

**DEPARTMENT OF CONSERVATION AND LAND MANAGEMENT**

**POLICY STATEMENT NO. 5**

**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:

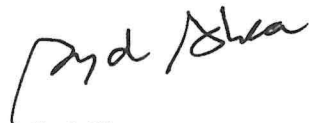
- 3.1. Produce and/or publish articles in scientific journals, Research Bulletins, Technical Reports, Occasional Papers, Wildlife Management Programs, Nuytsia, Kingia, Regional Flora Handbooks, Landnotes and Management Plans according to specifications in the document attached.
- 3.2. Pay publication 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.
- 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 desktop 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 as specified in the attached document.
- 4.4. Prepare estimates and allocate funds and publication priorities on a cost-centre basis.



Syd Shea  
Executive Director

Distribution: Lists A,B,D,E,F

*For the file : Lists A B D E F*

**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.

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## 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), one other research scientist from Research Division, a scientist from the Herbarium, 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.

### **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.

## 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 proceedings, 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 not edit their work.

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

CALM pays for 150 reprints of these articles. The reprint is allocated a series number, and copies are supplied to interested staff.

### Shelf-life

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

### Replaces

Forests Department reprints.

## 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 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



## 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. 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 necessarily be followed. 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 outlets for research reporting but also advances in research technique and literature reviews.

### Presentation

Camera-ready type set, printed small offset. No colour figures or illustrations 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 recognised that the topics and relevant audiences will vary widely. In addition to a 'core' mailing list, a supplementary distribution list will have to 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.

## 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 typed 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.

### 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 (to be allocated)

Numbering system - cardinal (chronological)

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

## 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.

### 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.

## NUYTSIA

### Objectives

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

### Audience

The state, national 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 the SPEC if appropriate.

### 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

## **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 the author.

### **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.

## REGIONAL FLORA HANDBOOKS

Publication costs to be met by Research Division.

### 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 naturalised 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 for 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.

### 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.

## 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 for this series, with sub-editing and production assistance from Public Affairs editors.

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  
(Peter Kimber)

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

Publications 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.

The 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 proof read 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.