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DEPARTMENT OF CONSERVATION AND LAND MANAGEMENT

POLICY STATEMENT NO. 5 - RESEARCH AND
TECHNICAL PUBLICATIONS

DECEMBER 1985

RESEARCH AND TECHNICAL PUBLICATIONS

A GUIDE TO AUTHORS

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Publications Section

PREFACE

This guide outlines the range of research and technical publications to be produced by the Department of Conservation and Land Management. 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 parameters and rationale that are applicable in each case.



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EXECUTIVE DIRECTOR

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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 committees.

Comments

Publication in recognized journals, conference proceedings, etc, is the preferred method of disseminating research findings. Editorial standards are imposed by journals. Submissions to the journals are subject to approval by the research branch managers, and internal refereeing may be required at their discretion. The latter scrutiny would be required to check for policy ramifications or to coach inexperienced authors. The Publications Section technical editor may advise or assist authors, but not edit their work.

Research branches should do their own graphic or illustration work where possible.

CALM pays for 200 copies of these articles, in excess of the 50 copies normally supplied free of charge to the author by the journal. The reprint is allocated a series number, and copies are supplied to interested staff.

Excess copies of the reprint order are held by Robyn Weir, clerical officer, Publications Section, for distribution on request. This service, which had applied to ex-Forests' research staff, is available to all scientific journal authors.

Half-life

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

Replaces

Forests Department reprints.

RESEARCH BULLETIN

Objectives

Dissemination of findings from Departmental scientific research programs either too lengthy or too parochial 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 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 publications Style Manual and the standards required by the Australian journals of scientific research. Manuscripts will be refereed externally wherever possible, with referees selected by the research branch managers. Referees can be anonymous, if preferred.

The Publications Section technical 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 research branch manager, and then to the Policy Group if appropriate. Disagreements between authors and the technical editor will be referred to the research branch and Information Branch managers.

Authors should ensure that they check both galley and page 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.

Half-life

Research bulletins will not normally be reprinted after the initial run, unless an exceptional demand is evident, and the contents are still 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 - Marianne Lewis

ISSN 0816-9675

Numbering system - Cardinal (chronological)

RESEARCH PAPER

Objectives

To disseminate the results of Departmental scientific research activity, as quickly, accurately and effectively as possible.

Audience

Scientific community of Western Australia and Australia and specific disciplines internationally, notably wildlife and forestry. Specialist groups encompassed by the subject matter of the research paper will be nominated when planning distribution.

Content/Topic

Like research bulletins, research papers should have something significant to convey and must comply with the same standards and expectations. But whereas the research bulletin is a major monographic work, research papers are intended for brief to medium length reports of research activity. Information presented may be of either completed or an interim report of continuing research. The intention is to report an individual project using the scientific method. The research paper states why a project was required, how it was carried out and the results, adequate discussion of results and main conclusions obtained.

They should comply with the recognized conventions of scientific writing.

Research papers are not intended to replace publication in major journals. They are designed to report local projects that may not meet the content requirements for a national or international journal. They are directed at the practising scientist and research scientist, particularly to the applied researcher.

Presentation

Camera-ready typed copy for offset printing. No colour figures or illustrations. Standard format typeset, heavy paper, cover for series. A4 white bond paper, 1-8 pages, stapled.

Comments

All reports will be edited under supervision of the Publications Section's technical editor to conform with the required standards. Authors will require approval of their research branch manager to proceed. Papers will be refereed.

Half-life

Reprints will be considered according to demand and current relevance.

Replaces

Forest Department Research Paper.

Library Details

Full title - Department of Conservation and Land Management

Research Paper

Editor - Marianne Lewis

ISSN 0816-9683

Numbering system - Cardinal within year (1/85, 2/85,

1/86, 2/86,)

TECHNICAL REPORT

Objectives

Dissemination of findings from technical investigations, or a detailed and definitive statement of state-of-the-art knowledge in any area of relevance to 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

These may be used for communicating technical information or data that is a significant contribution to local knowledge but is not necessarily formal scientific research or a comprehensively researched project as is necessary for research bulletins and research papers, but valuable information has been produced. Scientific format is not necessarily appropriate.

They are an appropriate avenue for situation reports, field surveys or for presenting technical details of projects or developments, or important data pertaining to such projects and developments, for example, management reviews or surveys. They may also serve as an avenue for publication of review material on any suitable topic.

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

The technical report is to tell people about work being done, how problems are approached and results obtained. The subject matter will to some extent determine the sequence and layout of the contents.

Presentation

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

Comments

All reports will be edited under supervision of the Publications Section technical editor to conform with standards based upon the Australian government publications Style Manual. Formal refereeing process is not essential. Authors will require approval of their branch manager to proceed, and internal refereeing may be requested.

It is recognized 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.

Half-life

Reprints will be considered according to demand and current relevance.

Replaces

Wildlife Report, National Parks Bulletin, Forests Technical Paper.

Library Details

Full title - Department of Conservation and Land Management
Technical Report

Editor - Marianne Lewis

ISSN 0816-6757

Numbering system - Cardinal (chronological)

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 Publications Section technical editor and the Principal Research Officer, Wildlife. Formal refereeing will not be necessary. Approval of the program will be required by the Policy Directorate.

Half-life

Each program is designed to last 10 years.

Replaces

Wildlife Management Program, Department of Fisheries and Wildlife

Library Details

Full title - Western Australian Wildlife Management Program

Editor - Dr Andrew Burbidge, Principal Research Officer, Wildlife

ISSN 0816-9713

Numbering system - Cardinal

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, offset printed sheets. Typed copy. No colour, except the letterhead on the pre-printed sheets.

Comments

The Landnote is a fairly informal method of communicating information that has direct relevance to field work. To achieve its objective the statement/report must be drafted, edited and issued at the earliest possible moment. Authors should none-the-less 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 Chief Scientific Officer is to be the collator and supervising editor for this series, with sub-editing and production assistance from Publications Section 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.

Half-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 - C.A.L.M. Landnote

Editor - Peter Kimber, Chief Scientific Officer

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

ANNUAL RESEARCH SUMMARY

Objectives

To provide an annual up-date of research-in-progress from the two major research branches, including an index to recent research reports and to research staff expertise.

Audience

Primarily internal policy, technical and field staff. External distribution as appropriate and at the discretion of the research branch manager.

Content/Topic

Summaries, according to a set format, of all research activity in the two branches, set out project by project in author sequence. Previous such summaries (most recently the Wildlife Research Seminar document) set the precedent.

Presentation

Camera-ready typed copy, printed small offset, A4, stiff covers stapled and cloth strip bound.

Comments

Style and standards should be determined and imposed within the research branches. There would be minimal involvement of Publications Section editors.

While the Wildlife and Production/Protection branches operate independently in the scheduling of research seminars and production of associated research summaries, it is Departmental policy that a common annual research summary be produced.

Half-life

Renewed annually.

Replaces

Wildlife Research Seminar document, Production/Protection Research periodic summaries.

Library Details

Full title - Department of Conservation and Land Management
Annual Research Summary

Editor - Research branch managers or nominees

ISSN 0816-9705

Numbering system - Year

LAND MANAGEMENT PLAN

Objectives

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

Audience

Primarily Western Australian Department of Conservation and Land Management land managers and planners, but also interested public and special interest groups. (Note that the earlier draft Land 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 land management planning and implementation including a description of the biophysical 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 land concerned.

Presentation

Camera-ready copy, printed small offset. No colour figures or illustrations normally considered. Standard format cover in one colour with typeset title in another colour. Stapled and cloth strip bound. Draft Land management plans and Summaries of public submissions will be produced to the same standard.

Comments

Land management plans are a legislative requirement. The sequence of events for their production is specified. A minimum of three separate documents -- Draft land management plan, Summary of public submissions and the "approved" Land management plan will be published. Land management plans are required for specific areas of CALM land -- National parks, nature reserves and State forest regions, as well as for all CALM land in a region.

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

Half-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 - Marianne Lewis

ISSN 0816-9640

Numbering System - Cardinal/Chronological