



THE MALACOLOGICAL SOCIETY OF AUSTRALASIA

MOLLUSCAN RESEARCH

INSTRUCTIONS TO AUTHORS

Papers are considered on the understanding they have not been published elsewhere and, if accepted for publication in **Molluscan Research**, will not be subsequently submitted elsewhere. All manuscripts must be submitted in English.

Please carefully follow the format outlined below. A current issue of **Molluscan Research** can be used as a guide but please note that there are some format changes from Volume 21.

All papers will be peer reviewed by at least two referees. Upon acceptance all copyright becomes the property of the Society.

Manuscript Submission

- Three legible copies must be submitted.
- Spacing of 1.5 lines throughout.
- Typewritten on one side of A4 paper, with top, bottom and margins of at least three cm.
- Right margins should not be justified.
- All pages of the manuscript must be numbered consecutively, including those carrying references, tables and figure captions, all of which are to be placed after the text.
- Illustrations, both line drawings and photographs, are to be numbered as figures in a common sequence, and each must be referred to in the text with their intended position indicated in the margin of the manuscript.
- Illustrations and tables should be numbered in accordance with the order they are referred to in the text.
- Original artwork **must not be submitted prior to the final acceptance** of the manuscript.
- Artwork will be returned, if this is requested at the time of acceptance.
- All text should be in Times New Roman, 12 pt.
- The **first** page of the manuscript should have the **title, author's name** and full **postal address** (including the email address (or facsimile number) of the corresponding author), a running head and up to 10 key words.
- The **title** should be concise and include higher classification details. The running head should not be longer than 50 characters (including spaces).
- The remainder of the manuscript should normally be arranged with the following components: abstract, introduction, materials and methods, results, discussion, acknowledgements, references, tables and table and figure captions.
- The **abstract** should be fewer than 200 words and should state concisely the scope of the work and give the principal findings. It should be complete enough for direct use by abstracting services.
- The introduction should include why the work was undertaken and essential background information and references.

- **Headings** for Introduction, Materials and Methods, Results, Discussion, Acknowledgements and References should be in bold (in 12 pt) and on the left margin.

Taxonomic Papers

- Headings for all taxonomic categories in taxonomic papers should be centred.
- Under each species-group taxon list the headings in the following order - [Synonymy], Type material, Other material examined, Diagnosis (optional), description, distribution, remarks, etymology.
- Authors' names and dates should be used for genus-group and species-group names used in headings. The abbreviations 'n. gen.', 'new sp.', or 'new subsp.' should be used for indicating a new genus, species, or subspecies.
- A **synonymy** must immediately follow the centred taxon headings. These must include the reference to the original description. References given (whether to the valid name or synonyms) should include the author, date, page number and any figure numbers, but should exclude the name of the publication, as this is given under author and date in a list of references at the end of the paper.
- Type details may be added in the format shown below.
- Multiple synonyms should be arranged in order of date of first application to the unit in question, and under each name the separate references (if more than one is given) should be in chronological order.
- If synonymies and references have previously been published these should not be repeated in full if a reference to that source is given.
- The **type species**, with author and date, should be cited immediately beneath the synonymy for each genus treated.
- **Type details** should be given for each valid species treated, the museum in which the primary type (holotype, syntypes, lectotype or neotype) is preserved should be given or, if the whereabouts of the type are unknown, what steps were taken to ascertain its whereabouts.
- All **types** of new taxa must be lodged in a public museum. Authors should make every effort to ensure that types are lodged in the most appropriate institution in the region from which the species originates and in accordance with the requirements of collecting permits or legislation.
- Authors should be aware of the Australian Wildlife Protection (Regulation of Exports and Imports) Act 1982 and associated Regulations 1984, which govern the import and export of all specimens of Australian wildlife. Among other things the Act requires that any specimen exported from Australia after 1 May 1984 and that is subsequently designated a primary type of an Australian native animal must be lodged in an Australian institution. Further details may be obtained from the Director, Environment Australia, GPO Box 636, Canberra, ACT 2601, Australia.
- **Material examined.** Concise lists of specimens examined should be presented for each species.
- Information for **type material** should include a summary of all available locality, habitat and collection data. It should follow the same format as given for non-type material.
- For non-type material these should be presented in the following format (items in [] are optional): Locality, latitude and longitude, depth (if a marine species), [collector, date, habitat information], repository (i.e. museum), registered number (if available) (number of specimens -in parentheses). Locality, lat. long., etc.
- Collection date should be given in the form 2 Aug.1001.
- For long lists of material information should be kept to the minimum.

- Records should normally be arranged geographically from north to south and east to west where practical.
- Museum acronyms should conform with those normally used. They should be spelt out in a list under Materials and Methods.
- Museum registered numbers should be cited in the form C.3000 or F4000 not C 3000 or F 4000.
- Citation of numbers of specimens should follow the registered number in the form C.3000 (2).
- You may wish to specify details such as separate valves, empty shells, etc. - this can be done using abbreviations, e.g., C.3000 (2v, 1c).
- Use bold headings for country and state names, etc.
- Avoid needless repetition - group common localities together in the following way: Sydney Harbour: Balmoral Beach, Lat. Long., date, museum, registered number (number of specimens); Vacluse, Lat. Long., date, museum, registered number (number of specimens). Botany Bay: etc
- Multiple lots from the same locality should be given in the following way: Balmoral Beach, Lat. Long.; date, museum, registered number (number of specimens); date, museum, registered number (number of specimens). Botany Bay, etc.
- Distributions can also be summarised in a distribution map.
- Information regarding distribution, habitat, host association, seasonality, behaviour, or biology should be summarised in the body of the paper.
- **Descriptions and diagnoses:** The 'telegraphic' style is required for both. Diagnoses should contain only the distinguishing characters or combination of characters for that taxon.
- Descriptions should be subdivided by appropriate subordinate headings in italics at the left margin. Comparative comments are to be placed under 'Remarks'. The use of figures to illustrate descriptions is encouraged and should permit some reduction in the length of the verbal description of the parts figured.
- **Measurements.** Descriptions should be enhanced by the tabular presentation of precise measurements of the type material, and other relevant material. For shelled species, measurements of more than just length and width are encouraged.
- **Keys** should use clear-cut characters. The use of triplets, instead of couplets, is permissible to improve the efficiency of the key. Headings to keys should be self-explanatory. Tabular (i.e. synoptic or special purpose) keys are permitted where appropriate.

General

- **Statistical tests** should be described briefly and, if necessary, supported by references. Numbers of individuals, mean values, ranges and measures of variability should be stated. It should be made clear whether the standard deviation or the standard error of the mean has been given.
- The **International Code of Zoological Nomenclature** (Fourth Edition, effective from 1 January 2000) and decisions by the ICZN must be adhered to.
- **Tables** should be supplied only in a simple MS Word TABLE format without borders to columns and rows within the body of the table, apart from horizontal lines under the column headings.
- The width of tables (using 12 pt font) must not exceed the maximum width of the page (14 cm).
- Each table must be accompanied by a title. Normally data provided graphically should not be repeated in tabular form.
- **Footnotes.** Footnotes are discouraged and should be used only when essential. They should be placed within horizontal rules immediately under the lines to which they refer.

- Manuscripts of 6 manuscript pages or less can be presented in a **Short Contributions** format, with the headings eliminated.
- Latin names of genera and species and Latin words and abbreviations (**et al**, **e.g.**, **etc.**) should be in italics. Italics should not be used for any other purpose.
- The first mention in the text of the **scientific name** of a species or genus should be accompanied by the author and date but subsequent use of these names should omit the author and date unless they are used in a heading.
- Numbers in the text should (unless given as actual units of measurement) be spelt out as words if less than 10 and as numerals if more than 10.
- Metric and Celsius units must be used. Do not give original imperial units unless quoting or for another particular reason.
- When citing distances and measurements insert a single space between the number and the dimension (e.g., 5 mm, not 5mm).

Figures

Figures must be submitted in final form, ready for publication. Electronic copies of figures are encouraged (see below).

All figures (line drawings, photographs, maps etc.) should be **numbered in the order that they appear in the text** in a common sequence. Composite figures are permissible, with items numbered on each figure using capital letters in Helvetica font with a publication size of 3.0 -3.5 mm.

Unsatisfactory artwork will be returned for correction.

Authors unable to prepare electronic artwork should submit lettered line drawings and lettered and mounted photographs that are suitable for direct reproduction and which comply with the instructions.

The Managing Editor may be consulted for further guidance.

- **Size** - printed full plate size will be 12.5 x 17.5 cm.
- **Line drawings** should be of good contrast, in black ink, mounted on flexible white card, and of no greater than 2 times the final reproduction size (maximum final width 12.5 cm). High quality bromide prints or electronic copy (see below) is also acceptable. Black and white photographs for reproduction as halftone plates should be mounted, glossy prints showing good detail and moderate contrast.
- **Colour photographs** can be published at author's expense. Figures must be submitted in reproducible form or electronically
- **Black and white photographs** for reproduction as half-tone plates should either be provided electronically (see below) or as mounted, glossy prints showing good detail and moderate contrast.
- **Photographs** must be of the highest quality. They should be mounted if they are to form multiple panels on the journal page. Before being mounted, they must be trimmed squarely to exclude features not relevant to the paper and be separated from adjacent photographs by uniform spaces that will be 1 mm wide after reduction. Photographs should be mounted on light-weight bendable card or bond paper, not on heavy card.

- A **scale** (when appropriate) must be included on the figure; magnifications cannot be given in the figure caption.
- **Lettering (labels) on figures** should be in Helvetica font with only the first letter of any proper names capitalized. The height after reduction (i.e., printing size) should be no more than 2 mm and there should be good contrast with the background. Important features to which attention has been drawn in the text should be indicated.
- **Symbols** should be about 2 mm in height in the printed version. Explanations of symbols should be given in the caption to the figure.
- Lettering of **graphs** should be kept to a minimum. Grid marks should point inwards; legends to axes should state the quantity being measured and be followed by the appropriate units in parentheses.

References

References should be cited in the text with the year of publication, e.g. Shepherd & Cannon (1988) or (Shepherd & Cannon, 1988; Smith, 1992, 1995).

Place a single space between the author's last initial and surname and no space between the initials (e.g. Smith, E.A.).

Using hanging indents of 1.27cm (the default in MS Word).

References must be listed alphabetically by first author and chronologically at the end of the paper in the form:

Journal article:

Shepherd, S.A. & Cannon, J. 1988. Studies on southern Australian abalone (genus *Haliotis*). X. Food and feeding of juveniles. *Journal of the Malacological Society of Australia* 9: 21-26.

Note: Titles of periodicals are italicised and must not be abbreviated. Only proper nouns are capitalized in the paper title.

Book chapter:

Kohn, A.J. & Amalsi, K.N. 1993. Comparative ecology of a biogeographically heterogeneous *Conus* assemblage. Pp. 523-538. *In*: Wells, F.E., Walker, D.I., Kirkman, H. and Lethbridge, R. (eds). *The marine flora and fauna of Rottnest Island, Western Australia*. Western Australian Museum, Perth.

Note: The book title is italicised. Only proper nouns are capitalised in the chapter or book title. Pagination must be given only for the chapter.

Book:

Short, J.W. & Potter, D.G. 1987. *Shells of Queensland and the Great Barrier Reef. Marine gastropods*. Golden Press, Drummoyne, NSW.

Note: The book title is italicised. Only proper nouns are capitalised in the book title. Pagination should not be added.

Electronic copy

It is essential that the manuscript be prepared on a word processor, following the **Molluscan Research** format, and that the manuscript be sent on a floppy disk (IBM format), ZIP disk or CD Rom along with the hard copy of the revised manuscript. It is recommended that the electronic version of the manuscript be in Microsoft Word or a compatible program. If necessary, a Rich Text Format (.rtf) file can be submitted. The electronic file should match exactly the hard copy of the manuscript.

Authors are encouraged to prepare their **illustrations** electronically (both line diagrams and photographs). However, scans should only be prepared if they can be produced at high resolution (a minimum at final size of 300 dpi (EPS or TIFF files) at the final size they will be printed for photographs and 1200 dpi for line drawings and maps). The illustrations must be supplied on disk as separate files together with top quality hard copies (which can be scanned in the event of problems with the disk files). All colour enhancements should be removed from illustrations. Adobe Photoshop is our preferred program for illustrations.

Computer-generated figures prepared using either a draw or chart/graph program are also acceptable. In all cases they should be editable vector graphic files. Avoid using 3D surface area charts. Also avoid assigning colours in charts and diagrams.

Page proofs will be sent to the corresponding author for checking and correction. Proofs should be returned them with the least possible delay. Only essential alterations and corrections of printer errors can be made. Changes to the proofs that were not in the accepted version of the manuscript will be charged to the author.

Reprints may be ordered only when galley proofs are returned. Except for very long papers, reprints may be ordered only in lots of 50.