

GUIDE TO AUTHORS
MEMOIRS OF THE QUEENSLAND MUSEUM – NATURE (ISSN 0079-8835) Print
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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In 1891 the Museum established the *Annals of the Queensland Museum* (No. 1 1891 – No. 10 1911), superseded in 1912 by the *Memoirs of the Queensland Museum | Nature*, to communicate results of research on natural history and cultural heritage undertaken in this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 online only from 2019, as individual PDF files for each article contained within a volume. 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 (qmlib@qm.qld.gov.au), while online copies will be freely available for use in accordance with Intellectual Property legislation.

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6. The Editor and Publisher reserve the right to modify manuscripts to eliminate ambiguity and repetition. Submission of manuscripts to the *Memoirs of the Queensland Museum* is taken as tacit agreement to these conditions.

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.

INITIAL SUBMISSION OF MANUSCRIPTS

1. **Format:** Authors should refer to these instructions, and are advised to consult recent volumes of the *Memoirs*, or pertinent paper provided online, when formatting manuscripts for submission. The *Memoirs'* conventions of style relating to abbreviations and punctuation, etc

are based on the Australian Government Information Management Office *Style manual for authors, editors and printers – sixth edition 2002*.

Authors are strongly encouraged to submit papers electronically — most refereeing and editing processes will be paperless if possible as it is the most time and cost effective method. Submissions can be sent as word documents or pdf format. Note the QMs size limit on emailed attachments is 10mg anything above this will need to be received on USB, Drop box, CD-ROM or DVD.

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Do **NOT** embed illustrations within the body text of manuscript Word documents as they greatly increase the file size. Digital illustrations should be sent initially as low resolution images in a separate Word file, as low resolution JPEGs, or as low resolution PDF files, with figure numbers indicated clearly for each figure. Digital manuscripts may be sent via email, USB, CD-ROM or DVD. (Instructions for preparing final illustrations are detailed below.)

2. Manuscripts should be generally organised as follows. Manuscripts not in *Memoirs* style will be returned to authors for revision.
 - 2.1. **Title and author(s)** (on separate lines, both centred and in upper case). The title should be brief as possible and simply reflect the major objective/outcome of the work, avoiding redundancy with abstract and keywords. A suggested running-head of less than 30 characters should also be provided.
 - 2.2. 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).
 - 2.3. An **Abstract** (with a maximum of 350 words), should be complete in itself, informative and summarise the major results and conclusions achieved by the work. It should not be indicative, nor simply report on methodology used (unless this is novel and essential to the objective(s)), nor include any literature citations apart from taxonomic authorities for cited taxa.
 - 2.4. **Keywords** (containing information essential to abstracting/indexing journals), should include names of higher taxa in the case of taxonomic papers.
 - 2.5. **Author(s)** full name(s) and **address(es)** should include the email address of the corresponding author (only).
 - 2.6. 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.
 - 2.7. **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.
 - 2.8. **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.
 - 2.9. The **Discussion** should present an interpretation of the data in relation to the objectives of the study, and should not simply repeat results and major conclusions derived from the study. In some cases a combination of Results and Discussion sections, or the addition of Conclusions, may be appropriate.
 - 2.10. **Acknowledgements** of appropriate financial, technical and professional assistance (including Grant details), including acknowledgement of any quotation or reproduction of any material previously published, should be cited here.
 - 2.11. **Literature Cited** (see separate heading below).
3. **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.

4. **Paragraphs** should be separated by a single carriage return with no indentation. No special paragraph formatting should be used – this will be done using desktop publishing software. Sentences should not commence with an abbreviation or an Arabic numeral. Sentences should not contain any double spaces, such as after a full stop. When a taxonomic name is used at the beginning of a sentence this should be provided in full (e.g. *Genus species*), irrespective of prior citation of the taxon, whereas subsequently in the text it should be given in its abbreviated form (e.g. *G. species*).
5. Throughout the text all **literature citations** should be given as '(Author year)'; in the case of two-author papers this appears as '(Author 1 & Author 2 year)'; and in papers with three or more authors use '(Author 1 et al. year)'. In the case of multi-paper citations, commas are used to separate dates for same-author papers; semi-colons are used to separate different authors '(Author 1 1998, 1999; Author 2 1998)'.
6. 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.).
7. 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.
8. **Accuracy** in calculations, figures, tables, names, quotations, references etc. is the complete responsibility of the author(s).
9. 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.
10. **Units of measure** must follow the SI metric system and suffixes are separated from the numeric value with a space character. (Acceptable forms e.g. 185 mm, 5.2 km, 1 000 kg)
11. The list of examined **Material** should be brief and concise, and contain only data essential for the effective retrieval of information from museum registers (e.g. accession numbers, locality name and province, latitude and longitude, altitude or bathymetry, and few (if any) other details such as male or female, etc.). The list of **Type Material** may contain more comprehensive data (such as details of collector(s), date(s) of collection, etc.), however, in general, all these data will be severely edited if they are considered excessive. In exceptional cases long sequences of material and/ or sites examined may be included in the Queensland Museum's internet site, and cited as such in the manuscript.
12. **Type material**: One specimen must be designated as the holotype of the new species, with other specimens mentioned in the original description designated as paratypes. Authors are advised to deposit type specimens in national or international public museums or collections that are publicly accessible. Under current international agreements all holotypes of Queensland species should be lodged with the Queensland Museum. For all type material an accession number must be indicated un-ambiguously. Any additional specimens considered in the description, but not designated as paratypes, should be listed separately. For lectotype designations, please consider Declaration 44, *Bulletin of Zoological Nomenclature*, 60(4), December 2003, page 263. All publications and type information will be registered with Zoobank and given a reference number for the manuscript.
13. **Footnotes** are not acceptable in either text or tables. For Culture issues **only** brief end notes are allowable.
14. **Taxonomic keys** should be dichotomous, where possible, and presented in plain text (i.e. neither indented nor with any special formatting).
15. **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].

16. **Zoological nomenclature** MUST adhere to the Rules and Recommendations of the *International Code of Zoological Nomenclature* (4th edition 1999, which came into force on 1 January 2000). Upon the first citation of a species name the authority and date should be mentioned (as '*Genus species* Author, year). Subsequent citations of this species should be abbreviated to *G. species*, unless at the commencement of a sentence in which case the *Genus* name must be spelt out.
17. **Use of Aboriginal and Torres Strait names:** If the etymology of your genus or species being described is derived from or attributed to an Aboriginal or Torres Strait place or community member, the author should have recorded agreement from the representatives of that community authorising the use of the name.
18. **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.
19. **Geological manuscripts:** Stratigraphic practice should follow the *International Stratigraphic Guide and Field Geologist's Guide to Lithostratigraphic Nomenclature in Australia*.
20. **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.

LITERATURE CITED

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://doi.org/.....'
3. The author(s) is (are) responsible for exact transcription of all bibliographical material cited.
4. Publications by the same author(s) in the same year should be listed as 1999a, 1999b etc., and these should be reflected in the corresponding citations within the text.
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.
6. Journal titles should be given in full, conforming where possible with the *World List of Scientific Periodicals*, and italicised in this section.
7. 'In press' citations may only be used to cite manuscripts actually accepted for publication (i.e. including the journal or book name in which it will appear). Other unpublished information should be cited as 'personal communication' or 'unpublished data' – citations such as 'manuscript in preparation' or 'submitted' are not acceptable.
8. Examples of the different categories of literature cited are as follows:

Journals:

Akiyama, S.K. & Johnson, M.D. (1983). Fibronectin in evolution: Presence in invertebrates and isolation from microciona prolifera. *Comparative Biochemistry and Physiology -- Part B: Biochemistry and Molecular Biology*. **76**(4), 687-694. [https://dx.doi.org/10.1016/0305-0491\(83\)90378-4](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.

Data search referencing:

Department of Economic Development (Vic). (2013). *Projected population by age and sex: Vic RVic MSD 2006-2056* [Data file]. Retrieved from <https://www.data.gov.au/dataset/>

TABLES

1. Large tables should be avoided, notably those extending beyond one page or fitting only sideways on a page.
2. Tables should be created using the Table feature in Word, WordPerfect, etc, or as an Excel spreadsheet. Text-based tables created using multiple tabs, spaces and carriage returns should be avoided.
3. Each table should be typed on a separate page, preferably in a separate electronic file, separately numbered (TABLE 1, in upper case), and have a brief caption which explains all abbreviations included in the table. Subscripted letters, numbers or special symbols may be used to annotate entries within tables – footnotes are not accepted. Table captions should be complete and self explanatory.
4. Within tables only taxonomic names should be italicised and bold type is not used. Long column-headers requiring hyphenation should be avoided. Abbreviated headers are acceptable provided that a key to abbreviations is included in the table caption.
5. Within the text all citations of a table should be given in full, such as 'Table 1' (not 'Tab. 1').

ILLUSTRATIONS

1. **Digital illustrations are preferred**, although hardcopies of final illustrations are also accepted. Please note: that apart from submitted colour transparencies, hard copies of illustrations will NOT be returned unless specifically requested by the author.

Acceptable file formats include TIFF, Adobe Illustrator, Adobe Photoshop, camera RAW. Illustrations submitted in JPEG format or embedded in MS Word or PowerPoint files are inferior quality and NOT accepted. Files should be named with the first author's name and illustration number (e.g. 'jones_fig1.tif'). Contact the Managing Editor for further details if required.

2. **Illustrations** should be designed to fit the journal page width of 140mm (or single column width of 68mm) and height of 196mm (allowing at least 17mm at the base of the frame for the figure caption). Illustrations may be submitted larger than their intended size for publication, but these should be accompanied by photocopy reductions clearly indicating desired size for publication, and be capable of 50% reduction without becoming illegible.
 - 4.1. Line drawings should be created or scanned at 800 dpi (minimum) at the final size that they will be printed, and saved as 2-colour (not as greyscale).
 - 4.2. Half-tones (greyscale or colour photographs) should be created or scanned at 300 dpi at the final size that they will be printed.
 - 4.3. A useful guide on how to prepare digital illustrations can be found at <http://www.mapress.com/zootaxa/imaging/index.html>.
3. **Hard copy illustrations** should be submitted separately, not folded. Original hard copy illustrations should NOT be posted to the journal until the article has been formally accepted. All hard copies of illustrations received will be scanned in-house and therefore must be fully completed by the author(s) (i.e. of high quality, correct positioning of each object, and fully labelled using Letraset or other lettering device). Line drawings should be on good quality (preferably glossy) A4 paper, or cut-and-pasted onto a white or black background. Large illustrations, and collections of individual drawings on tracing paper, should be photo-reduced onto good quality (preferably glossy) A4 paper. The journal is not responsible for masking composite illustrations in hard copy (e.g. rubylith).
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appropriate background. Composites of photographic prints should be mounted with square, straight edges and fully labelled.

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7. **Scale bars** should be provided for all objects within a composite figure, with the length of the scale bar indicated either directly on the scale or in the accompanying figure caption. Citation of a 'magnification factor' for a figure or object is generally inappropriate given that most figures are reduced to fit page frames.
8. For hard copy illustrations authors should include the figure number and first author's name on the lower front side (line drawings), or reverse side (photographs), in pencil.
9. **Figure captions** should be typed on a separate page at the end of the manuscript in the form: 'FIG. 1. Study region. A, location of collected samples; B, view of ...'

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1. **Format.** When a paper is accepted for publication (conditionally or unconditionally), the corresponding author will be requested to provide a final digital copy of the manuscript, plus digital or hardcopies of all illustrations (the former preferred). Files may be sent via email or CD-Rom to the Managing Editor.
2. Format of **all text** (including figure/table captions) must be in Times New Roman 10 point, preferably in MS Word. Final text or illustrations should NOT be sent as PDF files. Special formatting and paragraph styles should be avoided and preferably the standard 'Normal.dot' template utilised.
3. **Foreign characters** appearing in the text should be in true-type font (such as 'é' [ASCII-130], '°' [ASCII-248], 'µ' [ASCII-230] etc.). Any special non-keyboard characters, or potential problems with fonts, should be noted in the text (as a comment or highlighted remark), or in margin of an accompanying printout. Clearly state what you have done. Foreign characters (except italics, underlining, bold, the degree and micron symbol, superscript and subscript) may be stripped from the text during typesetting, so if in doubt, and to avoid loss or incorrect conversion of special symbols, please spell-out these symbols [with notation in brackets] within the text, and highlight this in the manuscript.
4. Emailed manuscript submissions require that illustrations be sent as single attachments, each via separate emails, and authors should request acknowledgement of safe receipt of their data.
5. USBs, CDs and disks posted via mail should be labelled with the first author's name, the file on the disk and the word processing software used.
6. Tables should be provided as separate files, or at the end of text files. Digital illustrations should be included as separate files and figures should NOT be embedded within the text.

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COSTS

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2. All Memoirs publications are or will be available online through the Queensland Museum website
<http://www.qm.qld.gov.au/About+Us/Publications/Memoirs+of+the+Queensland+Museum>
Some Cultural issues have a two year delay, depending on availability of hard copies.
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