

## **MALAYAN NATURE JOURNAL**

### **Guidelines for Contributors**

The Malayan Nature Journal (MNJ) is a scientific journal published by the Malaysian Nature Society and is generally produced quarterly. MNJ publishes original papers on the natural history, biology and conservation of Malaysia and the surrounding region.

Research papers, short research notes, general articles and review articles may be submitted.

All papers submitted should be in English and should communicate ideas and information clearly and concisely, with a minimum of jargon.

Papers are refereed internationally and are considered on the understanding that their contents have not appeared elsewhere in substantially the same or abbreviated form.

MNS retains the copyright to articles published in the MNJ. Contributors should pay special attention to the guidelines given below.

#### **Style and length**

It is suggested that authors do not exceed 1000 words, unless there are exceptional reasons. The editor is willing to enter into correspondence concerning long papers, special issues or unusual subjects.

For referencing and other parameters of style, authors may consult the *Chicago Manual of Style* or a current issue of the *Malayan Nature Journal*.

#### **Manuscript Submission**

Please submit three (3) printed copies, typed double spaced on one side of a quarto or A4 bond paper with a minimum of 3cm margins all around. Body text should be typed flush left instead of justified, and right-margin hyphenations should be avoided.

Upon acceptance of a manuscript the editor will request that the final version of the manuscript be provided on diskette or via email in word processor format; Microsoft Word is preferred.

Authors should note that if a manuscript is not revised and returned to MNJ within 180 days of being returned to the author(s), it will be treated as a new manuscript and will be subject to the full review process.

In their own interest, authors should retain a complete copy of the manuscript and illustrations, identical in every respect to the material submitted. MNS bears no responsibility for material that may be lost, whether in transit or during publication.

#### **Title**

The title of the manuscript should be concise, appropriately informative and should contain key terminology to facilitate retrieval by modern searching techniques.

#### **Authors**

The names and addresses of the author(s) should be included as footnote(s) to the title page. For the corresponding author, the full correspondence address, including email address if available, should be provided.

### **Abstract and Key Words**

An abstract of 250 words or fewer should briefly and objectively describe the problem studied, why it was important to study, the most important findings and their utility.

Place key words below the abstract. Supply 5-10 key words for indexing, including vernacular and scientific names of principal organisms, geographic area, phenomena and entities studied and methods.

### **Form**

If the paper is amenable to scientific form, it should have a brief Introduction, a section on Materials and Methods, one on Results, a Discussion, Acknowledgements and References.

### **Numbers and Measurement Units**

The metric system and SI units should be used. In the text, numbers from one to ten should be spelled in full and numbers of 11 or more should be written in figures: thus, two days but 11 leaves. Numbers preceding units should be written as numerals; thus: 8cm and 7-10mm.

### **Tables and Appendices**

Tables and appendices should be self-explanatory and referenced in the text. Each table and appendix should be started on a separate page, and these should be grouped at the end of the manuscript.

Each table should be numbered with Arabic numerals and accompanied by a title. Tables should be arranged with regards to the dimensions of the print area of the page (13 x 20cm).

### **Illustrations**

Illustrations should be clearly drawn in black ink or should be photographed in sharp, black and white, high contrast glossy prints.

Illustrations should be numbered consecutively in the same order as in the text, where they should be referenced, for example as "Fig 15". It would help the editor if contributors indicate as a marginal note where each illustration should be located in the text.

Each illustration must be accompanied by a caption that not only explains the picture but also gives the title of the article it illustrates, and these captions should be typed on a separate page.

The cost of COLOUR illustrations must be borne by the author. Acceptance of such illustrations is at the discretion of the editor. The preferred formats for colour illustrations are slides or high-resolution digital images on CD ROM. Each scanned image must be provided as a separate file and not embedded in the document.

Drawings should be planned to stand 50% reduction. Figures and photographs should not be more than twice the size of the text area (not more than 26 x 40cm for reduction to not more than 13 x 20cm size).

Please do not give magnifications for figures or photographs (such as 20x), for they are affected by the size to which they are enlarged or reduced. Instead, use a scale bar on the face of each illustration.

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Text citations should give the author's name and year of publication. One or two authors are cited as (Wong and Ong 1992) while more than two are cited as (Wong et al. 1992). Avoid unnecessary referencing.

In preparing the Reference section, contributors should include authors' names, year of publication, title of article, name of publication in full, volume number and inclusive pages for chapters of books or journal articles. References should be listed in alphabetical order.

Bibliographic style follows the Chicago Manual of Style "B" for natural and social sciences. Examples:

Arshad, S.J. and H.M. Storey. 1996. The butterflies of Malaysia. *Malayan Nature Journal* 25: 22-37.

Barlow, H.S. 1982. *An Introduction to the Moths of Southeast Asia*. Kuala Lumpur: Malaysian Nature Society.

Ng, P.K.L. 1990. The freshwater crabs and prawns of Singapore. In *Essays in Zoology*, ed. L.M. Chou and P.K.L. Ng, 189-204. Singapore: National University of Singapore.

Authors are particularly urged to ensure that citations and bibliographic details are accurate. Correct references are the responsibility of the author.

### **Proofs**

Authors will receive proofs of their papers before publication. These should be corrected (not revised) and returned to the editor within ten days; otherwise we will assume that no corrections are necessary and go ahead with publication.

### **Reprints**

Authors will receive 25 free reprints. Additional reprints, the cost of which must be borne by the authors, may be ordered in advance by writing to the managing editor.

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