



Royal Society of Queensland

## *Proceedings of The Royal Society of Queensland*

### **Special Issue 133**

## **GUIDE TO AUTHORS**

The *Proceedings of The Royal Society of Queensland* (PRSQ) publishes papers validated by conventional peer review. Papers on topics in the natural sciences that are significant for Queensland and Queenslanders are particularly welcome. Papers on related topics including the social sciences, urban and regional planning, managing the natural environment, education, culture, history, philosophy, heritage and policy will be considered. PRSQ regularly publishes research articles, reviews, short communications, and outlook papers. From time to time the Society publishes “Special Issues” on a focused theme. A distinct *Guide to Authors* applies to each of these issues and an Honorary Editor with content-rich knowledge is selected for each issue.

The Council of the Society has approved a proposal to establish a Special Issue on the subject of “Planning and Climate Change”. The Special Issue will be published online as articles are accepted by the Honorary Editor. The volume will be printed only if special funds become available.

Special Issue 133 is dedicated to the threats to Queensland's natural and built environments and human populations posed by climate change and the failure of the State's planning systems to build resilience. "Planning systems" includes the statutory regime of development control, regional natural resource planning, transport infrastructure planning and other forms of strategic guidance to development and management of the State's natural and built assets. Papers may be situated within operational management (such as action plans to confront the emerging practical challenges), or within underlying philosophy (such as on stewardship of our land).

All submitted manuscripts except thesis abstracts will be peer-reviewed prior to a decision on their publication. Manuscripts must not contain material that has either been published or is currently under consideration for publication elsewhere. Submissions received by **31 December 2023** will be eligible for the David Marlow Prize. Submissions received after that date may still be included in PRSQ volume 133, until the Society declares the volume closed.

Whilst membership of the Society is encouraged, authors who submit papers to the *Proceedings* are not required to be members of the Society.

## TABLE OF CONTENTS

|   |       |
|---|-------|
| 1. <a href="#">SUBMISSION OF MANUSCRIPTS</a>                      | p.2   |
| 2. <a href="#">TYPES OF MANUSCRIPT</a>                            | p.2   |
| 3. <a href="#">STYLE GUIDE</a>                                    | p.3–7 |
| 3.1. <a href="#">Sample Papers</a>                                | p.3   |
| 3.2. <a href="#">Obituaries, Citations and Award Recognitions</a> | p.3   |
| 3.3. <a href="#">Manuscript versions of scientific papers</a>     | p.3–7 |
| 3.3.1. <a href="#">Main Headings</a>                              | p.3   |
| 3.3.2. <a href="#">Subheadings</a>                                | p.3–4 |
| 3.3.3. <a href="#">Body Text</a>                                  | p.4   |
| 3.3.4. <a href="#">New Taxonomic Names</a>                        | p.4   |
| 3.3.5. <a href="#">References</a>                                 | p.4–6 |
| 3.3.6. <a href="#">Digital Object Identifiers</a>                 | p.6   |
| 3.3.7. <a href="#">Figures/Illustrations</a>                      | p.6–7 |
| 3.3.8. <a href="#">Tables</a>                                     | p.7   |
| 4. <a href="#">PROOF CORRECTIONS, COSTS AND OFFPRINTS</a>         | p.7   |
| 5. <a href="#">COPYRIGHT</a>                                      | p.7   |

### 1. SUBMISSION OF MANUSCRIPTS

Lead authors should submit their papers electronically to the Honorary Editor, PRSQ, Special Issue 133, planning AT royalsocietyqld.org.au. The submission will normally consist of the following files:

1. Manuscript file in Microsoft Word format, formatted for an A4-sized page with wide margins (at least 2.5 cm). Text should be 12pt Times New Roman, 1.5 line spaced, with every page and line (including the title page) numbered. The file name should include the lead author's surname, e.g. SMITH\_Alien\_fish\_paper.docx.
2. Figures, saved as individual images and/or vector graphics (see 'Figures/Illustrations' on page 7 of this Guide for file formats and resolution requirements). The file name should include the lead author's surname, e.g. SMITH\_Alien\_fish\_Figure\_1.jpg. *Figures embedded in Word files will not be accepted.*
3. Cover letter, including the names and contact details of at least three individuals who are qualified to review the manuscript. These individuals should not have published with any author of the paper within the last three years.

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. Manuscripts not conforming to the *Guide to Authors* may be sent back to the lead author without review, and may not be considered until the Editor is satisfied all reasonable efforts to comply with the Guide have been made. Accuracy in calculations, figures, tables, names, quotations, references, etc., is the complete responsibility of the lead author.

The lead author should include confirmation that no part of the submission has been generated by a language processing tool.

### 2. TYPES OF MANUSCRIPT

The following types of manuscript will be considered:

- (i) **Research Papers:** Full papers containing substantial new data or a substantial review with original insights. Submitted papers should not exceed 10,000 words of text including tables and reference list.
- (ii) **Occasional Papers:** Full papers containing substantial new data or a substantial review, but where the manuscript significantly exceeds the above 10,000-word limit. This category may be suitable for monographs, where the content has to be extremely detailed and niche; or long manuscripts that deal with significant topics that require broad coverage. To publish in this category, contact the Editor to discuss prior to submission.
- (iii) **Short Communications:** A maximum of approximately 5000 words including tables and reference list. Primary research articles reporting discrete items of completed research or topical reports of developments within the scope of the journal. Tables, figures, and reference entries should be kept minimal.

- (iv) **Historical Papers:** Full papers covering historical topics and containing novel insights from a historical perspective (maximum of 5000 words including tables and reference list). Please avoid simple re-iteration of historical literature.
- (v) **Opinion Papers:** An opinion piece (maximum of 5000 words including tables and reference list) should be of interest to a broad readership, with an emphasis on Queensland. 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 a balanced side of any debate supported with insightful analysis or evidence – as distinct from polemic. These papers should include an abstract, introduction and conclusion as well as the appropriate headed sections within the paper.
- (vi) **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 approximately 2000 words (including reference list if applicable), and include profiles of the book author and reviewer.
- (vii) **Thesis Abstracts:** A maximum of 1000 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 complete and has been accepted. There will be no additional peer review of thesis abstracts.
- (viii) **Obituaries, Citations and Award Recognitions:** PRSQ encourages the submission of 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. The lead author would normally be the person who made the nomination or who was a close associate of the individual being recognised. The submission to the Editor should comprise text in Word format and a photograph, in JPEG or TIFF format, of the person being recognised (see '[Figures/Illustrations](#)' on for file formats and resolution requirements).

**Note:** If necessary, a large bibliography or additional tables/figures may be included in Supplementary Material. Supplementary Material will be published in the online version only. The printed paper will include the URL of the online Supplementary Material.

### 3. STYLE GUIDE

#### 3.1. Sample Papers

A sample manuscript, ready for submission, is provided as an Appendix to this document.

Typeset versions of PRSQ papers and volumes can be accessed at <https://www.royalsocietyqld.org/proceedings/>

#### 3.2. Obituaries, Citations and Award Recognitions

**Obituary of (full name) (dates, e.g. 1942–2020)**

**Institution making the award (e.g. University of Queensland Gold Medal), date of the award (e.g. 2020), full name of the recipient**

**The Royal Society of Queensland, Award of Life Member, full name of recipient, date of the award**

Body text may have headings and sub-headings, and may be up to 2000 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 of 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).

#### 3.3. Manuscript versions of scientific and occasional papers, and short communications

**Title of Paper**

(Bold, centred, with Initial Capitals for Principal Words)

Josephine B. McDonald<sup>1</sup>, Frederick T. Smith<sup>2</sup> and Wendy M. Jones<sup>3</sup>

## Abstract

Abstract text (300 words maximum).

<sup>1</sup> *Faculty/division, University/organisation, Street address or PO Box, State and postcode (e.g. QLD 4000), Country (optional email address in brackets)*

<sup>2</sup> *Faculty/division, University/organisation, Street address or PO Box, State and postcode (e.g. QLD 4000), Country (optional email address in brackets)*

<sup>3</sup> *Faculty/division, University/organisation, Street address or PO Box, State and postcode (e.g. QLD 4000), Country (optional email address in brackets)*

### 3.3.1. Main Headings (Bold, centred, with Initial Capitals for Principal Words)

**Introduction, Materials and Methods** (including study area), **Results, Discussion** *or* **Results and Discussion, Conclusions** *or* **Summary, Acknowledgements, Funding** (where appropriate), **Literature Cited, Author Profile(s)**

The PRSQ acts to highlight research and researchers relevant to Queensland. To further this, an Author Profile(s) should appear at the end of each paper. It contains brief details of the author(s) and their research interests. Each profile can be up to a maximum of 100 words in length.

### 3.3.2. Subheadings

Level 1: **Left Align, Bold, with Initial Capitals for Principal Words**

Paragraph text underneath . . .

Level 2: ***Left Align, Bold Italic, with Initial Capitals for Principal Words***

Paragraph text underneath . . .

Level 3: **Bold with Initial Capitals for Principal Words.** Paragraph text runs on . . .

Level 4: ***Bold Italic with Initial Capitals for Principal Words.*** Paragraph text runs on . . .

### 3.3.3. Body Text

Paragraphs should be separated by one line with no indentation, and text should be 1.5-line spaced 12pt Times New Roman.

#### *Use of Italics*

Italics should be used for genera and species, names of journals, books, newspapers and websites, pronumerals (e.g.  $n = 35$ ), and Latin words/terms (e.g. *sensu stricto, ad infinitum, per se*). *Note:* “et al.” should be roman, not italic.

#### *Numbers*

Numbers below 10 should be spelt out (with the exception of measures, weights, etc., or when referencing data), as should numbers beginning sentences. Numbers containing five or more digits should include a comma (e.g. 50,000); however, four-digit numbers should not include a comma (e.g. 5000). Monetary values are an exception, as are columns of numbers in tables. Units of measure, weight, etc., should be spaced (e.g. 200 mm; 20 cm; 100 km; 4.5 g). Ranges of measure, years, pages, etc., should include an en dash rather than a hyphen (e.g. 20–30 cm; 2019–2020; pp. 354–360).

#### *Special Characters*

The characters (en dash, degree symbol, mathematical symbols) below can be accessed via Microsoft Word’s Advanced Symbol function (in the Insert menu) or inserted directly using keyboard shortcuts.

#### *Quotations*

Block quotations should be indented from the left, should be roman (not italic), and should *not* be enclosed in quotation marks. Quoted passages or words *within* a body-text paragraph should be enclosed in double quotation marks (with single quotation marks inside doubles where appropriate). Quotation marks around terms, etc., should be singles.

### 3.3.4. New Taxonomic Names

Authors should follow the practices set out in the International Code of Zoological Nomenclature (<http://iczn.org>) or International Code of Nomenclature for Algae, Fungi, and Plants (Melbourne Code) (<http://www.iapt-taxon.org/nomen/main.php>). Electronic (online first) publications of new names have special requirements. Zoological names need to be registered in ZooBank to obtain an LSID. Registration of new names in Zoobank should be done in consultation with the Editor and only after the manuscript has been accepted, but prior to typesetting. Authors will be required to provide the following information prior to publication:

1. Taxon name.
2. Taxon rank (e.g. species, genus, family).
3. Parent taxon, including author and date (e.g., “*Viverravus* Marsh, 1872”).
4. Figure numbers in which the taxon is illustrated.
5. Information about the holotype specimen, including repository, specimen number, brief description of the specimen.
6. Geographic information about the type locality.

### 3.3.5. References

In the Literature Cited section, references must follow APA style (see examples below and in the Appendix to this Guide). Manuscripts containing incorrectly styled references will be returned to the author for amendment. An extensive range of examples is available at <https://apastyle.apa.org/style-grammar-guidelines/references>, but the most common are reproduced below:

#### **Journal Article**

Grady, J. S., Her, M., Moreno, G., Perez, C., & Yelinek, J. (2019). Emotions in storybooks: A comparison of storybooks that represent ethnic and racial groups in the United States. *Psychology of Popular Media Culture*, 8(3), 207–217. <https://doi.org/10.1037/ppm0000185>

#### **Journal Article with an Article Number**

Jerrentrup, A., Mueller, T., Glowalla, U., Herder, M., Henrichs, N., Neubauer, A., & Schaefer, J. R. (2018). Teaching medicine with the help of “Dr. House”. *PLoS ONE*, 13(3), Article e0193972. <https://doi.org/10.1371/journal.pone.0193972>

#### **Newspaper Article**

Carey, B. (2019, 22 March). Can we get better at forgetting? *The New York Times*. <https://www.nytimes.com/2019/03/22/health/memory-forgetting-psychology.html>

Harlan, C. (2013, 2 April). North Korea vows to restart shuttered nuclear reactor that can make bomb-grade plutonium. *The Washington Post*, A1, A4.

*Note:* APA’s online Newspaper Article examples use the US date format (*month, date*). The PRSQ uses the Australian/UK format (*date, month*).

#### **Whole Authored Book**

Jackson, L. M. (2019). *The psychology of prejudice: From attitudes to social action* (2nd ed.). American Psychological Association. <https://doi.org/10.1037/0000168-000>

Sapolsky, R. M. (2017). *Behave: The biology of humans at our best and worst*. Penguin Books.

*Note:* APA style dictates that locations of book publishers not be included in the reference.

#### **Whole Edited Book**

Hygum, E., & Pedersen, P. M. (Eds.). (2010). *Early childhood education: Values and practices in Denmark*. *Hans Reitzels Forlag*. <https://earlychildhoodeducation.digi.hansreitzel.dk/>

#### **Several Volumes of a Multivolume Work**

Harris, K. R., Graham, S., & Urdan, T. (Eds.). (2012). *APA educational psychology handbook* (Vols. 1–3). American Psychological Association.

### **Chapter in an Edited Book**

- Aron, L., Botella, M., & Lubart, T. (2019). Culinary arts: Talent and their development. In R. F. Subotnik, P. Olszewski-Kubilius, & F. C. Worrell (Eds.), *The psychology of high performance: Developing human potential into domain-specific talent* (pp. 345–359). American Psychological Association. <https://doi.org/10.1037/0000120-016>
- Dillard, J. P. (2020). Currents in the study of persuasion. In M. B. Oliver, A. A. Raney, & J. Bryant (Eds.), *Media effects: Advances in theory and research* (4th ed., pp. 115–129). Routledge.

*Note:* When listing names of editors, initials *precede* surnames, as above.

### **Report by a Government Agency**

- National Cancer Institute. (2019). *Taking time: Support for people with cancer* (NIH Publication No. 18-2059). U.S. Department of Health and Human Services, National Institutes of Health. <https://www.cancer.gov/publications/patient-education/takingtime.pdf>

### **Report with Individual Authors**

- Stuster, J., Adolf, J., Byrne, V., & Greene, M. (2018). *Human exploration of Mars: Preliminary lists of crew tasks* (Report No. NASA/CR-2018-220043). National Aeronautics and Space Administration. <https://ntrs.nasa.gov/archive/nasa/casi.ntrs.nasa.gov/20190001401.pdf>

### **Conference Presentation**

- Evans, A. C., Jr., Garbarino, J., Bocanegra, E., Kinscherff, R. T., & Márquez-Greene, N. (2019, 8–11 August). *Gun violence: An event on the power of community* [Conference presentation]. APA 2019 Convention, Chicago, IL, United States. <https://convention.apa.org/2019-video>

### **Conference Proceedings Published in a Journal**

- Duckworth, A. L., Quirk, A., Gallop, R., Hoyle, R. H., Kelly, D. R., & Matthews, M. D. (2019). Cognitive and noncognitive predictors of success. *Proceedings of the National Academy of Sciences, USA*, *116*(47), 23499–23504. <https://doi.org/10.1073/pnas.1910510116>

### **Conference Proceedings Published as a Whole Book**

- Kushilevitz, E., & Malkin, T. (Eds.). (2016). *Lecture notes in computer science: Vol. 9562. Theory of cryptography*. Springer. <https://doi.org/10.1007/978-3-662-49096-9>

### **Conference Proceedings Published as a Book Chapter**

- Bedenel, A.-L., Jourdan, L., & Biernacki, C. (2019). Probability estimation by an adapted genetic algorithm in web insurance. In R. Battiti, M. Brunato, I. Kotsireas, & P. Pardalos (Eds.), *Lecture notes in computer science: Vol. 11353. Learning and intelligent optimization* (pp. 225–240). Springer. [https://doi.org/10.1007/978-3-030-05348-2\\_21](https://doi.org/10.1007/978-3-030-05348-2_21)

### **Dissertation or Thesis**

- Zambrano-Vazquez, L. (2016). *The interaction of state and trait worry on response monitoring in those with worry and obsessive-compulsive symptoms* [Doctoral dissertation, University of Arizona]. UA Campus Repository. <https://repository.arizona.edu/handle/10150/620615>
- Jones, L. D. (2018). Instructional leadership perceptions and practices of company board members [Unpublished thesis]. University of Queensland.

References in the body text should also follow APA style, e.g. Mather (1994); (King, 1993); (Fletcher, 1947; Anderson, 1954; Jones, 1966); Fletcher & Anderson (1967). Use “et al.,” to shorten in-text citations with three or more authors. Works by the same author(s) in the same year should be referenced as Jones (1993a), Jones (1993b). Use Jones (1993a,b) where a single reference is to two or more of the same author’s works. Note that the letters are

not assigned at random or based on their first appearance in the body text. The works are arranged in the Literature Cited section alphabetically by the first *principal* word of the title (i.e. not “A . . .” or “The . . .”, and the “a”, “b”, etc., assigned in that order).

### 3.3.6. Digital Object Identifiers

These need to be provided in the format <https://doi.org/10.1037/ppm0000185> for all references where they exist. Ensure the link works and redirects to the correct page or object. DOIs can generally be found in the reference section of the paper, or alternatively can be searched through <https://www.crossref.org/>.

### 3.3.7. Figures/Illustrations

Photographic figures should be saved in TIFF or JPEG format and supplied as individual image files, *i.e. not embedded in a Microsoft Word file*, and have good contrast and a high resolution (at least 300 pixels per inch (ppi) at the text width of the typeset document: 141 mm). JPEG files should be saved with image quality set to maximum, *i.e. minimum compression*.

Other figures (graphs, maps, etc.) should be saved in TIFF, PDF, EPS or Adobe Illustrator (.ai) format and supplied as individual files, *i.e. not embedded in a Microsoft Word file*. TIFF images should be of high resolution (at least 300 ppi at 141 mm wide double column/68 mm wide single column for colour or greyscale images; and preferably 1200 ppi for black and white images, *i.e. images with no shades of grey*). Vector graphics, being mathematically defined, are resolution independent and may be supplied in PDF, EPS or Adobe Illustrator format. As JPEG is a ‘lossy’ format, it should be avoided for graphs, maps, etc.

Graphs, maps, etc. should be printed by the author at the desired PRSQ column width (141 mm double column or 68 mm single column) to determine legibility of text labels. Should re-keying of text or other changes to submitted figures prove necessary, the cost may be passed on to the author.

Numbered figure captions should be inserted immediately after the first paragraph that mentions the figure. The captions should be brief (**Figure 1.** Figure description . . .). ***Do not embed figure images in the manuscript file or in any other Microsoft Word file.*** Insert a red catchline under the caption to alert the typesetter (e.g. **[Insert Figure 1 near here]**). Figures should be restricted to two-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.

If a figure is composed of several images requiring superimposed identifiers, e.g. “A”, “B”, “C”, etc., do *not* embed the identifiers in the supplied images. In this case, supply a separate mockup in Word or PowerPoint, showing the layout of the images and the required lettering/numbering. The typesetter will reproduce the layout using the supplied images and insert the identifiers using desktop publishing software.

### 3.3.8. Tables

Excessive use of tables should be avoided, as should large tables. Tables should be created using Microsoft Word’s table function and inserted immediately after the first paragraph that mentions the table. They should be numbered and have a brief title (**Table 1.** Table description . . .). The positions of figures/tables may differ in the typeset document, but they will always appear after their first mention in the text.

If a table is very wide, it should be supplied in a separate Microsoft Word file and a red catchline inserted in the text (e.g. **[Insert Table 1 near here]**). *Note:* Wide tables may be typeset in landscape format. Note also that tables containing an excessive number of columns may need to be typeset in a very small type size and legibility may suffer.

#### **4. PROOF CORRECTIONS, COSTS AND OFFPRINTS**

After typesetting, a proof will be sent to the author via email as a PDF (portable document format) file. The email server must be able to accept attachments up to 8 MB in size. Authors are requested not to make major changes to their papers at typeset proof stage, unless there are errors requiring correction. Return the corrections to the Editor as soon as possible. Minor changes should be indicated using Acrobat Reader's Sticky Notes function (see <https://helpx.adobe.com/acrobat/using/commenting-pdfs.html>). If absolutely necessary, lengthy changes may be supplied as Microsoft Word files.

There are no page charges for publication in the PRSQ; however, where major changes are requested at typeset proof stage, authors may be asked to pay for the associated typesetting costs. Authors of papers with colour figures or photographs may also be asked to pay for the associated costs. Papers will be published online as soon as they have been accepted and typeset. Print publication may follow when the annual volume of the PRSQ or a Special Issue is complete.

#### **5. COPYRIGHT**

Papers published in the PRSQ and Special Issues will be licensed under a Creative Commons AttributionNonCommercial-NoDerivatives 4.0 International Licence. Individual articles may be copied or downloaded for private, scholarly and not-for-profit use. Quotations may be extracted provided that the author/s and The Royal Society of Queensland are acknowledged. Queries regarding republication of papers, or parts of papers such as figures and photographs, should be sent to the Secretary of The Royal Society of Queensland Inc. ([rsocqld@gmail.com](mailto:rsocqld@gmail.com)).

The right to charge fees for reproduction is transferred upon publication to and retained by the Society.

*Revision date: 22.8.2023*

#### **APPENDIX**

##### **Sample Manuscript**

(See also final typeset version at [https://www.royalsocietyqld.org/wp-content/uploads/Proceedings%20126%20v2/13\\_Lewis\\_Packer\\_Web.pdf](https://www.royalsocietyqld.org/wp-content/uploads/Proceedings%20126%20v2/13_Lewis_Packer_Web.pdf))