

## Instructions to authors

The Journal of [The Royal Society of Western Australia](#) publishes open-access, peer-reviewed research dealing with all aspects of the natural and physical sciences of relevance to Western Australia. The main text (i.e. the *Introduction to Conclusions*) in **research papers** should not exceed 5000 words; **review papers** 10 000 words; **research notes** 2000 words with no more than three illustrations; and **discussions/comments and replies** 1000 words—all but the last of these should contain at least one figure (such as a locality map). Comments on a paper must be submitted within six months of publication of the original article. Articles become available online via the [Society's journal list](#) shortly after the proofs are finalised as the Journal is no longer printed or has different parts.

For ease of reviewing and editing, manuscripts should be submitted as a Word document or compatible file in the following format: Title; Author(s); Abstract; Keywords; Main text (using headings as indicated below); References; and captions for Figures, Tables and Appendices (if any). Number pages consecutively, including the last pages with the captions. Please provide figures, tables and appendices as separate files to the text. If on a specific area research and review papers should have a locality map amongst the illustrations.

Authors are encouraged to have their manuscript reviewed by someone familiar with the subject prior to submission. Also, it can be helpful to send your manuscript to the editors via [rswa.journal@rswa.org.au](mailto:rswa.journal@rswa.org.au) for a preliminary evaluation or to request further information before uploading via [Scholastica](#). When submitting via that platform, please supply a list of potential reviewers, preferably not from your organisation—this can be helpful if the editors are unfamiliar with the subject matter of the manuscript. Submitted manuscripts must not have been published, or under consideration for publication, elsewhere. Authors are solely responsible for the accuracy of all information in their papers, and for any opinions therein. Papers accepted for publication become copyright of The Royal Society of Western Australia, unless Crown Copyright applies. The corresponding author will be required to assent to the transfer of copyright on behalf of all co-authors.

Up to four levels of headings are allowed, all of which are left justified in the following format and should be applied via the Styles function in Word:

**FIRST-ORDER HEADINGS** are bold, upper case;

**Second-order headings** are bold, sentence case;

**THIRD-ORDER HEADINGS** are upper case; and

Fourth-order headings are sentence case.

The **Title** should contain at least one keyword.

The **Abstract** should be a condensed form of the main substance of the paper, not an expanded title. Abstracts preferably should not exceed 500 words and must fit on the first page of the published version with the keywords and manuscript received/accepted dates.

Provide six to ten **Keywords** but not words already in the title.

The **Text** should be organised under the following (or equivalent) first-order headings:

- *Introduction* containing the reasons for doing the work and essential background material, but not results or conclusions.
- *Methods* (if applicable) provide sufficient details of techniques to allow results to be repeated, and sufficient details so that localities can be relocated.
- *Results* should not include interpretations more appropriate to the discussion.
- In the *Discussion* emphasise the significance of the results and place them in the context of related work.
- *Conclusions* summarise the main findings of the paper.
- *Acknowledgements* mention appropriate assistance from colleagues, funding organisations and reviewers.
- *References* should include journal titles spelled out in full. It is always preferable to cite original sources rather than reviews if feasible. Use DOIs only for articles lacking volume or page numbers. Examples are set out as follows:

**Paper:**

COLLINS L B, TESTA V, ZHAO J & QU D 2011. Holocene growth history and evolution of the Scott Reef carbonate platform and coral reef. *Journal of the Royal Society of Western Australia* **94**, 239–250.

**Book:**

HARPER J L 1977. *Population biology of plants*. Academic Press, London.

DENNELL R & PORR M (editors) 2014. *East of Africa: Southern Asia, Australia and human origins*. Cambridge University Press, Cambridge.

**Chapter or contribution in book:**

DAVIE P J F & SHORT J W 1995. Decapod—Anomura, Brachyura. Pages 118–126 in F E Wells, J R Hanley & D I Walker, editors *Marine biological survey of the southern Kimberley, Western Australia*. Western Australian Museum, Perth.

BALME J & O’CONNOR S 2014. Early modern humans in Island Southeast Asia and Sahul: Adaptive and creative societies with simple lithic industries. Pages 164–174 in R Dennell & M Porr, editors, *East of Africa: Southern Asia, Australia and human origins*. Cambridge University Press, Cambridge.

Note that it is permissible to cite scarcely used references in your manuscript as, for example Smith (2020 and papers therein), to avoid an excessive list. If there are over 80 references in your paper use of citation software is strongly advised to ensure all are used and that there are no orphans in the main text. If citing unpublished reports, supply enough information to allow readers to access them. Do not use or cite confidential reports.

**Illustrations:** Number illustrations, both line drawings and photographs, as figures (not plates) in sequence, in consecutive order as they are mentioned in the text. In composite figures with several photographs or diagrams, each part preferably designated by a lower-case letter, a), b), c) etc. in the upper LH corner. Illustrations may be column (81 mm), two-thirds-page (115 mm) or page (170 mm) width, but should be at least 300 dpi tiff, jpg or eps files with sans serif lettering no smaller than 8 pt (~2.8 mm high). Use latitudes and longitudes (not grid references) inside the border and provide a scale bar and north arrow on all maps, aerial images and the like. Captions should be descriptive with all interpretation restricted to the main text.

**Style:** Use plain, direct English without vernacular or redundant expressions and phrases as the Journal caters to a diverse readership. Although customary in speech, tautologies and expressions such as ‘the effect of’, ‘the fact that’, ‘of course’ ‘surely’ etc., are unacceptable. Consult a recent issue of the Journal as a guide to the general format and bibliographic style. The Journal follows the Australian government [Style Manual](#) with few exceptions and the Concise Oxford Dictionary for spelling.

**Other:** The metric system (SI units) must be used. Taxonomic papers must follow the appropriate International Code of Nomenclature, and papers with stratigraphy must adhere to the [International Stratigraphic Guide](#) as well as following the most recent stratigraphic nomenclature in the [Australian Stratigraphic Units Database](#)—or have registered new or modified units therein. Extensive sets of data, including large tables, can be included as appendices following the references. Such data supplants supplementary material as the Journal is entirely online and should be supplied in Word or Excel. Digital data, such as shapefiles, can be posted on the Society’s website.

**Please check the following before submission:**

- Eliminate repetitions, redundant phrases and tautologies, and all double or unneeded spaces.
- Are all references used listed, and are there any orphans in the reference list?
- Ensure figure numbers are in ascending order within the text.
- et al.* is always in italics; Jones & Smith (1984), or (Jones & Smith 1984) with no comma.
- Correct use of dashes, for example grey-green (a grey shade of green) vs grey–green (for a transition).  
Use *Normal dashes* are for qualifiers; e.g. ten-year-old progeny vs ten year-old progeny.  
Use *En dashes* (ALT+0150) for a range or transition: e.g. 10–20, Bunbury–Dampier Gas Pipeline, Early–Middle Permian; include spaces for numbers with decimal places or several words: 3.3 – 6.2, South Perth – Mandurah, Lower Permian – Triassic.  
Use *Em dashes* (ALT+0151) with no spaces are for an aside—they can be an alternative to parentheses.
- Do not use parentheses within parentheses or back-to-back parentheses; use a semicolon instead of the latter, e.g.: “... (Fig. 1; Jones & Smith 1984).” not “... (Fig. 1) (Jones & Smith 1984).”
- Use correct symbols, e.g. ° not superscript 0 or o; ± not +/-; and ‰ for per mille.