Geelong Naturalist Contributor Guidelines

The *Geelong Naturalist* magazine has been published by the GFNC since 1964, and 11 issues are currently published each year. Members (and others) are encouraged to contribute informative articles on:

- recent club excursions, surveys and field trips
- club news and coming events
- reports and observations on flora and fauna of the region
- conservation news
- a diverse range of natural history topics, especially those involving, or relevant to, the Geelong region.

These guidelines have been developed to assist authors/contributors to create original, informative and accurate contributions for the *Geelong Naturalist*.

Acknowledging content that is not your own:

- Ensure that articles are your own original work, with any included information, data or content written by others properly acknowledged at the relevant place in the text and details provided in a reference list.
- Direct quotes from other sources should be small, quoted accurately and clearly indicated by single 'quote marks'.
- Key points of larger sections of non-original work should be interpreted and summarised, rather than quoted in full.
- Always provide sufficient details of the source you use to enable a reader to find or access the work you're referring to.
- Content such as web links or tables should include a preamble summarising or discussing the relevance of the content/link.

Formatting your work:

- Please conform as closely as possible to style guidelines for important information such as dates, times, scientific names etc.
- Where possible, use a source for common and scientific names from the list specified in the style guide.
- The editors will put your article into a template with the appropriate typeface (Arial) and standard font sizes for headings. To make their job easier, please use only one typeface throughout (Arial if possible), black coloured type, and keep headings simple.
- If you include lists of fauna or flora, Excel or Word Table is preferred.
- Photos you include should be clearly labelled with caption, name of photographer, date and location.
- Photos are best as separate .jpg files with resolution of at least 300 ppi (pixels per inch) rather than embedded in Word documents.

To ensure that the information in our publications is accessible to a wide audience, we require a completed pro forma from contributors to allow material to be reproduced (see 'Copyright' statement in the *Geelong Naturalist*). A copy of the form is available from the editors or from the GFNC Secretary at info@gfnc.com.au. Please complete and forward this to the editor if you have not previously done so.

Deadlines—no new content will be accepted after Thursday prior to mail-out weekend.

Geelong Naturalist style guide for contributors

Our general references are the *AGPS Style Guide for Authors, Editors and Printers*, 6th edn, 2002 (latest one available) and the Macquarie Dictionary, but we don't follow the Style Guide exactly (nobody does!).

Dates	In headings and text 27 March 2014 (not 27th March 2014) In tables 27/03/14
Times	12-hour clock, e.g. 8.00 a.m., 2.30 p.m.
Dashes	AGPS: em dash in text, ens for number ranges etc. *Examples:* '… I inspected the cover—a close-up of the face of a jumping spider.' 'They were seen apparently eating small items – possibly crabs – that were exposed.' 'See pp. 10–11 for a report on…' 9–12 August 2018
Abbreviations	et al.; pers. obs.; unpubl. data; pers. comm. (followed by a date); 'subsp.' for subspecies. e.g.; i.e. sp. and spp. for unspecified species, e.g. *Hibbertia* sp. Rd and St (no stop) in tables, but spell out in text Use stop after middle initial (Robert E. Lee)
Units and numbers	• International SI units. We space between the number and the unit, e.g. 5 m, but not with temperatures, e.g. 23°C. • We haven't gone over to shortened references for number spans, e.g. we still use pp. 402–405, rather than 402–5. • Use non-breaking spaces in large numbers rather than commas. Four-digit numbers don't have a space, e.g. 3456, 34 567. (Non-breaking space is Ctrl/Shift/Space) • Spell out numbers under ten, except in lists • 2nd, 3rd etc. rather than Word default of 2nd, 3rd is preferred • Phone numbers should be spaced 5243 8687 or 0419 593 165
Spacing	Full stops are followed by a single space. Put a space between paragraphs (the editor can close them up if necessary, to fit things in).
Quotes	Single quotes are used. Large quotes are usually typeset in italics because using an indented block for the quote gets hard in 2-column layout.
Capitals	• Headings are sentence case • Common names for identified species have initial caps, e.g. White-necked Heron. This is not as AGPS recommends, but as the bird people like theirs with caps we've chosen to do all flora and fauna consistently with initial caps rather than consistently without. Other common names referring to groups are done lower case, e.g. eucalypt, acacia, wallaby. • Seasons are lower case, e.g. winter, spring
Spelling	• No hyphenation at end of lines. • Watch for random double spaces between words. e.g. the cat sat • ..ise not ..ize, e.g. realise • colour not color • 're' not 'er' endings, e.g. centre, metres, (except when it is the measuring instrument, e.g. ammeter)

References for articles	• For text references we use the Harvard style, with full referencing, e.g. vol. 1, no. 2, pp. 36–45. *Examples:* ○ I can well believe it as I have observed some amazing behaviour by one myself (Clarke 2015, p. 9). ○ 'Her husband James … moved to the sleep out for the duration of her spider work.' (Clode 2018) (*Note that the three dots indicate that something from the original was not included.)* **References:** ○ Clarke, L. (2015) 'Amazing arachnids', *Geelong Naturalist*, vol. 50, no. 9, p. 9. ○ Clode, D. (2018) *The Wasp and the Orchid*, Picador, Sydney. ○ Warneke, R.M. (1985) 'Pygmy Sperm Whale', in Menkhorst, P. (ed.) *Mammals of Australia: distribution, ecology and conservation*, OUP, Melbourne. • Websites need to include a name for the site or page, not just the URL. *Examples:* ○ *Slaters explained* http://nzslaters.massey.ac.nz/morphology.php ○ *Atlas of Living Australia* https://www.ala.org.au
Scientific and common names for species	• *Articles*: Scientific names are usually used in more technical articles, with common names included. In write-ups of excursions or other less technical articles, common names are appropriate, with scientific names included where necessary to avoid confusion. • *Lists:* We usually put in both common and scientific names in *plant* lists, and occasionally for reptiles (as there is inconsistency on common names). Where lists of *birds* include a number of columns for multiple sites, we have often deleted the scientific names (if provided) in order to fit the columns in.

Standard taxonomic references

We aim for all GNFC observation records to be finally located on Atlas of Living Australia (ALA) so our observation lists are sent directly to ALA or to databases such as eBird and iNaturalist that are uploaded to ALA. ALA is therefore the main source for checking taxonomic references for categories other than birds or plants.

Birds—eBird, https://ebird.org/australia/home

Plants—VicFlora, Flora of Victoria https://vicflora.rbg.vic.gov.au/

Mammals, Reptiles, Amphibians, Invertebrates—ALA https://www.ala.org.au/

Other useful sources:
Australian Faunal Directory: https://www.environment.gov.au/science/abrs/online-resources/fauna