

Guidelines for Contributors to *The South Australian Naturalist*

Please Note: Editor Change

From January 1st 2019, The Editor of the SA Naturalist, will change from Graham Medlin to Janet Pedler. Graham and others will assist in the changeover but all submissions and enquiries should now be made directly to:

Janet Pedler, Email: jpedler@senet.com.au

Please remember to include your full name, address, email and a contact phone number to make the job of editing and publishing your article a smooth one.

Please include the contact details of any other authors.

- 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.
- Do not use headers and footers in the submitted manuscript and do not add footnotes (see referencing style below). Journal headers and footers are added by the editor.
- Figures, tables, etc. may be placed in your manuscript text to give an approximate idea of where they should be located, but they also have to be supplied separately at the end of the text, or as separate files.
- Although you may have prepared figures with embedded components the editor cannot accept them in this form as the small size of the Field Naturalist means pre-embedded components e.g. tables, graphs, callout boxes within a map or data selection, may not be readable or fit on the page. [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.] Feel free to supply an example of the intended finished figure but be sure to supply all the components separately, preferably as jpeg files or within text boxes suitable for word files.
- All figures; maps, tables and/or photographs should be submitted as JPEG (jpg) files, of not more than 3 MB each and not generally less than 300 KB, [to meet publishing standards. Papers or articles with large numbers of photographs that are too large to be sent via email can be submitted on a CD ROM (or given to the editor directly using a flash drive). Alternatively, the pictures can be sent via a series of separate emails, noting how many emails are expected to arrive.
- Captions will be placed at the top of tables but at the bottom of figures within the final text but can be sent as a list when photograph/figure files are numbered. [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, 14.0 x 21.6 cm.

- References should be submitted using the Harvard system of citation as per examples below and Flinders University Student Guide PDF (next link on home page).

Paper

Robinson, AC, Kemper, CM, Medlin, GC and Watts, CHS (2000). The rodents of South Australia. *Wildlife Research* 27: 379–404. [**All journal names should be printed in full and not abbreviated.**]

Book

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

Book chapter

Medlin, GC (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, TM (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.

- No full stops now needed between Author initials, and no space between the initials of the Christian names of authors, e.g. 'Medlin, GC', not 'Medlin, G. C.'.
- En-dashes (Ctrl+num-) and not hyphens should be used to separate numbers of page references or any other number range.
- 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. Numbers at the beginning of a sentence must always be spelt out in full.

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 (°), not a 'ring above' symbol (°) or a masculine ordinal indicator (º). Separate the Celsius symbol from the numerical value with a space, e.g. 10° C, not 10°C or 10 °C.

- If you have any further queries re formatting or submissions please don't hesitate to contact the editor using the email address: jpgedler@senet.com.au.
- 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).

