

Memoirs of Museum Victoria

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Museum Victoria undertakes research in order to contribute to a deeper understanding and appreciation of the origins, diversity and development of Australia's natural, cultural and scientific heritage, and applies this knowledge for the benefit of society. The Museum publishes its scientific journal *Memoirs of Museum Victoria* (until 1983 *Memoirs of the National Museum of Victoria*) to further these objectives.

Memoirs publishes papers on original research in the natural sciences pertinent to Victoria and/or the Museum's collections. Independent referees assess all contributions prior to publication.

From Volume 58 (2000) *Memoirs* is available in electronic format as well as in printed form. Electronic publication via the Museum Victoria website enables inclusion of supplementary information (such as extended data sets) not available in the printed version.

The *Memoirs* are available in printed form by subscription or institutional exchange and inquiries should be directed to the Librarian, Museum Victoria, GPO Box 666, Melbourne, Vic. 3001, Australia. Access to the electronic version of the journal is available free of charge and individual papers may be downloaded as PDF files from this website. Reprints are available at cost.

Instructions for Authors

Deadline for submission of papers

Final manuscripts (prior to papers being refereed) and accompanying illustrations must be submitted to the editor **no later than 1 August**. Earlier submission is encouraged.

Submission of papers and illustrations

Papers must be submitted to the editor in final manuscript form as a **word document file only** and double line spaced. Any accompanying images or drawings must be submitted separately and NOT embedded within the text.

All **illustrations** (photographs, line drawings) must be submitted as **300dpi scans at A4 size and as print ready files**. In the case of numerous and large files, illustrations should be **supplied on a cd and not electronically**. Although not preferable, original artwork (photographs, line drawings) can be accepted for scanning by the museum. In the latter, whilst the museum takes no responsibility for any damage to original artwork, the utmost care will be taken whilst it is in their possession.

Papers may be sent by either email to memoirs@museum.vic.gov.au or by post to the editor, Richard Marchant, *Memoirs of Museum Victoria*, GPO Box 666, Melbourne, Victoria 3001, Australia.

Instructions for authors

An outline of the required **format and style guide** is supplied here, however, authors should also refer to the previous edition of *Memoirs of Museum Victoria* for a more in depth guide.

No fonts other than Times must be used.

Papers should be arranged as follows:

title (including higher classification of zoological taxa)

authors' name and address (postal and email)

abstract

key words

contents (only if the paper is extensive)

introduction

main text

acknowledgements

references

index (only if extensive)

tables within the text

Author's **email addresses** in contact details should be in brackets.

Primary **headings** are in bold and left justified; secondary headings in italics and left justified. Italics in the text should otherwise be restricted to generic and specific names. **Paragraphs** are indented. **Measurements** must be in the metric system (SI units).

Abbreviation of River and Island/s: Use R for River. Use I for Island and Is. for Islands.

For **numbers, use numerals except** when used in text narrative when they should be spelt out, but only up to and including the number ten. Numerals should also be spelt out when used as follows: first, second, third, fourth, tenth, twentieth etc.

The word **Figure** should be spelt out when used below a genus name in the body of the text and in the Figure caption. However, when figures are referred to within the text do not spell out and instead use fig. or figs.

Captions to illustrations must be submitted separately at the end of the manuscript and should follow this example:

Figure 1. *Storhyngurella hirsuta* sp. nov., male, holotype: a, b, dorsal and lateral views of body; c, d, frontal and lateral views of cephalon.

References should be listed alphabetically at the end of the manuscript. Journal and book titles must be in full and italicised, with the year of publication, edition, page number, publisher and city of publication in roman. Authors should follow this example:

Paulin, C.D. 1986. A new genus and species of morid fish from shallow coastal waters of southern Australia. *Memoirs of Museum Victoria* 47: 201–206.

Last, P.R., and Stevens, J.D. 1994. *Sharks and rays of Australia*. CSIRO Publishing: Melbourne. 513 pp.

Wilson, B.R., and Allen, G.R. 1987. Major components and distribution of marine fauna. Pp. 43–68 in: Dyne, G.R. and Watson, D.W. (eds), *Fauna of Australia Volume 1A General articles*. Australian Government Publishing Service: Canberra.

Reference citations should use the following style:

Paulin, 1986; Last and Stevens, 1994; Smith et al., 1990.

In **taxonomic** papers synonymies should be of the form: taxon, author, year, pages, figures. A period and dash must separate taxon and author except in the case of reference to the original description, e.g. *Leontocaris* Stebbing, 1905: 98–99.—Barnard, 1950: 699.

Supplementary information (extended lists of material examined, databases etc) should be submitted separately and with the final manuscript to be forwarded to referees. The Editorial Board encourages use of supplementary information to minimise the cost of printing as long as the requirements of the International Code of Zoological Nomenclature are met in the printed paper.

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