

Guide to authors

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Manuscripts should be submitted in English using Australian/UK spellings and grammar. Manuscripts should be submitted in Microsoft Word. All authors must have seen and approved the original and any subsequently revised versions. All submitted work must be that of the authors and must not have been published or simultaneously offered for publication elsewhere. Manuscripts may be emailed (the preferred method) to [Dr. G.B. Monteith](#), Assistant Editor, P.O. Box 537, Indooroopilly Qld 4068.

Manuscript style

Authors are advised to consult recent copies of the Journal regarding layout and style. See example papers in [Volume 44\(3\)](#).

Manuscript headings

Normally used headings include an Abstract (a brief summary denoting new taxa, taxonomic changes, findings, etc. and which should contain no information not given in the body of the paper), an Introduction (introducing the subject matter, key references and providing a brief overview for non-specialist readers), Materials and methods, Results, Observations, Discussion, Acknowledgements and References. The Results heading is often replaced by such headings as New taxa or Life History/Biology, etc.

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Tables should fit horizontally across a journal page (11 cm width) and should be as simplified as possible. Avoid providing the same information in text and tables.

Illustrations

Illustrations enhance a paper and authors are encouraged to use them where appropriate. Colour illustrations, photographs or paintings are encouraged and incur no extra charges. Line drawings should be in black ink.

Illustrations may be provided as separate files or may be arranged in blocks of figures; in the latter case each figure should be clearly numbered in the lower left corner using a sans serif font such as Ariel Bold. Each illustration (single figure or block) should fit within a page with maximum size of 11 cm wide by 17 cm deep (allow space for legend).

Figure legends should follow the examples below as a guide:

Fig.1. Location of the study sites. Source: Snowy Hydro Limited.

Figs 1-10. *Pollanisus* spp. and host plant. (1-2) *P. marriotti* sp. n.: (1) male (holotype), dorsal; (2) female (paratype), dorsal. (3-4) *P. lithopastus*: (3) male, dorsal; (4) female, dorsal. (5) *P. angustifrons* (paratype) male, dorsal. (6-7) *P. marriotti* sp. n., male: (6) head, ventral; (7) abdomen, dorsal. (8-9) *P. lithopastus*, male: (8) head, ventral; (9) abdomen, dorsal. (10) *Hibbertia empetrifolia* (DC.) Hoogland, the assumed host plant of *P. marriotti* sp. n. at the type locality, Gilwell Park, Gembrook, Victoria.

Figs 1-6. Oncomerinae. (1-4) *Lynamorpha parens*: (1) female and large nymphs feeding at stem internode of *Castanospora alphandii*; (2) female brooding 2nd instar nymphs; (3) gregarious group of 2nd and 3rd instar nymphs on non-food plant, *Passiflora*; (4) adults feeding on *Jagera pseudorhus* (5-6) *Oncoscelis australasiae* on *Medicosma cunninghamii*: (5) female brooding egg clutch; (6) eggs in clutch of 14. Photos: A. Gillanders (1, 3), D. C. F. Rentz (2), K. Aland (4), J. Wright (5-6).

First submission of illustrations

Electronic submission: each figure (or block of figures) should be pasted, as low resolution JPGs, in separate pages at the end of the manuscript, clearly numbered; alternatively, they can be sent as separate low resolution JPG files, clearly named with a short title of the manuscript and figure number/s included in the file name.

Final submission of illustrations

Final submission is after MS acceptance. All figures are to be provided as high resolution files, preferably TIFF files (300 dpi at final printing size, see above for maximum size) on a CD or via e-mail when possible to the Editorial Co-ordinator. E-mail final submission is encouraged and the Editorial Co-ordinator is willing to receive multiple messages if files are too large to be attached to a single message.

Nomenclature

All animal taxa of genus or lower rank must include the original Author at first mention in the text and the date may also be quoted; in such cases a comma is used between author and date and an ampersand (&) is used if there is more than one author (e.g. Felder & Felder, 1860). These citations are also required in the Title and Abstract if appropriate. The use of author citations for botanical names is optional but encouraged. For the Australian flora they are easily obtained from the Australian Virtual Herbarium website <http://avh.rbg.vic.gov.au/avh/>

Taxonomic papers must adhere to the mandatory provisions and requirements of the International Code of Zoological Nomenclature (1999 edition) and published opinions of the International Commission, including gender agreement between genus and species names and placement of authors in parentheses where required. The abbreviations **gen. n.**, **sp. n.**, **subsp. n.**, **syn. n.**, **comb. n.** and **stat. rev.** should be used for new genus, new species, new subspecies, new synonymy, new combination or revised status, respectively. Descriptions of single or a few taxa are acceptable but they must be clearly differentiated from their known allies; the use of dichotomous keys is encouraged.

Citing references

Text references should be cited as author and date without an intervening comma and et al. should be used when there are three or more authors (e.g. Brown and Jones 2007, Smith et al. 2010). All text references (but not taxa citations unless the full reference is required) must be included in a 'References' section at the end of the manuscript.

Personal observations and personal communications should be abbreviated as pers. obs. and pers. comm. and not cited in the references section. Papers 'in press' should be cited in the References section but only those papers actually accepted by the respective journal should be included. Journal titles must be spelt out in full and not abbreviated. Volume numbers should be in bold font. Author names in the References section are capitalised.

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BLACK, A.B. and WHITE, C.D. 1987. A revision of the genus *Musca* Linnaeus 1795 (Diptera: Muscidae). *Journal of Diptera Systematics* **34(3)**: 23-36.

BROWN, A.B. and JONES, C.D. 2007. Insects from a tropical rainforest in northern Australia. *Journal of Australian Tropical Biology* **67**: 14-22.

Books and chapters in books should be treated as in the following example:

SMITH, E.F., JONES, C.D. and BROWN, A.B. 2010. Insects. Pp 60-118, in: Jones, C.D. (ed.), *Tropical Australian invertebrates*. Bourke University Press, Sydney; xxi + 468 pp.

JONES, C.D. 2010. *Tropical Australian invertebrates*. Bourke University Press, Sydney; xxi + 468 pp.

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CSIRO. 2009. Ants down under. [Accessed 11 Aug 2009.] Available from URL: <http://anic.ento.csiro.au/ants>

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