

Guidelines for Contributors to *The South Australian Naturalist*.

- Manuscripts should be submitted in Times New Roman, font size 12 on an A4 page with the minimum of formatting as the material will be reformatted in the style of the Journal. [Main text will be font size 10 in the typeset version for *The South Australian Naturalist*.] Use single spaces between sentences and single spacing between lines, unless the paper/article/report is to be peer-reviewed, in which case use 1.5 line-spacing between lines and number each line.
- Avoid the use of headers and footers in the submitted manuscript.
- Figures, tables, etc. may be embedded in the text to give an approximate idea of where they should be located, but they should also be supplied separately at the end of the text, or as separate files.
- All figures and/or photographs should be submitted as jpg files, of not more than 3 MB each. Papers or articles with large numbers of photographs that are too large to be transmitted via email should be submitted on a CD ROM (or given to the editor directly using a flash drive).
- Captions should be at the top of tables but at the bottom of figures. [In the final typeset version, captions are in Arial, font size 8.]
- Captions should not be embedded in photographs or figures as they may be too hard to read when reduced in size for the style and size of the Journal. In addition, lettering and/or numbers in figures must still be readable when reduced in size to fit into the page size of the Journal. [Contributors are reminded that an A4 page is 21.0 x 29.7 cm but the Journal page size is only 14.0 x 21.6 cm.]
- References should be submitted using the Harvard system of citation e.g.:

Paper

Robinson, A.C., Kemper, C.M., Medlin, G.C. and Watts, C.H.S. (2000). The rodents of South Australia. *Wildlife Research* 27: 379–404. [All journal names should be printed in full and not abbreviated.]

Book

Medlin, G.C. (1993). 'Field Guide to Chambers Gorge Flinders Ranges'. South Australian Museum, Adelaide.

Book chapter

Medlin, G.C. (2008). Broad-cheeked Hopping-mouse *Notomys robustus*. Pp. 609–610 in 'The Mammals of Australia', S. Van Dyck and R. Strahan (eds). Reed New Holland, Sydney.

Thesis

Laslett, T.M. (2006). A palaeoecological study of a Quaternary vertebrate fossil deposit in Blanche Cave, Naracoorte, South Australia. BSc (Hons) Thesis, Flinders University, Adelaide, South Australia.

Note: For references the following style rules apply for the SAN.

- En-dashes (Ctrl+num-) and not hyphens should be used to separate numbers of page references or any other number range.
- No space between the initials of the Christian names of authors, e.g. 'Medlin, G.C.' and not 'Medlin, G. C.'

- Journal names are shown in italics, but a book name should be shown with single quotes. (See examples above.)
- Due to the proliferation of journals, abbreviations are sometimes difficult to interpret, so spell out the journal name in full.

Further style rules for material in the main body of the text.

For Numbers: In sentences, numbers under 10 are usually spelt out in full, although there are exceptions to this rule if numbers <10 occur with numbers ≥ 10 in the same sentence.

For Coordinates, place a space between the values for degrees, minutes and seconds and the abbreviation for the descriptor (S or N), e.g. Lat. 30° 15' 30" S **not** Lat. 30°15'30"S. (Use straight quotes, ' and " for minutes and seconds respectively and not the curly quote symbols ‘and “.)

For temperature make sure that you use the correct symbol for a degree sign (°) and not a ‘ring above’ symbol (°) or a masculine ordinal indicator (º). Also separate the Celsius symbol from the numerical value with a space, e.g. 10° C and not 10°C or 10 °C.

- If you have any further queries re formatting please don't hesitate to contact the editor using the email address: gmedlin@bigpond.com.
- All contributors of articles, papers, etc. are entitled to receive a copy of the Journal (posted) plus a pdf file of either ‘standard’ or ‘print ready’ quality for transmission via the Internet (depending on the overall size of the file).

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Version 4 of the Guidelines dated 4-8-2015