

GUIDE TO AUTHORS OF AUSTRALIAN MUSEUM MEMOIRS AND RECORDS

1. Scope

The Australian Museum publishes in its Records and Memoirs the results of original research dealing with material in its collections or with subjects of interest to the Museum, including taxonomic and general zoology, palaeontology, anthropology, mineralogy, and related fields. Contributions of well above average length are published in the Memoirs.

2. Submission of manuscripts

Manuscripts should be sent to the Editor, Records and Memoirs of the Australian Museum. The original and one copy of the text must be submitted; the author should retain one copy. Original artwork should be retained by the author pending final acceptance of the paper for publication; two copies of the illustrations must be submitted with the text. Alternatively, good-quality photographic reproductions of the original artwork may be submitted. Papers will be reviewed by at least one referee before being considered for final acceptance. They must be in final form for publication so that changes at proof stage will be as few as possible.

The manuscript—including tables, headings, indices, legends to figures, and literature cited—must be clearly and neatly typewritten, double-spaced, on one side of bond or other good quality paper, and with 3 cm margins all round. Pages should be numbered consecutively. Tables and legends to illustrations should be on separate pages at the end of the manuscript. The entire manuscript should be securely fastened together.

3. Presentation

Papers should be arranged as follows:

- (i) The title, which should be concise and specific. The higher classification of the group dealt with should be indicated in the title of zoological papers; in palaeontological papers the position of a local formation in the world scheme should be indicated.
- (ii) The author's name and professional address.
- (iii) A summary not exceeding either 3 per cent of the text or 200 words and intelligible to the reader without reference to the main text.
- (iv) A list of contents may be included if the paper is very long.
- (v) Introduction.
- (vi) The main text of the paper.
- (vii) Acknowledgments.
- (viii) References (see below).
- (ix) Index (in the case of very long papers).

The approximate position of tables and figures should be indicated in pencil at the left-hand margin.

Only the names of genera and species should be underlined. Unless indicated elsewhere in the text, or where nomenclature follows a generally accepted standard (which should be cited), the authority should be cited when any specific name is used for the first time.

In taxonomic papers the short form (taxon, author, date, page) should be used in synonymies and the full reference taken to the end of the paper. In synonymies a period and dash (.—) should separate the name of the taxon and the name of the author except in the case of the reference to the original description. Where new species are described the location of the type material must be indicated and Article 73 and associated recommendations of the International Code of Zoological Nomenclature should be followed. Dichotomous keys with contrasting parts of couplets adjacent to each other are recommended. In these only the first part of the couplet should be numbered and the beginning of the second indicated with a dash at the left-hand margin. Keys must not use serially indented couplets.

4. Tables

Tables should be typed on separate sheets and numbered in arabic numerals. Headings should be self-explanatory. Material in the text should not duplicate that in the tables. Duplication of information in tables and graphs should generally be avoided.

Tables should have the very minimum number of horizontal and vertical lines. Very large or complex tables should be submitted in a form suitable for direct preparation of line blocks; such tables should not exceed 14 cm x 20 cm and numbers and letters should be as large as practicable.

5. Illustrations

Line drawings, maps and graphs are regarded as "figures" and are to be numbered consecutively; these numbers will be used in the final printed copy. Photographs are regarded as "plates"; they should be numbered, but the numbers eventually assigned to them will follow the series in the volume of the Records; references to plate numbers in the text should therefore be carefully checked at proof stage.

Figures should be drawn in black indian ink on bristol board, good quality paper, tracing linen, or faintly blue-lined graph paper. Related diagrams should be grouped to form a single figure suitable for eventual reduction to a size not exceeding 14 cm x 20 cm. Parts of figures should be labelled a, b, c, etc. (e.g., fig. 1a, 1b). The name(s) of the author(s), the number of the figure and the intended reduction should be clearly marked on the back of the illustration and the orientation of all illustrations indicated.

Photographs should be best-quality, glossy, with moderately high contrast, and mounted on white board.

All legends to illustrations should be submitted on pages separate from the text and not attached to the artwork.

6. References

References should be arranged alphabetically and chronologically. Titles of journals should be abbreviated according to the World List of Scientific Periodicals (4th ed.). Titles of all references must be given in full. It will be assumed that the list of references has been checked for accuracy by the author. The following examples may be of assistance:

Gibb, J. A., 1966. Tit predation and the abundance of *Ernarmonia conicolana* (Heyl.) on Weeting Heath, Norfolk, 1962-63. *J. Anim. Ecol.* 35: 43-53, 5 tables, 2 figs.

Mayr, E., E. G. Linsley, and R. L. Usinger, 1953. Methods and principles of systematic zoology. McGraw-Hill, New York. Pp. ix, 328, 14 tables, 45 figs.

Schöne, H., 1961. Complex behaviour. In T. H. Waterman (ed.), The physiology of Crustacea. Vol. 2: 465-520, 22 figs. Academic Press, New York.

7. Proofs

Only page-proofs are sent to authors for correction. Proofs should be returned with the least possible delay, and only essential corrections should be made. Authors are requested to pay particular attention to checking of numerical matter, mathematical symbols, lists of names, and references.

8. Free copies

Authors receive 50 copies free of charge. Additional copies may be ordered at the time proofs are returned.

9. Correspondence

All correspondence should be addressed to the Editor, The Australian Museum, P.O. Box A285, Sydney South, N.S.W. 2000, Australia.