

# ***Australasian Plant Conservation* guidelines for authors**

## **Scope and general style**

*Australasian Plant Conservation* (APC), is the quarterly bulletin of the Australian Network for Plant Conservation, Inc.

ANPC membership is diverse and includes a range of people and organisations involved in plant conservation including NGOs, universities, government agencies, local governments, environmental consultants, land managers, industry, community groups and botanic gardens.

Articles should be in a style readily accessible to this diverse readership. Please explain any technical terms that are of restricted usage.

Articles are one to two pages (**maximum 1200 words**, including references and tables).

Adherence to the following guidelines assists considerably in the editing of APC.

## **Electronic File Format**

Please submit articles as electronic files in MS Word or in rich text format (rtf). Send articles to the editor, Selga Harrington (selga.harrington@gmail.com).

## **Title**

Title is 16pt, bold, centered, capitals only for first word and proper nouns. No full stop at end of title.

Names and details of author/s are Times Roman, 10pt, centred. Spell out first names, and provide organisation name or brief address (but not full postal address). Email details for at least one author are in a separate sentence (not followed by full-stop), as follows:

Tom May  
Royal Botanic Gardens Melbourne, South Yarra, Vic. Email: tom.may@rbg.vic.gov.au

## **Text**

Text is Times Roman, 12 pt, single spaced.

Use of subheadings is encouraged. They should be 12pt, bold, centered. All major words should be capitalised.

Use one space after each sentence and single 'quotes'.

Each paragraph should be separated by a blank line, and not indented.

## Lists with bullets

It can be useful to present information as lists with a series of bulleted entries as follows:

- the text before the list ends with a colon;
- one line spacing after each entry;
- first word of each entry not capitalised; and
- semicolon after each entry, except the second-last which ends with ‘; and’, and the last which ends with a full-stop.

## Common Names

Where used, common names should be capitalised, as in: Red Box, Grand Spider Orchid, Rainbow Plant.

## Spelling

Use Australian English, so ‘colour’ not ‘color’, and use ‘s’ not ‘z’ in words such as ‘organisation’, ‘recognise’ etc.

## Abbreviations

Use: i.e., e.g., but do not use full-stops in abbreviations made up of capital letters. Thus: ACT, ANPC, CALM, EPBC, NSW, WA.

## Images

Authors are encouraged to submit images with articles. If you would like your images to go with a certain block of text please indicate, otherwise they will be inserted where they fit best.

Electronic images need to be at least 300 dpi resolution, submitted in at least the size that they are to be published, in tif, jpg or gif format. Please send each image as a **separate file** (not embedded in the text). If you have used an excel graph please supply the original excel file separately.

Text images are black and white (but can be submitted in colour) and 8–10 cm wide for half column or 16.5 cm wide for full page. Cover images need to be in colour and of high resolution (to be reproduced as A4 image, about 21 cm wide).

Each image should have an explanatory caption, which includes the photo credit. Each figure caption should make sense without the need to read the accompanying text. Captions are in 10pt, with any scientific names in italics. Text for captions should be on a separate page at the end of the text document, and refer to the file name of each image, as in the following:

Declared Rare Flora species *Caladenia huegelii*. Photo: Vanessa Yeomans. [Calhueg.jpg]

## References

Please keep referencing to a minimum (no more than five references) and restrict to essential/key references. All items in the reference list must be readily available. Do not cite unpublished reports or conference proceedings unless necessary.

### Journal articles

Do not give the part number with the journal volume number unless parts are separately paginated (except in Research Roundup). Spell out journal title in full.

Adams, V.M., Marsh, D.M. and Knox, J.S. (2005). Importance of the seed bank for population viability and population monitoring in a threatened wetland herb. *Biological Conservation* 124: 425-436.

### Books

Lunney, D. (2004). *Conservation of Australia's Forest Fauna*, 2nd edn. Royal Zoological Society of New South Wales, Mosman.

### Chapters in Books

Claridge, A.W. and Trappe, J.M. (2004). Managing habitat for mycophagous (fungus-feeding) mammals: a burning issue? In: D. Lunney (Ed.). *Conservation of Australia's Forest Fauna*, 2nd edn, pp. 936-946. Royal Zoological Society of New South Wales, Mosman.