

# ***Proceedings of the Royal Society of Queensland*** **GUIDE TO AUTHORS (Volume 124, 2019)**

The *Proceedings of the Royal Society of Queensland* (PRSQ) publishes natural history topics of relevance to Queensland, with a very broad range of subjects including biodiversity, conservation, use, management and economic significance of natural resources; all aspects of botany, geology, hydrology and zoology, the biology, dynamic land processes, impacts and management of introduced species, biomedicine studies and papers on culture and heritage grounded in natural resources. The journal will also publish papers on general science, including science-related policy, education, scientific method and philosophy.

All submitted papers except thesis abstracts will be peer reviewed prior to a decision being taken on their publication.

Papers submitted for publication in PRSQ must not contain material that has either been published or is currently under consideration for publication elsewhere.

From time to time the Society publishes “Special Issues” on a focused theme. A distinct *Guide to Authors* will apply to each of these issues.

## **Types of manuscript**

The following types of manuscripts will be considered:

(i) **Scientific Papers** – Full papers containing substantial new data or a substantial review. Submitted papers should not exceed 20 manuscript pages including figures, tables and reference list; or 10,000 words of text.

(ii) **Short Communications** – A maximum of 4000 words. Primary research articles reporting discrete items of completed research or topical reports of developments relevant to natural resources in Queensland.

(iii) **Thesis Abstracts** – A maximum of 500 words. Thesis abstracts aim to disseminate and summarise work performed at the Honours, MSc and PhD level. The author must provide evidence that the thesis is completed and accepted. (There will be no peer review of thesis abstracts).

(iv) **Opinion Papers and Historical Papers** – An opinion piece (maximum of 6000 words) should be written as a perspective, not a formal review. It should be of interest to a broad readership, with an emphasis on its Queensland relevance. A brief review and critique of past and current work should be given, but the author's own outlook on the subject should be included, in addition to their view on new directions in the field and how it should progress. The author does not have to agree with conventional thought, but should present both sides of any debate. Historical papers should describe past events related to the natural resources of Queensland. These papers should include an abstract, introduction and conclusion as well as the appropriate headed sections within the paper.

(v) **Book Reviews** – Authors of books on topics within the scope of PRSQ may contact the Editor to arrange for a book review by a mutually agreed reviewer who has demonstrated expertise in the topics covered. Such reviews may be up to 2000 words, and include profiles of the book author and reviewer.

The PRSQ acts to highlight research and researchers relevant to Queensland. To further this, an Author Profile may appear at the end of each paper. It contains brief details of the authors and their research interest. It can be up to a maximum of 100 words in length.

### **Guidelines for obituaries, citations and award recognitions in PRSQ**

PRSQ encourages the submission of papers covering obituaries, citations (RSQ life member awards) and other awards to persons who have made significant contributions to science in Queensland.

Responsibility for the preparation of such papers is with a single lead-author, who should submit a final version to the Editor PRSQ. The lead-author would normally be the person who made the nomination for life membership or who was a close associate of the individual being recognised. The submission to the Editor PRSQ should comprise a text in Word format and a photograph of the person being recognised in JPEG or TIFF. The text should have a heading, such as:

- Obituary of (full name) (dates e.g. 1942-2015),
- Institution making the award (e.g. University of Queensland Gold Medal), date of the award (e.g. 2014), full name of the recipient,
- Royal Society of Queensland, Award of Life Member, full name of recipient, date of the award.

The text may have subheadings, and it may be up to 2,000 words in length. The academic, scientific and other awards (e.g. Order of Australia Awards) should be described as well as publications and other scientific contributions, and scientific/academic leadership roles. Special mention should be made about contributions to science or research in Queensland. Family details may be briefly described. Please keep detailed references to publications to a minimum. Long reference lists are not acceptable. If there is a need to review and discuss the personal scientific contributions and publications relevant to Queensland, then this could be done and submitted to PRSQ as a review or historical paper (see above for details).

Submissions that comprise notes, dot points, brief outlines, or text requiring revision are not acceptable. Nor are multiple submissions from a group compiling one of these papers. As previously stated, it is the role of the lead-author to submit a complete text and photograph to the Editor for consideration. The Editor is not responsible for writing or revising these submissions. After typesetting, a proof copy will be sent by the Editor to the lead-author for checking before final publication.

## Style guide for submissions to PRSQ

Authors are urged to follow this style guide. Failure to do so may necessitate the return of the manuscript to the author for style revision, and associated delays in publication. It is advisable for authors to examine the style of papers in the previous volume of PRSQ before submitting papers.

### MANUSCRIPTS

Manuscripts should be submitted electronically to the Editor as a Microsoft Word document, formatted for an A4 sized page with wide margins (at least 2.5cm). Text should be double spaced and every page (including the title page) numbered. Please use the word processing software to number all lines in the manuscript sequentially.

Scientific papers should be organised as follows: Title page (title in upper case), names and addresses of authors); ABSTRACT (300 words maximum); INTRODUCTION; MATERIALS AND METHODS (including study area); RESULTS; DISCUSSION; or RESULTS AND DISCUSSION; CONCLUSIONS or SUMMARY; ACKNOWLEDGEMENTS; FUNDING; REFERENCES, AUTHOR PROFILE. Alternative headings may be relevant for other types of manuscripts; please consult the Editor if clarifications are required in this regard.

Please apply paragraph styles (see the latest volume of PRSQ for examples) to all text. Paragraphs should be separated by one line with no indentation.

References should be arranged alphabetically under authors' names. Publications by the same author(s) in the same year should be listed as 1993a, 1993b, etc. Several papers by the same author should be arranged: sole author; one co-author; several co-authors (listed chronologically).

The use of italics is restricted to names of genera and species.

Accuracy in calculations, figures, tables, names, quotations, references etc. is the complete responsibility of the author(s).

Examples of reference styles:

Comita, G.W. 1968. Oxygen consumption in *Diaptomus*. *Limnology and Oceanography* 13(x): 51-57. DOI:xxxx

Weng, H.T., Mather, P.B., Capra, M.F. 1994. Assessment of genetic differentiation in trumpeter whiting (*Sillago maculata* Quoy & Gaimard) populations in Moreton Bay. *Proceedings of the Royal Society of Queensland* 104: 11-17.

Brody, S. 1945. *Bioenergetics and Growth*. (Reinhold Publishing Corp. New York).

Underwood, A.J. & Chapman, M.G. (eds). *Coastal Marine Ecology of Temperate Australia*. (University of New South Wales Press Ltd. Sydney).

Jones, A.R. 1995. Sandy beaches. Pp. 136-151. In Underwood, A.J. & Chapman, M.G. (eds), Coastal Marine Ecology of Temperate Australia. (University of New South Wales Press Ltd. Sydney).

*Web-based material:* Goudet, J. 2001. FSTAT, a Program to Estimate and Test Gene Diversities and Fixation Indices (Version 2.9.3). Available at <http://www2.unil.ch/popgen/softwares/fstat.htm> (accessed 15 November 2014).

In the text, references should take one of the following forms: Mather (1994); (King, 1993); (Fletcher, 1947; Anderson, 1954; Jones, 1966); Fletcher & Anderson (1967); and for more than two authors, Weng et al., (1994); and (Weng et al., 1994).

#### TABLES & FIGURES/ILLUSTRATIONS

Excessive use of table and figures, and large tables should be avoided.

Each table should be typed on a separate page, be numbered and have a brief title.

Photographic figures should be of good contrast and a high resolution (at least 600dpi).

Figures should be saved in TIFF format, independent of the manuscript.

Figure captions should be typed on a separate page at the end of the manuscript in the form: FIG.1. Study region.

#### **Do not embed tables or figures into the manuscript file.**

Figures should be restricted to only 2-dimensional representations. Do not forget the labels and units. Captions for the figures should give a precise description of the content and should not be repeated within the figure. Tables should be created using the table function.

#### **Submission of manuscripts**

Authors should submit their papers electronically by 1 July 2019 to the Editor, *PRSQ* ([editor@royalsocietyqld.org.au](mailto:editor@royalsocietyqld.org.au)). The submission would normally consist of the following files:

1. Manuscript in Microsoft Word format.
2. Figure captions in Microsoft Word format.
3. Each table and figure submitted separately in table format or as TIFF files.
4. Cover letter

#### **Peer review**

Authors may include with their submission the names, affiliations, and email addresses of two possible referees expert in the field. Such persons should be chosen so as to give a completely independent and unbiased appraisal of the submitted paper.

#### **Proof corrections, costs and offprints**

Proofs will be sent to the author via e-mail as an Acrobat PDF (portable document format) file. The e-mail server must be able to accept attachments up to 4 MB in size. Acrobat Reader will be required in order to read this file. This software can be downloaded (free of charge) from the following Web site:

[www.adobe.com/products/acrobat/readstep2.html](http://www.adobe.com/products/acrobat/readstep2.html) .

Authors are requested not to make major changes to their papers at the proof stage, and to return the details of corrections to the Editor as soon as possible, preferably in Word format.

There are no page charges for publication in the PRSQ. Authors will be sent a PDF version of the final published paper. Authors of papers with colour figures will be asked to pay for the associated costs.

### **Membership of the Royal Society of Queensland**

Whilst membership of the Society is encouraged and open to any person interested in the progress of the natural sciences in Queensland, it is not a requirement for authors who submit papers to the *Proceedings* to be members of the Society.

### **Copyright**

Copyright relating to papers published within the *Proceedings* is shared with the author according to law. The right to charge fees for reproduction is transferred upon publication to and retained by the Society.

Revision date: 21 December 2018