

The Beagle

Records of the Museums and Art Galleries of the Northern Territory

GUIDE TO AUTHORS

Scope

The Beagle is an international refereed journal published by the Museums and Art Galleries of the Northern Territory to disseminate the results of original and significant research in the following areas:

- Systematic, taxonomic and other studies of the terrestrial, marine and freshwater flora and fauna of the Northern Territory, tropical Australia, Southeast Asia and Oceania;
- Australian Aboriginal, Southeast Asian and Oceanic art, material culture and archaeology;
- Northern Territory and Indo-Pacific history and archaeology.

Whilst articles for *The Beagle* will normally be 10-50 pages in length, shorter communications, notes and review articles may also be acceptable. Longer articles, monographs, significant works or substantial revisions, which form integral studies, may be considered for separate publication as a Supplement. Prospective authors should contact the Editor, Academic Publications.

Submission of manuscripts

Manuscripts should be in English, double- or 1.5 line spacing throughout, and have a margin of at least 3 cm on the left-hand side. All pages of the manuscript should be numbered consecutively. Original artwork must not be submitted prior to acceptance of the manuscript. Manuscripts may be submitted as hard copy or electronically by email.

Hard copy submission. Three hard copies of the manuscript should be submitted in the first place. Text should be printed on one side of good quality A4 bond paper. Illustrations are to be numbered as figures and placed at the end of the manuscript.

Electronic submission. Papers may be submitted by email to the Editor (richard.willan@nt.gov.au) as an email attachment(s) in MS Word (.doc) format. To facilitate email transmission file size should be less than 1.5 Mb. This may necessitate sending images separately. The files should be accompanied by a covering message indicating that the paper is a submission for *The Beagle* and should include the

contact details of the corresponding author. A single hard copy of the paper should be mailed to the Editor at the same time.

Systematic Papers

Systematic papers must conform to the recommendations contained in the International Code of Zoological Nomenclature (4th Edition 1999). Authors should be aware that specimens exported from Australia after 1 May 1984 and subsequently designated as a primary type of an Australian native species must be lodged in an Australian Institution under the Australian Wildlife Protection (Regulation of Exports and Imports) Act 1982. Further details may be obtained from the Director, Environment Australia, GPO Box 767, Canberra, ACT 2601, Australia. In general, primary types should be lodged with the relevant Australian state museum or herbarium upon acceptance of the manuscript.

Synonymies under genus and species accounts should be given in the form – taxon author, date: page, figs – chronologically, and the full reference to the original name must be cited in the References section at the end of the paper.

Example:

Bougainvillia balei Stechow, 1924: 58; - Stechow 1925: 199, fig. B; - Watson 1996: 78, plate 28, fig. 2.

Note that a comma is not used between the original author and date of the description in subsequent citations. New synonymies should be indicated as "(new synonym)" after the citation. Subsequent citations of taxa given in synonymies should be separated from the original and from each other by a semicolon and a short dash; these should also be accompanied by a synonymy reference. If adequate synonymies and references are reasonably accessible in the literature, these need not be repeated in full, but a reference to that source must be given.

In the general text, citation of taxon authorities (name only, no date) should be given when a taxonomic name is first mentioned; such citations should not be listed in the References section.

Style of manuscripts

Manuscripts not in *The Beagle* style will be returned to authors for revision.

General layout. 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.

Up to third order headings may be used in the main body of the text, which are distinguished as follows:

FIRST ORDER HEADING

Second order heading. Text resumes on the same line....

Third order heading. Text resumes on the same line....

Title. The title should be concise and informative and, in the case of systematic papers, should include the order and/or family (and higher taxonomic categories if necessary). An abridged title suitable for use as a running head not exceeding 50 characters should also be supplied.

Abstract. 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 up to 15 keywords should be chosen to outline the main subjects covered.

Introduction. The introduction should indicate the reason for the work and include a review of literature and adequate background to the subject to make the paper comprehensible to a diverse readership. It should not exceed what is necessary to indicate the reason and significance of the work. Abbreviations used may be explained at the end of the Introduction, or placed separately in a Materials and Methods section.

Units. The International System of units should be used.

In the descriptive text, 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.

Citations. 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), Roth (1896: 23), (Roth 1896, 1898), (Roth and Jones 1897), (Roth 1896; Smith 1915: fig. 1). Citations should be ordered chronologically. Note that commas are not used in bibliographical citations (e.g. Roth 1896). Only the first author is named where there are three or more authors, with second and subsequent authors acknowledged as *et al.*

Citation of work in preparation (in prep.), and other unpublished work (unpubl.) is discouraged, but is acceptable if an important point is founded on detail that cannot otherwise be verified. The person being cited in these cases and in personal communications (pers. comm.) is generally identified also by the initial(s) of their first name(s) (e.g. A.B. Roth pers. comm.). Such citations are generally not listed in the 'References', except for theses and conference contributions (see below).

References. References should be arranged alphabetically and chronologically at the end of the paper. Minimal capitalisation should be applied to article and book titles. 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.

Sadler, 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.

Smith, M.M. 1993. The museum as intellectual interface. Abstracts of the Fifth Annual Museum Conference, Hobart, 16-23 August 1991, The Australian Museum Society.

Appendices. Material supplementary to the text (for example, matter too long for tables and lists which might interrupt the flow of text, should be included in an appendix).

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 interspersion 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 on glossy paper, and mounted on flexible card. 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.

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 clear, *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 sharp reproduction.

Submission of revised manuscript

Electronic files (MS Word) of the final version of the text should be sent via PC disk, CD-ROM or email when the paper has been accepted for publication. One hard copy of the manuscript, which should match the electronic version exactly, and the original artwork should also be submitted at the same time.

Submission of electronic versions of the illustrations is encouraged, provided they are of high resolution (below). Acceptable file formats include .tiff, Adobe Illustrator (.ai), or Adobe Photoshop (.psd).

Line art should be scanned at 800 dpi (minimum) at the final size they will be printed.

Half-tone art should be scanned at a resolution of at least 300 dpi at the final size they will be printed.

Colour figures or photographs should be scanned at a resolution of at least 300 dpi at the final size they will be printed and saved in CMYK colour (not in RGB colour).

Authors intending to submit digital images may obtain further technical details from the Editor.

Page Proofs

Page proofs are sent to the corresponding author for checking prior to publication. At this stage only essential alterations and correction of printing errors may be done. Excessive author alterations may be charged back to the author.

Authors Offprints

Twenty-five offprints are provided free for each published paper. Additional offprints may be ordered when returning proofs.

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