

# GUIDE TO AUTHORS MEMOIRS OF THE QUEENSLAND MUSEUM – NATURE (ISSN 0079-8835) Print (ISSN 2204-1478) Online

#### **GENERAL**

The Queensland Museum was established in 1862 to collect and maintain items that are material evidence of the State's natural resources, history and development, and use them for research, and for the enjoyment, education and cultural enrichment of the community. Its Mission is 'To enrich and enliven the cultural, social and intellectual life of all Queenslanders'.

In 1891 the Museum established the *Annals of the Queensland Museum* (No. 1 1891 – No. 10 1911), superseded in 1912 by the *Memoirs of the Queensland Museum | Nature*, to communicate results of research on natural history and cultural heritage undertaken in this region. The *Memoirs* is one of Australia's leading biodiversity journals with over 20,000 pages published since 1986. Volume 51 was published in 2005. All papers are peer-reviewed by international subject-area specialists. The *Memoirs* is circulated to over 400 national and international institutions, and indexed by Biosis in the *Zoological Record* and *Biological Abstracts*.

A second series, *Memoirs of the Queensland Museum | Culture*, was recently introduced to accommodate papers on all aspects of Queensland's cultural heritage research (Vol. 1, 1998), indexed in Australian Public Affairs Information Service (APAIS).

The Memoirs of the Queensland Museum | Nature will be published simultaneously in hardcopy and online (as individual PDF files for each article) [unless it is a special edition in which case online publishing may be delayed]. The Memoirs of the Queensland Museum | Culture will be available in hard copy and available online after a period of two years or earlier, if hard copies are no longer available. The journal will be available in hardcopy via subscription, exchange or purchase (contact the Queensland Museum Library (<a href="mailto:qmlib@qm.qld.gov.au">qmlib@qm.qld.gov.au</a>), while online copies will be freely available for use in accordance with Intellectual Property legislation.

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#### **SCOPE AND CONTENT**

- 1. Authors are invited to submit manuscripts presenting results of their original research relevant to the Museum's Mission. Although priority is given to research by Museum staff and their collaborators on all aspects of the biological, geological and cultural heritage of Queensland and adjacent regions, manuscripts are also welcome from national and international researchers in the fields of zoology, palaeontology, geology, anthropology, archaeology, history, technology and material culture of this region provided that **primary material** resides in, or will be deposited in, the collections of the Queensland Museum. This policy will not be used to solicit foreign or interstate material for the Queensland Museum, which subscribes to the general practice of placing material in the nearest appropriate museum to the site of collection.
- 2. Manuscripts on ecological and sociological research will be assessed on a case-by-case basis as to whether they are pertinent to the Museum's primary mission, and/or can be related directly to material objects held by the Queensland Museum.
- 3. All papers published by the *Memoirs* should report the results of original research. Manuscripts must not present work which has been published elsewhere, except in the case of syntheses or reviews of prior work, in which case it must be clearly indicated which data are original and which are reviewed.
- 4. Extended research papers, monographic works and short communications are invited.
- 5. Papers should be written in concise, simple English and should be illustrated where necessary with line illustrations or photographs.

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- 5.2. A **Citation** (containing full reference to the paper including author(s) surname, initials, paper title and journal name, and leaving space for the printer's additions).
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- 5.4. **Keywords** (containing information essential to abstracting/indexing journals), should include names of higher taxa in the case of taxonomic papers.
- 5.5. **Author(s)** full name(s) and **address(es)** should include the email address of the corresponding author (only).
- 5.6. An **introductory section** (although the word 'Introduction' should not be used), should commence with a brief précis of the subject area, suitable to the non-specialist reader. It should contain (as a minimum) the aims and objectives of the study, and a brief synopsis of the most recent work pertinent to the current paper. The introduction should not contain either results or conclusions.
- 5.7. **Materials and Methods** should be concise but provide adequate detail to allow the work to be reproduced by others, and should include a description of the study area, techniques used and a list of abbreviations used within the text.
- 5.8. **Results** (or **Systematics** section in the case of taxonomic papers). The text, tables and figures should be in logical sequence, avoiding repetition of interpretation of the same data. Discussion of the relevance or interpretation of data should be avoided in this section.
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- 5.10. **Acknowledgements** of appropriate financial, technical and professional assistance, including acknowledgement of any quotation or reproduction of any material previously published, should be cited here.
- 5.11. Literature Cited (see separate heading below).
- 6. Headings. There are three hierarchic levels for headings. Primary headings are centred, starting in a capital and on a separate line. Secondary headings are in uppercase and flow-on with the text. Tertiary headings are in sentence-case, in italics and also flow-on with the text. For taxonomic papers all higher taxa should be listed (centred), with author and date of publication (centred, not bold). Genus and species headings should be centred and bold (not italics), whereas elsewhere in the text all taxa at the generic level and below should be italicised.
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- 9. Throughout the text **italics formatting** is reserved mainly for taxonomic names and tertiary titles, they are also used for Latin words (such as 'et al.', 'in situ', etc.).
- 10. Within the text, **refer to illustrations** as 'Fig. 1A'. 'Fig. 1A-C', 'Figs 2-4', etc. The term 'Plate' should be used only in special circumstances, such as a series of colour plates 'appended' to a paper.
- 11. **Accuracy** in calculations, figures, tables, names, quotations, references etc. is the complete responsibility of the author(s).
- 12. For **numeric data** within the general text, whole numbers less than 10 should be spelt-out. Exceptions are sets of numerals, which should be internally consistent: e.g. '1-25', 'one to five'. Conversely, in descriptions and diagnoses numerals should be presented universally as Arabic. Thousands should be separated using a comma.
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- 16. **Footnotes** are not acceptable in either text or tables. For Culture issues **only** brief end notes are allowable.
- 17. **Taxonomic keys** should be dichotomous, where possible, and presented in plain text (i.e. neither indented nor with any special formatting).
- 18. **Taxonomic synonymies** should be provided in the short form (i.e. *Genus species* Author, date: x-y, figs x-y). Subsequent referrals (revised generic assignments etc.), should use a semi-colon or colon to separate the taxon from the authority (i.e. *Genus species*; Author, date: x-y, figs x-y). [Comments on synonymies, including indication of the type species (e.g. '[subsequent designation]'), or other relevant data, should be given within brackets immediately following the synonymy].
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- 20. **Anthropological manuscripts:** Certain anthropological material may deal with culturally sensitive objects. Responsibility rests with the author(s) to ensure that approvals from the appropriate person(s) has/have been obtained prior to submission of the manuscript. It is the responsibility of the author(s) to obtain such permission, and where appropriate, this should be cited in the Acknowledgements.
- 21. **Geological manuscripts**: Stratigraphic practice should follow the *International Stratigraphic Guide and Field Geologist's Guide to Lithostratigraphic Nomenclature in Australia*.
- 22. **Notes:** Short communications and taxonomic Notes are invited, and are also subject to peer review. Authors should be aware that these are restricted to one printed page without exception. Therefore, tables are to be avoided and figures used judiciously. (One page equates to approximately 1,000 words, hence a quarter-page illustration would reduce the available text space to 750 words). No reprints will be provided for Notes, although authors may photocopy up to 100 copies for distribution.

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- 1. All reference citations in the text must be detailed in full in the **Literature Cited** section, with references arranged alphabetically by author and date.
- 2. Where possible all document object identifier numbers (DOI)s must be included and listed in the accepted format, commencing with 'https://dx.doi.org/.....'
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- 5. In the Literature Cited section all author names and initials are given in upper case. The remainder of the citation is in sentence case.
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- 8. Examples of the different categories of literature cited are as follows:

Akiyama, S.K. & Johnson, M.D. (1983). Fibronectin in evolution: Presence in invertebrates and isolation from microciona prolifera. *Comparative Biochemistry and Physiology -- Part B:* 

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- Biochemistry and Molecular Biology. **76**(4), 687-694. https://dx.doi.org/10.1016/0305-0491(83)90378-4.
- Comita, G.W. 1968. Oxygen consumption in *Diaptomus*. *Limnology and Oceanography* **13**: 51-57.
- Weng, H.T., Mather, P.B. & Capra, M.F. 1994. Assessment of genetic differentiation in trumpeter whiting (*Sillago maculata* Quoy & Gaimard) populations in Moreton Bay. *Proceedings of the Royal Society of Queensland* **104**: 11-17.

#### Books:

- Brody, S. 1945. Bioenergetics and growth. (Reinhold Publishing Corp.: New York).
- Underwood, A.J. & Chapman, M.G. (eds) 1995. *Coastal marine ecology of temperate Australia.* (University of New South Wales Press: Sydney).

## **Chapters within a book:**

- Erwin, T.L. 1983. Beetles and other insects of tropical forest canopies at Manaus, Brazil, sampled by insecticidal fogging. Pp. 59-75. *In* Sutton, S.L., Whitmore, T.C. & Chadwick, A.C. (eds) *Tropical rain forests: ecology and management*. (Blackwell Scientific Publications: Oxford).
- Jones, A.R. 1995. Sandy beaches. Pp. 136-151. *In* Underwood, A.J. & Chapman, M.G. (eds) *Coastal marine ecology of temperate Australia*. (University of New South Wales Press: Sydney).

## Reports:

- ANON. 1874. Reports on the Vienna Universal Exhibition of 1873. Presented to both Houses of Parliament. Parts 1-4 (George E. Eyre & William Spottiswoode: London).
- Ridley, S.O. & Dendy, A. 1887. Report on the Monaxonida collected by H.M.S. 'Challenger' during the years 1873-76. Pp. 1-275. *In*, Report on the Scientific Results of the Voyage of H.M.S. 'Challenger' during the years 1873-76. Vol. 20 (Her Majesty's Stationery Office: London).
- Stephenson, T.A., Stephenson, A., Tandy, G. & Spender, M. 1931. The structure and ecology of Low Isles and other reefs. Pp. 17-122. *In*, Scientific Reports of the Great Barrier Reef Expedition 1928-29. Vol. 3(2). (British Museum (Natural History): London).

#### **Grey literature:**

- ANON. 1851. Official Catalogue of the Great Exhibition of the Works of Industry of All Nations, 1851 (W. Clowes & Sons: London).
- Chun, J. 1995. Computer-assisted classification and identification of actinomycetes. PhD thesis, University of Newcastle-upon-Tyne, Newcastle.
- Crowley, F.K. 1949. Working class conditions in Australia, 1788-1851. PhD thesis, University of Melbourne, Melbourne.
- Daintree, Richard. Family papers. OM70-39 in possession of John Oxley Library, Brisbane.
- Helton, D. 1990. Web of steel. In Birkhead, M. (Producer), Greene, B. (Narrator) Wildlife Tales (audiovisual). (ABC/Kane Productions: New York, NY).
- McGrouther, M.A., Hoese, D.F., Paxton, J.R., Reader, S.E., Bray, D.J., Brown, D.E. & Leise, J.M. 1998. Types of the Australian Museum fish collection. (Database, Australian Museum Online). Available from: http://www.austmus.gov.au/fish/types/index.htm.
- Morgan, G.J. (ed.) 1992. Survey of the aquatic fauna of the Kimberley islands and reefs, Western Australia. Pp. 1-113. Unpubl. technical report of the Western Australian Museum Kimberley Island and Reef Expedition, August 1991. (Western Australian Museum: Perth).
- Suzuki, R. 1982. Workers' attitudes toward computer innovation and organisational culture. P.12. Abstracts of the 10th World Congress of Sociology, Mexico City, 16-21 August, 1982. **Newspapers etc.**
- Tozer, Sir H. 1899. 'Queensland's progress' (an address to the Royal Colonial Institute). *British Australasian* 19 January: 85-92.

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