations. In: Sopper, W.E. and Lull, H.W. (eds), *Forest Hydrology*. Pergamon Press, New York. pp 325-333

Conference Papers

Author(s)'s surname and initials

Date of publication of proceedings

Title of paper

Name of conference, place held, year held

Page numbers of paper

e.g. EDWARDS, D.G (1968). The mechanism of phosphate absorption by plant roots. Transactions of the 9th International Conference on Soil Science, Adelaide, 1968, Vol. 11, 183-90.

Verifying the Citations

Verify each item in every citation by going to the library or the reprint file and looking up all the publications. Many errors result from failure to check citations taken from literature lists. As each citation is checked, make a clear notation so that doubt will not arise later. You must assume full responsibility for the accuracy and completeness of your citations. The editor may make minor revisions in the form of the citations to suit the style of their journal, but cannot be expected to correct spelling, figures, etc., or supply missing data.

References

It is the responsibility of the author to check the list of references against the text to ensure that:

- (1) the spelling of authors' names and the dates given are consistent;
- (2) all authors quoted in the text are included in the list of references and vice versa.

Using the Original Language

In the case of publications in any other language than English the original title is to be retained except where translated versions are cited.

Where the original language version is being referred to the vernacular should be used, not a translation. Just as one looks for a book by Felix Klein under *Klein*, not under *Small* or *Little*, so must one look for the Polish academy under its Polish name and use it in printed citations even though one cannot pronounce it; however, an English translation of the title, in parentheses, is helpful to the reader.



Tables

Unity

Each table must be a self-explanatory unit: it must be comprehensible quickly and easily without reference to the text. A table is a means of presenting facts concisely and (like a sentence, paragraph, or article) should present one subject clearly and distinctly. Do not attempt to bring out in a single table several comparisons of very different kinds. Very large tables are likely to be confusing.

Tables must never be used when the same information can be given in a few lines of text. Information in tables must never duplicate information in text. Do not repeat tabular information in figures.

Each table must be referred to in the text.

Heading of Tables

The tables are numbered consecutively in each article. The word **TABLE**, capitalized and followed by an Arabic numeral, appears as a centre heading. The legend, or descriptive title, is centred above the body of the table; only the first word and proper names have capital initials.

The legend must make the Table self-explanatory. It must be concise and specific and contain all the information required by the reader to grasp the significance of the data; many readers will rely on these for their impression of your work. The important words should be placed near the beginning, so that in a series of tables the subject of each can be seen at a glance.

Column headings must be brief but may be amplified by footnotes.

Tables

Footnotes to Tables

Footnotes to tables should be designated by lower case italic letters in parentheses [(a), (b), (c) ...]. Footnotes must be typed immediately beneath the table on the same page.

Descriptive material not designated by a footnote may be placed under a table as a NOTE.

Accuracy

Every item in the table must be checked for correctness.

Figures

Illustrations

All illustrations (including graphs, histograms, maps, photographs) are treated as Figures and should be numbered consecutively in Arabic numerals.

Each illustration should be a unit, presenting a single subject as clearly and distinctly as possible. Each must have a specific purpose, must not duplicate table or text material and, together with the caption, should be completely comprehensible without reference to the text. All terms, abbreviations and symbols must correspond with those in the text. Only essential labelling should be used with detailed information given in the caption.

Each Figure must be referred to in the text. Reference to Figures in the text should be spelt out in full with an initial capital, unless in parentheses when it is abbreviated (i.e. Fig. or Figs).

To expedite production, authors should complete figures to camera-ready stage excluding lettering. Line drawings must be in black ink on stout white paper or card, or strong tracing paper or drafting film, with lettering and the caption on a photocopy only. Special attention should be given to consistency in style and tone. Each Figure must be prepared on a separate page and each must be identified by the author's name in the top right hand corner. Original illustrations must always be kept flat, never folded.

Choose line widths and space for labelling of illustrations to withstand reduction. Best results are obtained by drawing the originals to approximately twice the dimensions of the finished production. The appearance of the page is usually best if the illustration has the same width as the type column or type page (this includes lettering). But a simple drawing should not be printed on a grotesquely large scale in order to have it fill this width.

Care should be taken to have the drawing in good proportion. An illustration with proportions approximating 1 by 1.5 is most pleasing to the eye.

High quality computer graphics are acceptable for illustrations.

Figures

Advice and guidelines for preparing Figures are available from graphics personnel, Public Affairs Branch, Crawley.

Photographs

Photographs are regarded as Figures and numbered accordingly. The original negative or transparency, plus two prints of each, must be submitted with a marked overlay for any copying suggestions and the orientation indicated either on the overlay, or on the back of the print.

Prints should be high quality, sharply focussed with a full range of tones and good contrast.

A photograph, or group of them, should be planned to fit into the area of either one or two columns of text.

Black and white photographs are preferred for black and white reproduction as they ensure a better result.

Colour illustrations may only be accepted for reproduction in scientific and technical publications subject to SPEC's decision that the use of colour is essential. The author may be asked to pay the cost of colour production. Keep in mind that if several colour pictures are used, they will need to be grouped together over one or two pages, to save on printing costs.

A Writer's Checklist

Your writing and studies are valuable only to the extent that you share them with others. How well you share information depends on:

1 *Language*

- (1) Do you say what you mean?
- (2) Are your words precise?
- (3) Are your sentences structurally sound?
- (4) Is the relation of thoughts in the sentence logical? Is the transition smooth?
- (5) Does your paragraph centre on one single point?
- (6) Do your readers draw the conclusions you wish them to?

2 *Completeness*

- (1) Do you anticipate your readers' questions and needs?
- (2) Have you tried out the material on colleagues?
- (3) Have you checked your final material against your original outline?

3 *Compactness*

- (1) Have you weeded out irrelevancies?
- (2) Is everything in context?
- (3) Do your diagrams and illustrations complement your work?

A Writer's Checklist

4. *Clarity*

- (1) Is the presentation of material orderly?
- (2) Can your material be read with ease?
- (3) Have you defined all essential terms?
- (4) Do you talk down to the reader?
- (5) Do you go over the head of the reader?

5 *Courtesy and Control*

- (1) Are you excessively technical?
- (2) Does your material have an authoritative tone, without sounding arbitrary?
- (3) Is your tone pleasant as well as informative?
- (4) Is your attitude helpful?

Quick Formula For Analysing A Piece Of Research

1 Title

The Title should be brief and informative, accurately reflecting the content and significance of your contribution. It is the most important part of your paper and determines to a large extent whether readers will decide to read further. It also determines largely how your paper will be indexed and abstracted and thus where it will be noticed.

2 Abstract

Each paper must include an Abstract. It must be informative, not merely descriptive.

- (1) Concisely state the scope and purpose of the work.
- (2) Give the principal findings.
- (3) State conclusion last.

The Abstract is not part of the paper proper and should stand alone. No abbreviations should be used in the abstract.

3 Introduction

- (1) Why, precisely, is the problem worth solving?
- (2) What is the essential background? The introduction places your work in context. Discuss historical, theoretical and hypothetical background as necessary. Who have progressed, or for that matter, who have confused the pathway to solution?

Describe the current state of research in the field.

- (3) Area description.
- (4) What are the purposes of this paper?

Quick Formula For Analysing A Piece Of Research

4 Method

- (1) What materials were worked with?
- (2) What methods were used?

Describe precisely so that anyone may repeat the procedures exactly.

5 Results - the data produced.

This section should highlight those features of your results that you consider to be most important. Present comprehensive data mainly in Figures and Tables, but use the latter to present detailed information precisely.

6 Discussion

- (1) What was the significant advance made? How do the results add to existing knowledge?
- (2) What kind of reasoning was used and how does it help to interpret the results of this study?

The object of the discussion is to relate your findings to those of previous studies and the present state of the subject. If you wish to express opinions on the value, validity and veracity of your own work and that of others, they should be backed by evidence.

Be sure to make it as precise and concise as possible.

7 Conclusions

- (1) What application do the results have?
- (2) How do they confirm, refute or extend current theory?

Quick Formula For Analysing A Piece Of Research

8 Acknowledgements

Thank those who rendered technical and other assistance, and critics of your draft. If warranted, acknowledge your institution, employer and funding agency. Be brief (e.g. I thank ..., not; I wish to thank ...): do not be effusive.

9 References

What pertinent literature was consulted and employed in providing background information or critical comparisons with the work reported?

Correction Of Proofs

Correction of edited version

The author should carefully check the edited draft for accuracy and clarity of meaning, as well as consistency of punctuation, numeral and symbol notation, style, tense, logic of argument and conclusions and structure.

Correction of page proofs

It is the authors' responsibility to proofread their own papers. The set of proofs forwarded to the author should be corrected (not revised) and returned to the editor promptly, together with the edited manuscript, (under ordinary circumstances not more than 48 hours after receipt). If an author is to be absent alternative arrangements for the handling of proof must be made.

Mark corrections on the proof with coloured pen (red or green): do not make any marks on the edited manuscript. Write corrections in full.

Inclusion of new material or rewording must be avoided at this stage - only typographical or serious errors of fact can be corrected in the proof. Alterations can be expensive and time-consuming and are likely to introduce inconsistencies and new errors.

Always read proofs twice, at least.

Give particular attention to Tables, Figures, names, quotations, and citations. Check to make sure that Tables and Figures have been properly distributed, or that their positions have been correctly marked in the margin of the proof. Check text references to illustrations. Assume that errors are present; find and correct them.

Watch for words or lines that may have been omitted.

Be sure to answer all queries made by the editor or printer.

Reading for Meaning

After you have read the proofs twice, as suggested above, it is well to read them a third time, paying particular attention to the sense, or meaning, of the statements. You will not be permitted to make revisions; but genuine errors must be corrected.



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POLICY STATEMENT NO 5

*Department of Conservation
and Land Management*

RESEARCH AND TECHNICAL PUBLICATIONS

Revised August 1988

1. Background

The Department publishes a range of research and technical publications and needs to provide authors with a clear idea of the purpose, scope, readership and presentation of each type of publication. Experience gained since December 1985 when this Policy was first endorsed suggests that a number of revisions would streamline publication procedures.

2. Objective

To provide authors with an understanding of the purpose, scope, readership and requirements of each research and technical publication produced by the Department.

3. Policies

The Department will:

- 3.1 Produce and/or publish articles in scientific journals, Research Bulletins, Technical Reports, Occasional Papers, Wildlife Management Programs, Nuytsia, Kingia, Regional Flora Handbooks, Land Notes and Management Plans according to specifications in the document attached.
- 3.2 Pay publication charges on a cost-centre basis.
- 3.3 Establish and maintain scientific and technical standards for the above Departmental publications.
- 3.4 Provide editorial, graphical and design support to authors in preparing Departmental research and technical publications.

Appendix I

- 3.5 Assign priority to publication of work by Departmental authors, but consider publishing work either commissioned by the Department or written by external authors where such work is directly relevant to Departmental objectives and interests.
- 3.6 Publish work in chronological order of acceptance except when instructed otherwise by the Executive Director.
- 3.7 Maximize speed, minimize editorial delays and provide an efficient publishing service.

4. Strategies

To implement the policies the Department will:

- 4.1 Train authors in preparing publications by distributing the attached document and Guide to Authors, and by providing editorial, graphic and design assistance from Public Affairs Branch where necessary.
- 4.2 Encourage authors to provide camera-ready copy through desk-top publishing facilities.
- 4.3 Establish a Scientific Publications Editorial Committee (SPEC) for the establishment and maintenance of standards. Membership and functions of SPEC shall be specified in the attached document.
- 4.4 Prepare estimates and allocate funds and publication priorities on a cost-centre basis.

Syd Shea
EXECUTIVE DIRECTOR

Appendix II

Attachment to Policy Statement No.5

*Department of Conservation
and Land Management*

TECHNICAL AND SCIENTIFIC PUBLICATIONS

This Document should be read in conjunction with
Departmental Policy Statement No. 5 (revised) 1988.

CONTENTS

<i>Preamble</i>	37
<i>Articles in Scientific Journals (Reprints)</i>	39
<i>Research Bulletin</i>	41
<i>Technical Report</i>	43
<i>Occasional Paper</i>	45
<i>Wildlife Management Program</i>	47
<i>Nuytsia</i>	49
<i>Kingia</i>	51
<i>Regional Flora Handbooks</i>	53
<i>Landnote</i>	55
<i>Management Plan</i>	57

Appendix II

PREAMBLE

The Department of Conservation and Land Management publishes technical and scientific papers to service its own needs and to disseminate its own contributions to knowledge. This document outlines the range of those publications. It describes the purpose, scope, readership and presentation for each publication type so that authors, in preparing a manuscript for publishing, will have a clear idea of the criteria in each case. The role of the Scientific Publications Editorial Committee and Public Affairs Branch in producing these publications is outlined below.

Scientific Publications Editorial Committee (SPEC)

All scientific and technical publications produced by the Department are placed under the editorial control of SPEC. This committee consists of the Senior Principal Research Scientist (Science) as Chairperson, the Principal Research Scientist (Science), a scientist from the Herbarium, one other research scientist from Research Division, and an officer from Services Division as members, and the Scientific Editor, Research Division as Secretary.

The functions of SPEC are to:

- establish and maintain standards and criteria for Departmental scientific and technical publications;
- establish mechanisms and procedures for submitting, refereeing and reviewing scientific and technical manuscripts;
- review policy in relation to publishing scientific and technical papers;
- adjudicate between authors, editors and referees when necessary;
- establish priorities for publishing scientific and technical manuscripts;
- recommend management of funds for scientific and technical publishing.

Appendix II

Scientific Editor

The process of editing Departmental technical and scientific publications is managed by the Scientific Editor, Research Division, who is also a member of SPEC.

The Scientific Editor:

- ensures editorial criteria established and directed by SPEC are maintained in practice;

- provides text editing;

- liaises with Public Affairs Branch concerning the production of technical and scientific publications.

Public Affairs Branch

The functions of Public Affairs Branch in connection with Departmental scientific and technical publications are to:

- provide graphics advice and support;

- arrange layout and prepare documents for printing;

- arrange printing and binding;

- arrange distribution of published documents.

Costs of producing all scientific and technical publications are to be met by the contributing Branch, Division or Author.

Appendix II

ARTICLES IN SCIENTIFIC JOURNALS (REPRINTS)

Objectives

Dissemination of research findings from Departmental research activities via the most appropriate professional journal.

Audience

The National and international scientific community. Specialist groups who subscribe to particular journals. Copies of the reprint are mainly for an internal readership, and to cater for specific requests.

Content / Topic

Formal scientific research meeting the requirements of the journal editors and editorial committee.

Comments

Publication in recognized journals, conference proceeding, etc, is the preferred method of disseminating research findings. Editorial standards are imposed by journals. Submissions from members of Research Division to the journals are subject to approval by the Program Leaders and Senior Principal Research Scientist (Science). Submissions from members of other Divisions are subject to approval by the appropriate Divisional Manager. The Scientific Editor may advise or assist authors, but does not edit their work.

Research scientists should arrange their own graphic or illustration work where possible.

The authors are responsible for the cost and distribution of any reprints they may wish to order.

It is obligatory for all Departmental authors of technical and research articles published in external journals to provide a copy of the reprint, and a synopsis in plain English suitable for publication in CALM News, immediately upon publication to the Scientific Editor (Marianne Lewis), three copies to the library and a copy to the Divisional Administrative Assistant, Research (Jeanette Gilmour).

Appendix II

Shelf-Life

Most articles date rapidly, and reprints of articles after the initial order are not usually considered.

Replaces

Forests Department reprints.

Appendix II

RESEARCH BULLETIN

Objectives

Dissemination of findings from Departmental scientific research programs either too lengthy, too parochial, or both, to be considered by scientific journals.

Audience

Primarily the Western Australian and national scientific community and specific disciplines internationally, notably wildlife and forestry. Specialist groups encompassed by the subject matter of the Research Bulletin will be nominated when planning distribution.

Content / Topic

Formal scientific research meeting similar standards to those required by professional scientific journals. The Research Bulletin is a monographic treatment of a particular subject: it reports or describes a major program of research, including projects carried out within the program. It should clearly identify the problems involved, and detail the stages through which the investigation proceeded. Results should be presented and discussed from the perspective of the overall program, rather than from that of an individual project.

Conclusions are expected, and when stating the problem and interpreting the results, the relevant literature should be reviewed. The Research Bulletin should be a significant contribution to scientific knowledge, amply, but not necessarily exhaustively proven.

Presentation

Typeset, printed on quality stock, and suitably bound. Monochrome throughout. More than one colour will only be considered if the topic demands elucidation by the use of colour plates, figures, illustrations or maps. In general, colour is an option for the cover only.

Comments

All Research Bulletins will be edited to conform with the Australian Government Publishing Service *Style Manual* and the standards required by the Australian journals of scientific research. Authors will require approval of their Program Leader and Senior Principal Research



Appendix II

Scientist (Science) prior to submission to the Scientific Editor. Manuscripts will be refereed. Referees may remain anonymous if they prefer.

The Scientific Editor's role is to pass on and interpret the referees' comments to authors and to ensure that the style and standards are adhered to. Any unresolved disagreements between referees and the author concerning scientific content will be referred to the Program Leader and Senior Principal Research Scientist (Science), and then to SPEC if appropriate. Disagreements between authors and the editor will be referred to SPEC.

Authors should ensure that they check proofs before printing.

It is recognized that there are two major 'streams' of Research Bulletin: fauna and flora conservation; and silviculture and timber production. Each will have a distribution list to augment the 'common' list.

Shelf-life

Research Bulletins will not normally be reprinted after the initial run, unless an exceptional demand is evident, and the contents are of current relevance. Copies for reference will be placed in National, State and university libraries, as well as the Departmental collection at the time of initial distribution.

Replaces

Forests Department Bulletin,
Wildlife Research Bulletin.

Library Details

Full title - Department of Conservation and Land
Management Research Bulletin.

Editor - Scientific Editor

ISSN 1032-8106

Numbering System - Cardinal (chronological)

Publication costs to be met by Research Division.

Appendix II

TECHNICAL REPORT

Objectives

Dissemination of findings from Departmental scientific research and technical investigations, or detailed and definitive statements of knowledge in any area of relevance to the managing of land or conservation. The issue of Technical Reports should be quick and timely.

Audience

Various external audiences including wildlife and forestry researchers, technical specialists and special interest groups. Distribution according to topic, but will include international and interstate readers.

Content / Topic

Technical Reports must be a significant contribution to knowledge, either from new work or a review and synthesis of existing work. They may be a brief to medium length report of research activity, either completed work not suited to external publication or the Research Bulletin, or an interim report of continuing research.

Technical reporting is not confined to formal scientific research or a comprehensively researched project. Technical Reports are appropriate for field surveys, review material, economic and social investigation and for presenting technical details of projects or developments, or important data pertaining to such projects and developments.

The Technical Report states why a project was required, how it was carried out and the results, adequate discussion of results and main conclusions reached.

They should comply with the recognized conventions of scientific writing, although the scientific method may not always be appropriate. The subject matter will to some extent determine the sequence and layout of the contents. Regardless, the work must be able to sustain critical refereeing.

Technical Reports are not intended to replace publication in major journals, which not only provide adequate

Appendix II

outlets for research reporting but also advances in research technique and literature reviews.

Presentation

Camera-ready typeset, printed small offset. No colour figures or illustration normally considered. Standard format typeset cover, stapled and clothstrip bound.

Comments

All Technical Reports will be edited under supervision of the Scientific Editor to conform with standards based upon the Australian Government Publishing Service *Style Manual*. Authors from Research Division will require approval of their Program Leader and Senior Principal Research Scientist (Science) to proceed with submission to the Scientific Editor; and authors from other Divisions require approval of their Divisional Manager. All Technical Reports will be refereed. External referees will be sought where possible.

It is recognized that the topics and relevant audiences will vary widely. In addition to a 'core' mailing list, a supplementary distribution list will be drawn up for each Technical Report, in close consultation with the author.

Shelf-Life

Reprints will be considered according to demand and current relevance.

Replaces

Forests Department Research Paper,
Wildlife Report,
National Parks Bulletin,
Forests Technical Paper

Library Details

Full title - Department of Conservation and Land
Management Technical Report
Editor - Scientific Editor
ISSN 0816-6757
Numbering system - Cardinal (chronological)

Publication costs to be met by contributing Branch,
Division or author.

Appendix II

OCCASIONAL PAPER

Objectives

A detailed and definitive statement of current knowledge in any area of relevance to conservation or the managing of land.

Audience

Various external audiences including land management agencies, technical specialists and special interest groups, primarily Western Australian. Distribution according to topic. Secondary audience of internal operations, technical and research personnel.

Content/Topic

Occasional Papers may be used for communicating information that makes a significant contribution to local knowledge in the fields of conservation and land management. Scientific format will not usually be appropriate.

They are an appropriate avenue for situation reports, for example, management reviews or surveys. They may also serve as an avenue for publication of review material or conference proceedings on any suitable topic.

Other types of reports might arise from a study tour or a resource inventory, or be a discussion paper.

Presentation

Camera-ready typeset copy, printed small offset. No colour figures or illustrations normally considered. Standard format typeset cover, bound.

Comments

All reports will be edited to conform with standards based upon the Australian Government Publishing Service *Style Manual*. Authors will require approval of their Divisional Manager to proceed. All papers will be refereed.

It is recognised that the topics and relevant audiences may vary widely. In addition to a 'core' mailing list, a supplementary distribution list will be drawn up for each Occasional Paper in consultation with the author.

Appendix I

Shelf-life

Occasional Papers will not normally be reprinted

Replaces

Forests Department Technical Paper.

Other miscellaneous reports.

Library Details

Full title - Department of Conservation and Land
Management Occasional Paper

Editor - Scientific Editor (Research Division Manuscripts)
or Nominee of Senior Publications Officer (manuscripts
submitted from other Divisions)

ISSN 1031-4865

Numbering system - cardinal (chronological)

Publications costs to be met by contributing Branch,
Division or author.

Appendix II

WILDLIFE MANAGEMENT PROGRAM

Objectives

Presentation of approved programs of management for single or groups of species in need of special consideration.

Audience

Various external agencies, including federal authorities, where export of species or products is concerned, and conservation organisations. Secondary audience is Departmental staff.

Content / Topic

Includes summary of biological and ecological knowledge of the species concerned, together with a statement of objectives, options and a plan for management.

Presentation

Camera-ready typed copy, printed small offset. No colour figures or illustrations normally considered. Standard format typeset cover, stapled and cloth strip bound.

Comments

Wildlife Management Programs will be edited under the supervision of the Scientific Editor, the relevant Research Program Leader and the Senior Principal Research Scientist (Science). Formal refereeing will not be necessary. Approval of the program will be required by the Policy Directorate.

Shelf-life

Each program is designed to last 10 years.

Appendix II

Replaces

Department of Fisheries and Wildlife,
Wildlife Management Program.

Library Details

Full title - Western Australian Wildlife Management
Program

Editor - Senior Principal Research Scientist (Science)

ISSN 0816-9713

Numbering system - cardinal (chronological)

Publication costs will be met by Research Division.

Appendix II

NUYTSIA

Objectives

Dissemination of research findings concerning the taxonomy of Western Australian plants.

Audience

The National, State and international scientific community; Departmental and interDepartmental technical and research personnel.

Distribution by mailing list of subscribers; exchange program and donation.

Content

Nuytsia is a specialist professional journal publishing formal scientific papers concerning the delimitation, classification and nomenclature of primarily Western Australian plants and related matters.

Papers may range from brief communications to extensive monographs.

Style and layout should follow recent numbers of Nuytsia and the Notes for Authors printed on the inside back cover of Nuytsia.

Presentation

Typeset, printed on quality stock and suitably bound. Monochrome throughout, apart from coloured cover.

Comments

Nuytsia is managed by an Editor and Editorial Board comprising botanists from the W.A. Herbarium.

Departmental authors will require the approval of their Program Leader and Senior Principal Research Scientist (Science) prior to submission to the Editor. Manuscripts will be refereed externally to the Department.

Unresolved disagreements between referees and the author concerning scientific content will be referred to the Curator of the Western Australian Herbarium. Disagreements between the Nuytsia Editorial Board and authors will be referred to SPEC if appropriate.

Appendix II

Shelf-Life

Nuytsia will not normally be reprinted after the initial run, unless an exceptional demand is evident. Copies for reference are placed in National, State and university libraries, interstate herbaria and in the Departmental collections at the time of initial distribution.

Twenty individual reprints are made available gratis to the authors.

Library Details

Full title - Nuytsia

Editor - Nominee of the Curator of the W.A. Herbarium
(*currently Mr N.S. Lander*)

ISSN - 0085-4417

Date first issued - December 1970

Numbering system - Cardinal (chronological)

Publication costs are to be met by Research Division.

Appendix II

KINGIA

Objectives

Dissemination of information on the flora and vegetation of Western Australia, particularly that of local importance.

Audience

Primarily the Western Australian scientific community, including wildlife researchers, land management agencies and special interest groups. Distribution according to a standard mailing list of subscribers, exchange partners and donations.

Content/Topic

Contributions to knowledge of Western Australian flora excluding taxonomy, particularly those not suitable for a formal scientific journal, e.g. botanical survey reports, check lists, locality records, species distributions. *Kingia* is not confined to formal scientific research or a comprehensively researched project.

Papers may be brief to medium length, either presenting completed work or an interim report of continuing research. Format should follow that of a recent issue. Papers are reviewed by an editorial committee of W.A. Herbarium botanists, or other appropriate scientists.

Presentation

Typeset, printed on quality stock and suitably bound. Monochrome throughout. Oversized maps and figures will be considered in special circumstances.

Shelf-Life

Kingia will not normally be reprinted after the initial run, unless an exceptional demand is evident. Copies for reference are placed in State and University libraries, and interstate herbaria, as well as the W.A. Herbarium collection. Twenty individual reprints are made available gratis to authors.

Appendix II

Replaces

Western Australian Herbarium Research Notes.

Library Details

Full title - Kingia

Editor - Nominee of the Curator of the W.A. Herbarium
(currently Gillian Perry)

ISSN - 0819-1247

Numbering system - cardinal (chronological)

Publication costs to be met by Research Division.

Appendix II

REGIONAL FLORA HANDBOOKS

Objectives

Regional flora handbooks to provide coverage of all of W.A.

Audience

State, National and international scientific community, land managers, naturalists, biology teachers and students.

Content/Topic

The handbooks will provide keys and descriptions (including distributions) of the families, genera, species and subspecies of all native and naturalized vascular plants of each region. Each handbook will include a map, illustrations and an extensive glossary. The treatments will be original, including new research based on specimens and incorporating the available published information. Formal descriptions of new taxa will be published separately in a specialist journal.

Presentation

Printed on quality stock and hard bound. Monochrome throughout apart from a coloured cover. Some handbooks may run to more than one volume.

The handbooks are to be written principally by botanists of the W.A. Herbarium, with invited contributions by external specialists. Each family treatment will be edited by one or more of the other authors and, where appropriate, by other relevant botanists. The principal authors edit and manage the production of the handbooks.

Shelf-Life

Further reprinting and/or further editions are expected. It is hoped that each handbook will stimulate further research on particular plant groups and that readers will inform the authors of both omitted species and distribution and habitat extensions. This additional information will eventually necessitate subsequent editions.

Appendix II

Library Details

Full title - each handbook to have an independent title including the name of the region covered.

Example: *Flora of the Perth Region*.

Each handbook will have its own ISBN.

Publication costs

Each handbook to be the subject of special funding arranged by Research Division.

Appendix II

LANDNOTE

Objectives

Communication of findings from specific projects, observations in the field or state-of-the-art knowledge, as they come to hand. It is anticipated this will be a significant outlet for work by operations staff in the districts and regions, or work relevant to these people. It is not the intention that Landnote report the whole range of Departmental activities, but that it be the immediate print channel for communicating observations where the time lags for Technical Reports or other appropriate publications are unacceptable.

Audience

Largely internal technical and operations personnel. External distribution only in special circumstances, where there is an understanding with the recipient that the content is for limited application and circulation.

Content/Topic

Brief statement/report of investigations, observations or state-of-the-art knowledge relevant to field operations, in any subject area embraced by the functions of the Department.

Presentation

A3 folded or A4 stapled offset printed sheets. Typed copy. No colour, except the letterhead on the pre-printed sheets.

Comments

The Landnote is an informal method of communicating information directly relevant to field work. To achieve its objective the statement/report must be drafted, edited and issued at the earliest possible moment. Authors should nonetheless ensure that they state clearly and concisely the topic under consideration, any necessary background, and the rationale and sources on which their recommendations are based.

The Principal Operations Officer is to be the collator and supervising editor of this series, with sub-editing and production assistance from Public Affairs Branch editors.

Appendix II

Each issue will contain one or more articles. A new issue will appear when there is enough material to fill the four pages. There should be several issues per year.

Shelf-Life

Short. Amendments and updates should be presented in a new Landnote. Generally not reprinted after the initial run.

Replaces

Forest Notes

Library Details

Full title - CALM Landnote

Editor - Principal Operations Officer (*currently Peter Kimber*)

Numbering system - cardinal within year
(1/85, 2/85, ..., 1/86, 2/86, ...)

Publication costs to be met by Public Affairs Branch.

MANAGEMENT PLAN

Objectives

Presentation of approved guidelines and strategies for implementation for all aspects of management of a specific area or region of CALM estate (land and water).

Audience

Primarily Western Australian Department of Conservation and Land Management managers and planners, but also interested public and special interest groups. (Note that the earlier draft Management Plan is primarily for public scrutiny and comment, and that a Summary of Public Submissions is also published).

Content/Topic

The document will contain all aspects of management planning and implementation including a description of the biophysical and cultural resources, consideration of options, reasons for preferred options, and guidelines for implementation. Its production and presentation must be consistent with requirements of the Conservation and Land Management Act for the area or region of CALM estate concerned.

Presentation

Camera-ready copy, printed small offset. No colour figures or illustrations normally considered. Standard format cover in two colours with typeset title in another colour. Draft Management Plans and Summaries of Public Submissions will be produced to the same standard. Covers of the draft and final management plans will be different enough to allow easy differentiation.

Comments

Management plans are a legislative requirement. The sequence of events for their production is specified. A minimum of three separate documents - draft Management Plan, Summary of Public Submissions and the 'approved' Management Plan will be published. Management plans are required for all of the CALM estate - national parks, nature reserves, State forest and marine parks and reserves.



Appendix II

Planning Branch officers are to play a major part in editing the manuscripts to a pre-determined style. The role of Public Affairs Branch editors is to consult with these officers on style, to proofread the manuscripts and to arrange printing.

Shelf-life

Reprints will be considered according to demand and continued relevance.

Replaces

Wildlife Nature Reserve Management Plans,
Forests General Working Plan,
National Parks Report,
National Parks Management Plans.

Library Details

Full title - Management Plan
Editor - Manager, Planning Branch (*currently Jim
Williamson*)

ISSN - 0816-9640

Numbering System - cardinal/chronological

Publication costs will be met by Planning Branch.

Appendix III

Publications Submission Form

*Department of Conservation
and Land Management*



DEPARTMENT OF CONSERVATION AND LAND MANAGEMENT

SUBMISSION FORM A

for all Research Division Staff

Approval Procedure for Scientific and Technical Publications

Author(s)

Title

For publication in

Reason for selection of target journal

.

Manuscript already read critically by

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.

Author's signature and date

1. Paper Submitted to Program Leader	DATE	COMMENTS	INITIALS
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Approved by Program Leader	/ /19
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OR returned to author	/ /19
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Four suggested referees		
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2. Paper Submitted to SPRS/PRS (Sci)	DATE	COMMENTS	INITIALS
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Approved by SPRS/PRS (Sci)	/ /19
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OR returned to author	/ /19
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OR submitted to Div Manager	/ /19
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Approved by Div Manager	/ /19
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OR returned to author		
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3. If Approved, Administrative Assistant to Distribute Copies of Title Page and Abstract to RDPG	DATE	COMMENTS	INITIALS
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	/ /19
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INTERNAL PUBLICATIONS ONLY

4. Paper Submitted to CALM Sci/Tech Editor	DATE	COMMENTS	INITIALS
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	/ /19
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5. Paper Returned to Author with Referees Comments	DATE	COMMENTS	INITIALS
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	/ /19
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6. Amended Manuscript-Clean Copy plus Referees Comments Returned to Editor	DATE	COMMENTS	INITIALS
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	/ /19
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The authors are responsible for the cost and distribution of any reprints they may wish to order. It is obligatory for all Departmental authors of technical and research articles published in external journals to provide a copy of the reprint, and a synopsis in plain English suitable for publication in CALM News, immediately upon publication to the Scientific Editor (Marianne Lewis), three copies to the library and a copy to the Divisional Administrative Assistant, Research (Jeanette Gilmour).

DEPARTMENT OF CONSERVATION AND LAND MANAGEMENT

SUBMISSION FORM B

Approval Procedure for Scientific and Technical Publications
for CALM Staff other than Research Division

Author(s)

Title

For publication in

Reason for selection of target journal

.

Manuscript already read critically by

.

.

Author's signature and date

1. Paper Submitted to OIC	DATE	COMMENTS	INITIALS
Approved by OIC	/ /19
OR returned to author	/ /19
Four suggested referees	
	
	
	
	
2. Paper Submitted to Div. Man.			
Approved by Divisional Manager	/ /19
OR returned to author	/ /19
OR submitted to General Manager	/ /19
Approved by General Manager	/ /19
OR returned to author			

INTERNAL PUBLICATIONS ONLY

3. Paper Submitted to CALM Sci/Tech Editor	/ /19
4. Paper Returned to Author with Referees Comments	/ /19
5. Amended Manuscript-Clean Copy plus Referees Comments - Returned to Editor	/ /19

The authors are responsible for the cost and distribution of any reprints they may wish to order. It is obligatory for all Departmental authors of technical and research articles published in external journals to provide a copy of the reprint, and a synopsis in plain English suitable for publication in CALM News, immediately upon publication to the Scientific Editor (Marianne Lewis), three copies to the library and a copy to the Divisional Administrative Assistant, Research (Jeanette Gilmour).