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# *Australian Journal of Zoology*

## Notice to authors

### Journal editorial policy

The *Australian Journal of Zoology* publishes refereed research and review papers that are original contributions in all branches of zoology, except the descriptive taxonomy of invertebrates. The journal's emphasis is on issues relating to the Australasian region (including New Guinea, New Zealand and Oceania); however, papers from any country that have practical or theoretical relevance to these or any general zoological issues are considered.

Submission of a paper is taken to mean that the results have not been published and are not being considered for publication elsewhere. Abstracts and posters from conferences, where the full data set is not presented and the interpretation of results is not developed, would not normally be regarded as publications but where material has been widely disseminated in report form the Editor should be consulted.

Review papers are approved for refereeing by the Advisory Committee. Review papers should indicate fruitful areas of further research and be original and innovative; they should not exceed 25 printed pages in length (50 pages A4 double-spaced type). If new experimental data are included in the review, sufficient detail about methods should be included so that other investigators can repeat the work.

The journal requires that all authors of a multi-authored paper agree to its submission. The journal will use its best endeavours to ensure that work published is that of the named authors except where acknowledged and, through its reviewing procedures, that any published results and conclusions are consistent with the primary data. It takes no responsibility for fraud or inaccuracy on the part of the contributors. All papers are refereed.

Usually, free reprints are not provided; an order form for reprints will be supplied with the page proofs. There are no page charges. Original illustrations will be returned after publication if this is requested at the time of submission.

**Animal experimentation.** Papers reporting work with animals must include a reference to the code of practice adopted for the reported experimentation. The Editor will take account of animal welfare issues and reserves the right not to publish.

### Checklist for preparation of manuscripts

The *Australian Journal of Zoology* typesets all papers directly from disc. Word for Windows (preferred) and most word-processing packages (e.g. Microsoft Word, WordPerfect) are acceptable. We prefer IBM-PC compatible format (although we can accept Macintosh discs). If you have none of these, please send an RTF (Rich Text Format) file. The use of discs allows us to provide a proof more quickly but the benefits are lost if the manuscript is not prepared to our requirements.

Submit manuscripts in hard copy to start with. When the manuscript is returned to the authors with the referees' reports for revision, the Editor will provide notes on presentation, layout, and general matters concerning style, and these should be incorporated into the revised paper. A disc will be requested once the paper is accepted in principle.

The version on the disc must be exactly the same as the hard copy. Please give the name of the file and the word-processing package used.

1. Type the manuscript double-spaced throughout, including references, figure captions, and tables. Type the text unjustified and without end-of-line hyphenation, except in the case of compound words. Provide 3 copies of the manuscript.
2. Type the title and all headings aligned left, with only the first letter of the first word and of any proper name capitalised.
3. Main headings (Introduction, Materials and Methods, Results, Discussion, Acknowledgments, References) are set in bold roman (not italic) type. Minor headings are set in light italic type.
4. Do not indent paragraphs or use a carriage-return (Enter) at the end of lines within a paragraph
5. Do not use initial capitals for vernacular names of species except where the name is based on a proper name (e.g. regent honeyeater, but Port Lincoln parrot; sugar glider, but Leadbeater's possum).
6. Use 's' not 'z' in words such as 'recognise', 'analyse' and 'organisation'.
7. Use the conventions 'from ... to', 'between ... and', 'range x-y'.
8. Use single quotation marks.
9. Check that all references mentioned in the text are in the References, and *vice versa*
10. List references in the text in chronological order, separated by semi-colons. List references in the References list in alphabetical order. In the text, do not use a comma between the author's name and the date.
11. Give journal and book titles in full in the References list.
12. Do not use tabs to create hanging indents within the References.
13. Spell out numbers less than 10 unless with a unit. Type a space between a numeral and its unit.

14. Prepare figures with symbols and letters appropriate for the reduction intended: a lettering guide is available on request. Use Helvetica or another sans-serif font in figures.
15. Check that stippling and/or symbols in figures are legible at the size likely to be used in the published paper.
16. Type tables with the title as a separate paragraph. Put explanatory matter referring to the table as a whole in a headnote, which should be in a separate paragraph from the title, and directly under the heading.
17. Indicate approximate positions of figures and tables on the manuscript.
18. Check that figures and tables are numbered in the order in which they are discussed in the text.
19. Suggest a running head for the paper of not more than 50 characters (including spaces).
20. Provide a postal address, telephone and fax numbers and, if available, an email address for the corresponding author.

*Address for submissions*

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 CSIRO PUBLISHING  
 PO Box 1139 (150 Oxford St)  
 Collingwood, Victoria 3066, Australia

**Guidelines for the preparation of manuscripts**

**General presentation.** The work should be presented in concise and clear English. The Introduction should not exceed what is necessary to indicate the reason for the work and its essential background. Sufficient experimental detail should be given to enable the work to be repeated. The Discussion should focus attention on the significance of the results.

Supplementary material of a detailed nature that may be useful to other workers but which is not essential to the printed paper may be lodged as an Accessory Publication with the Journal, provided that it is submitted with the manuscript for inspection by the referees. Such material will be made available on request and a note to this effect should be included in the paper.

**Manuscripts.** Three clearly legible copies must be submitted. They must be double-spaced throughout, and with the left-hand margin at least 3 cm wide; paper with numbered lines can be helpful for editorial comment. Place tables, figures, and captions to figures after the text, and number all pages of the manuscript consecutively. Refer to each figure and table in the text. Submit with each copy of the manuscript a complete set of any lettered and mounted photographs, and line-work of the same quality as that to be reproduced in the printed paper.

When the manuscript has been refereed, the author will be requested to submit a computer disc bearing the final version of the manuscript, as well as an identical hard copy for editing.

Authors are advised to read recent issues of the journal to note details of headings, tables, illustrations, style, and layout. Observance of these and the following details will shorten the time between submission and publication. Poorly prepared and unnecessarily lengthy manuscripts have less chance of being accepted.

**Title.** This should be concise and appropriately informative and should contain sufficient keywords to facilitate retrieval by modern searching techniques. An abridged title suitable for use as a running head at the top of the printed page and not exceeding 50 letter spaces should also be supplied.

If the paper is one of a numbered series, a reference to the previous part should be given as a footnote on the first page. If a part not yet published needs to be consulted for a proper understanding of the paper, a copy of that manuscript should be supplied to assist the referees.

**Abstract.** The Abstract (preferably less than 200 words) should state concisely the scope of the work and give the principal findings. It should be complete enough for direct use by abstracting services. Acronyms and references should be avoided in the Abstract.

**Footnotes.** Footnotes should be used in text only when essential. They should be placed within horizontal rules immediately under the lines to which they refer.

**References.** References are cited chronologically in the text by author and date and are not numbered. All references in the text must be listed at the end of the paper, arranged alphabetically; all entries in this list must correspond to references in the text. In the text the names of two coauthors are linked by 'and'; for three or more the first author's name is followed by '*et al.*'. No editorial responsibility can be taken for the accuracy of the references; authors are requested to check these with special care.

Titles must be included for all references. Papers that have not been accepted for publication may not be included in the list of references and must be cited either as ‘unpublished data’ or as ‘personal communication’; the use of such citations is discouraged. **Titles of periodicals must not be abbreviated.** References should be in the following formats:

*Journal paper*

Andrews, R. M., and Pough, F. H. (1985). Metabolism of squamate reptiles: allometric and ecological relationships. *Physiological Zoology* **58**, 214–231.

*Chapter in a book*

Cockburn, A. (1996). Why do so many Australian birds cooperate: social evolution in the Corvida? In ‘Frontiers in Population Ecology’. (Eds R. B. Floyd, A. W. Sheppard and P. J. De Barro.) pp. 451–472. (CSIRO Publishing: Melbourne.)

*Whole book*

Harvey, P. H., and Pagel, M. D. (1991). ‘The Comparative Method in Evolutionary Biology.’ (Oxford University Press: Oxford.)

*Report or bulletin*

Parer, I., Sobey, W. R., and Conolly, D. (1987). Reproduction of the wild rabbit (*Oryctolagus cuniculus* under varying degrees of confinement. CSIRO Division of Wildlife and Rangelands Research Technical Paper No. 36.

*Thesis*

Cooper, M. L. (1999). A genetic analysis of population structure in the southern brown bandicoot (*Isodon obesulus*) in Western Australia. Ph.D. Thesis, University of Western Australia, Perth.

**Units.** Authors are requested to use the International System of Units (Système International d’Unités) for exact measurements of physical quantities and where appropriate elsewhere. The double solidus must not be used in complex groupings of units; the negative index form (e.g.  $\text{g kg}^{-1} \text{h}^{-1}$ ) is preferred.

**Mathematical formulae.** These should be carefully typed with symbols in correct alignment and adequately spaced. If special symbols must be hand-written, they should be inserted with care and identified by pencilled notes in the margin. Judicious use should be made of the solidus to avoid 2-line mathematical expressions wherever possible and especially in the running text. Each long formula should be displayed on a separate line with at least 1 line of space above and below.

**Enzyme nomenclature.** The names of enzymes should conform to the Recommendations of the Nomenclature Committee of the IUB on the Nomenclature and Classification of Enzymes as published in ‘Enzyme Nomenclature 1984’ (Academic Press, New York, 1984). If there is good reason to use a name other than the recommended name, at the first mention of the alternative name in the text it should be identified by the recommended name and EC number. The Editor should be advised of the reasons for using the alternative name.

**Chemical nomenclature.** The nomenclature of compounds such as amino acids, carbohydrates, lipids, steroids, vitamins, etc., should follow the recommendations of the IUPAC–IUB Commission on Biochemical Nomenclature. Other biologically active compounds, such as metabolic inhibitors, plant growth regulators, buffers, etc., should be referred to once by their correct chemical name (which is in accordance with IUPAC rules of Chemical Nomenclature) and then by their most widely accepted common name. Where there is no common name, trade names or letter abbreviations of the chemical may be used.

**Statistical evaluation of results.** The tests should be described briefly and, if necessary, supported by references. Numbers of individuals, mean values and measures of variability should be stated. It should be made clear whether the standard deviation or the standard error of the mean has been given.

The design and conduct of experiments must be sufficiently explained that readers can judge for themselves the validity of the results. Authors should describe how measurements were made and indicate how treatments were assigned to units or blocks, and the number of replicates. When common experimental designs such as randomised block or split-plot designs are used a reference is not necessary, but it is appropriate to cite a reference for little-used methods or designs, in which case the use of these methods should be justified. The experimental design dictates the proper method of statistical analysis and the basis of assessing the precision of

treatment means. The precision achieved should be reported by a standard error of the treatment mean or a coefficient of variation. Wherever possible, the assumptions implicit in the analysis should be checked. Ultimately, the statistical analyses should highlight the biological principles embodied in the results.

**Tables.** Tables must be numbered with arabic numerals and each must be accompanied by a title. A headnote containing material relevant to the whole table should start on a new line as it will be set in a different font. Tables should be arranged with regard to the dimensions of the printed page (12.5 by 20 cm) and the number of columns kept to a minimum. Excessive subdivision of column headings is undesirable and long headings should be avoided by the use of explanatory notes, which should be incorporated into the headnote. The symbol for the unit of measurement should be placed in parentheses beneath the column heading. Prefixes for units should be chosen to avoid an excessive number of digits in the body of the table or scaling factors in the headings. When scaling factors cannot be avoided, the quantity expressed should be preceded by the power of 10 by which the value has been multiplied. For example, the value 0.05 would appear as 5 under the heading  $10^2 \times N$  and the value 500 would appear as 5 under the heading  $10^{-2} \times N$ . Horizontal rules should be inserted only above and below column headings and at the foot of the table. Vertical rules must not be used. Each table must be referred to in the text. Only in exceptional circumstances will the presentation of essentially the same data in both tabular and graphical form be permitted; in general, the tabular form should be used. Short tables can frequently be incorporated into the text as a sentence or as a brief untitled tabulation. Footnotes in tables should be reserved for specific items in columns.

**Line drawings.** Authors are encouraged to prepare their illustrations electronically as this will usually speed publication of the paper. Please use either a draw or a chart/graph program; Adobe Illustrator is the preferred program. Save Excel charts as Excel 97. Sigmaplot Version 5 for Windows files should be pasted into a Word Document and saved as Word 97. CorelDraw files should be saved as Version 6 or as encapsulated postscript (EPS) files. IBM Powerpoint files must be saved in Windows Metafile (.wmf) format. Avoid using 3D surface area charts where possible because print quality is often poor. Avoid assigning colours in charts because they print poorly when converted to greyscale images. Use hatching rather than shading in bar graphs. A high-resolution printout, on good-quality paper, of each illustration must also be provided.

Authors who are unable to prepare electronic illustrations should submit lettered line drawings and lettered and mounted photographs that comply with the instructions below. These must be of high quality as they will be scanned for publication. Line drawings should be produced using black ink on white drawing paper, and with regard to the size of the printed page (12.5 by 20 cm). The dimensions must not exceed 30 by 50 cm. If originals are larger than this they should be photographically reduced and high-quality bromide prints used as originals. Lettering should be in sans-serif type (Helvetica preferred) with the first letter of the first word and any proper names capitalised. The *x*-height of inscriptions after reduction should be 1.2–1.3 mm (capitals 2 mm). Thus, for the preferred reductions of graphs to 30, 40, or 50% of original linear dimensions, the initial *x*-height of lettering should be 4, 3, or 2.5 mm, respectively. Symbols and grid marks should be the same respective sizes, and curves and axes should then be either 0.8, 0.7, or 0.6 mm thick, respectively. Proportionately smaller sizes of type, symbols, grid marks, and curve thicknesses should be used for lesser reductions (the thickness of all lines on line diagrams must be no less than 1 pt). Explanations of symbols should be given in the caption to the figure. Lettering of graphs should be kept to a minimum. Grid marks should point inwards; legends to axes should state the quantity being measured and be followed by the appropriate SI units in parentheses. **Unsatisfactory artwork will be returned for correction.**

**Photographs.** Photographs must be of the highest quality with a full range of tones and of good contrast. Before being mounted, photographs must be trimmed squarely to exclude features not relevant to the paper and be separated from adjacent photographs by uniform spaces that will be 2 mm wide after reduction. Lettering should be in a sans-serif type and contrast with its background; thus, white lettering should be used on darker backgrounds. The size of lettering should be such that the final height after reduction is 1.5–2.0 mm.

The submission of photographic scanned images is encouraged; Adobe Photoshop is the preferred program. If your figures are created in a paint program, line art should be saved at 600 dpi in TIFF or EPS format, and greyscale or colour images should be saved at 300 dpi in TIFF or EPS format. Electronic photographic work can be submitted on PC-ZIP discs.

Colour photographs are accepted; however, the journal does not cover the cost of their printing. Please speak to the Editor if you wish to publish photographs in colour.