

The Beagle
Records of the Museums and Art Galleries of the Northern Territory

Guide to Authors

Submission

The current editor is Dr. Richard Willan who can be contacted via richard.willan@nt.gov.au

- Manuscripts
 - Not in *The Beagle* style will be returned to authors for revision.
 - Should be submitted as hard copy (three copies) or electronically as e-mail attachments in MS Word format.
 - Should be in English, double or 1.5 line spaced throughout and have a margin of at least 3 cm on the left-hand side. The text should be printed on one side of good quality A4 bond paper.

Conventions

- Where appropriate, articles should conform to the sequence: Title, Author's name and address, Abstract, Keywords, Introduction, Materials and Methods, Results/Findings, Discussion, Conclusions, Acknowledgments, References, Appendices. The Title should be concise and informative.
- The Abstract should not exceed 150 words, and should state concisely the scope of the work and give the principal findings.
- Keywords to facilitate information retrieval, of up to 15 in number, should be chosen to outline the main subjects covered.
- The Introduction, including a review of literature, should not exceed what is necessary to indicate the reason and significance of the work, and to provide the essential background. Abbreviations used may be explained at the end of the Introduction, or placed separately in a Materials and Methods section.
- The International System of units should be used. Numbers from one to nine should be spelt out and numerals used for numbers over nine. For associated groups, numbers should be expressed consistently, e.g. 5 to 10, not five to 10.
- Systematic papers must conform to the International Codes of Zoological or Botanical Nomenclature as appropriate and should follow the recommendations of the respective Commissions.
- Synonymies should be given in the short form (taxon author, date: page) and the full reference cited in the References section at the end of the paper. Subsequent citations of taxa given in synonymies should be separated from the original and from each other by an em dash (—) as in the following example:
 - *Bougainvillia balei* Stechow, 1924: 58. — Stechow 1925: 199, fig. B; Watson 1996: 78. (Note that a comma is only used between the original author and date of the taxon.)
 - In the general text, citation of taxonomic authorities (name only, no date) should be given when a taxonomic name is first mentioned; such citations should not be listed in the References

Tables

- Tables should be numbered with Arabic numerals and accompanied by a caption. Horizontal rules are inserted only above and below column headings and at the foot of the table. Footnotes to tables should be kept to a minimum and be reserved for specific items in columns. All other explanatory material should be incorporated in the caption.

Illustrations

- Line drawings, maps, graphs and photographs are cited as 'figures' and are to be numbered consecutively with Arabic numerals for interspersed through the text. The author's name, abridged title of paper and figure number must be indicated on the reverse side of all illustrations. Captions should be typed together on a separate page, or pages, at the end of the text.
- Black and white photographs must be sharp, of high contrast and printed on glossy paper. Colour illustrations may be accepted, and in all but the most exceptional cases, the author will be asked to bear costs of colour production. Authors wishing to publish in colour should correspond with the Editor before submission.
- Digital images are acceptable, and are preferred. However, authors intending to submit digital images should correspond with the Editor before submission about acceptable file formats and other technical details.
- Drawings must be on drawing film or good quality flexible card with appropriate lettering inserted. Figures should be suitable for scanning; i.e. not requiring any additional artwork or image processing by the journal to make them publishable. Maps, anatomical drawings, photomicrographs, etc. should be supplied with a labelled scale bar. Lettering and numbering on figures should be in a sans serif font (e.g. Arial, Helvetica), and of a suitable pitch that ensures that when the figure is reduced to page or column size, text will be not less than 8 pitch. Line-work should be of sufficient thickness to withstand reduction. An allowance for a c. 25% reduction is desirable for drawings, as this results in a crisp reproduction.

Citations and references

- Citations of literary sources within the body of the text should include the author, year of publication and, where appropriate, page or figure references, e.g. Roth (1896: 23), (Roth 1896), (Roth 1896, 1898), (Roth 1896; Smith 1915: fig. 1). Citations should be ordered chronologically. Note that commas are not used in bibliographical citations (e.g. Roth 1896).
- References should be arranged alphabetically and chronologically at the end of the paper. Journal titles must be given in full. Where an author has cited more than one work by the same author in any one year, the references should be appended with the letter (a), (b), etc. The following examples show the style to be followed:
 - Brake, B., McNeish, J. and Simmons, D. 1979. *Art of the Pacific*. Oxford University Press: Wellington, New Zealand.
 - Callen, R.A. 1984. Clays of the palygorskite-sepiolite group: depositional environment, age and distribution. Pp 1-38. In: Singer, A. and Galan, E. (eds) *Palygorskite-sepiolite occurrence, genesis and uses*. Elsevier: Amsterdam.
 - Crowley, L.M. 1949. *Working class conditions in Australia, 1788–1851*. Unpublished PhD thesis. University of Melbourne.
 - Sadlier, R.A. 1990. A new species of scincid lizard from western Arnhem Land, Northern Territory. *The Beagle, Records of the Northern Territory Museum of Arts and Sciences* 7(2): 29–33.