

North Queensland Naturalist – Guide for Authors

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Please first read the journal's *Scope* (www.nqnat.org). Manuscripts should be within the journal's scope, and be:

- original;
- unpublished;
- not under consideration for publication elsewhere; and
- approved for submission by all co-authors.

If in doubt, consult one of the editors.

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Support provided, and permits issued (if relevant) for the study should be detailed in the Acknowledgements section of the manuscript.

Types of articles

Manuscripts will generally take the form of a *Short Note*, *Research Article*, *Review* or *Profile*.

Correspondence about recent papers is also encouraged. Where appropriate, alternative forms of manuscript will be welcomed and mixed styles (e.g. part *Review*–part *Research Article*) may prove appropriate. Apart from *Short Notes* and *Correspondence*, there is no word limit, but a concise style should be employed to maximise readability.

A *Short Note* may be used to report incidental, one-off or simple observations such as of interesting behaviours or locations that extend the known range of species. They will generally be no more than 1,000 words including everything, and will have few headings or even none other than **Abstract** and **References**.

A *Research Article* is a manuscript used to present analyses of observations and data, and will *usually* have the headings **Abstract**, **Introduction**, **Methods**, **Results**, **Discussion**, **Acknowledgements**, **References**.

A *Review* is an original synthesis of information already published or available about a topic and which leads to novel interpretations or new perspectives. It might include historical discourse relevant to natural history. Heading structure will depend on the topic and length but will include **Abstract** and **References**.

A *Profile* is a succinct synthesis of information about a species or other topic of interest and which provides a useful overview of the topic. Heading structure will depend on the topic and length but will include **Abstract** and **References**.

Correspondence is also encouraged in the form of a letter to the editor. Such submissions will normally be brief (generally less than 500 words) and focus on a particular aspect presented in a recent paper in the journal, for example, presenting additional information or commentary about particular topics. *Correspondence* is designed to foster a constructive exchange among authors and readers.

Preparation of manuscripts

Manuscripts should be placed in the context of published literature and knowledge, and be appropriately referenced. They should be intelligible to the interested non-specialist. Use of either common or scientific names for plants and animals is acceptable but common names should be followed by the scientific name in brackets at first use. Common names should be fully capitalised, e.g. Bearded Dragon. Scientific names may include the author citation and date if preferred, e.g. *Candalides consimilis* Waterhouse, 1942.

It is strongly preferred that manuscripts be presented as word processing files with an A4 page size and with page and line numbers included.

All manuscripts (including *Short Notes*) should commence with:

- a title
- names and addresses of the authors
- an email address of one of the authors
- an Abstract (not for *Correspondence*)

The Abstract is a summary of the manuscript that gives the reader the flavour of the paper and key findings and conclusions of it. Readers often peruse the Abstract and on that basis decide whether to read the paper. The Abstract will generally be no more than 250 words; those for *Short Notes* should be proportional to length of the paper (less than 10% of the word count is recommended) and may be as brief as a single sentence.

Headings should be left-aligned, follow a strictly hierarchical structure, and be formatted as follows:

1. first-order headings: bold, lower case, e.g. **Introduction**
2. second-order headings: italics, not bold, lower case, e.g. *Study area*
3. third-order headings: simple lower case

Use of third-order headings is discouraged and that of fourth-order headings strongly discouraged as this makes papers hard to follow.

Manuscripts may include tables, graphs, maps, photographs and quality sketches. Graphs, maps, photos and sketches are all treated as figures; they and tables should be numbered consecutively in the order they are first referred to in the text (Table 1, 2; Fig. 1, 2), be accompanied by a caption, and embedded in the word processing file shortly after the first occasion they are referred to. Figures with multiple parts should be labelled A, B and each part referred to in the caption. Upon acceptance of your manuscript, you may be requested to provide higher resolution jpeg or tif files of figures.

Tables and figure combined with their captions should be reasonably self-explanatory. Captions (example below) should commence with a single-sentence title in bold font which conveys the essence of the table or figure without undue detail. Details should be appended in ordinary font starting on the next line. Please avoid needlessly repeating labels or headers from the figure or table in the caption.

Figure 3. Distribution of the Northern Quoll (*Dasyurus hallucatus*) in north Queensland.

Points are records from the Atlas of Living Australia and triangles are the author's observations.

Authors who employ statistical techniques are encouraged to provide a brief statement explaining their choice of techniques with a lay/student audience in mind.

Please see papers available at our Contents tab to illustrate styles.

Referencing

References should be cited in the text in author-date format, e.g. Johnson (2013) or (Johnson 2013). References with two authors are cited in the form Johnson & Smith; those with three or more authors as Johnson *et al.* Multiple citations should be listed in date order separated by a semi-colon, e.g. (Johnson *et al.* 2013; Smith & Jones 2014). Multiple references by the same author may be cited in the following form: Smith (2011, 2012a, 2012b) or (Smith 2011, 2012a, 2012b).

Each manuscript should conclude with an alphabetical listing of all references cited. The following styles should be followed (for web-pages, book chapters, journal papers and books respectively):

Department of Environment and Heritage Protection. 2015. *REDD V9.0*. http://www.ehp.qld.gov.au/ecosystems/biodiversity/regional-ecosystems/how_to_download_redd.html, downloaded [or viewed] 16 May 2015.

Martin TG, Catterall CP, Manning AD, Szabo JK. 2012. Australian birds in a changing landscape: 220 years of European colonisation. In *Birds and Habitat: Relationships in Changing Landscapes*, ed. RJ Fuller, pp. 453-480. Cambridge University Press: Cambridge.

Rosenfeld EJ, Maurer G, Langmore NE. 2010. Breaking free: Gould's Bronze-Cuckoo nestlings can forge a second exit to fledge from domed host nests. *Northern Territory Naturalist* 22: 81-87.

Sands DPA, New TR. 2002. *The Action Plan for Australian Butterflies*. Environment Australia: Canberra.

Where a publication has five or fewer authors, all authors names should be provided. If there are more than five authors, name the first two followed by *et al.* as in Garnett ST, Pavey CR *et al.* 2013.

Please see papers available at our Contents tab to illustrate citation and referencing styles.

Appendices and Supplementary files

Material that:

- is worth putting on record but whose inclusion in a manuscript isn't essential and may reduce its readability (e.g. species lists from a flora and fauna survey, systematic photos of a large number of study sites); or
- is in a file format that cannot be included in a manuscript pdf (e.g. Excel, audio or video file, or table or graphic that won't fit on an A4 page)

may be included and published on our web-site as an Appendix or Supplementary file. Appendices should fit on an A4 page and will be included in the manuscript pdf; they should not add excessively to file length or size. Other material may be presented in separate files and will be published on our web-site on the paper's web page with a separate download button. An exception is very large files such as high resolution video; these should be posted on another hosting service (as permanent as possible) and a link provided in the manuscript.

If in doubt, please contact the editors for advice. Alternatively, placement of material can be resolved by negotiation during the review and revision stage.

Manuscript submission

Manuscripts should be emailed to the Receiving Editor, editor@nqnat.org. Alternatively, they can be mailed to Michael Anthony, 21 McConnell Street, Atherton Qld 4883.