

8th National Conference of the Australian Forest History Society Inc

7–11 June 2010

Lismore, New South Wales

GUIDE FOR PREPARATION OF PAPERS

The proceedings of the conference will be published to a professional standard and the papers will be subject to review by the editorial panel, who may seek additional advice if necessary. The editors reserve the right to make alterations which do not involve any change of meaning. The general style and standard will follow the proceedings of the Hobart conference: John Dargavel, Denise Gaughwin and Brenda Libbis (ed.), 2002, *Australia's Ever-changing Forests V: Proceedings of the Fifth National Conference on Australian Forest History* (Canberra: Centre for Resource and Environmental Studies, Australian National University) [www.foresthistory.org.au/publications.html]. The *Style Manual for Authors, Editors and Printers*, 6th edition (Milton, Queensland: John Wiley and Sons) provides standard guidance. Spelling will follow the *Oxford English Dictionary*.

PREPARATION OF MANUSCRIPT

The co-operation of authors is sought in order to publish the proceedings in a timely fashion. Please follow these guidelines closely, and pay particular attention to length and to quality required for illustrations.

1. Length

A strict limit of 6,000 words will apply, exclusive of *essential* references and *concise* but meaningful figure captions.

2. Title and Headings

There is no prescribed word limit for titles, but they must be clearly meaningful and not excessively wordy.

The number of headings within the paper must be kept to the minimum necessary. Two orders of headings (style Heading 1 and Heading 2) may be used. 'Dot points' and numbered 'points' must be avoided.

3. Referencing

Preferred referencing will be in-text references (Harvard system) with a list of references provided at the end of the paper. Please check carefully that the in-text references correspond to the list of references, and *vice versa*. Only essential references should be cited. It is recognised that some papers may require notes rather than in-text references, and in such cases a modest number of end notes may be used.

The style for in-text references should follow the following examples:

...ecological events are well recognised (Franklin 1989; White 1995; Linkosalo et al. 1996)...

Please note that there is no comma between the author and the date. The abbreviation 'et al.' is not italicised.

The style for the list of references should follow the following examples. Please note that all authors must be included (i.e. do not use 'et al.'). Do not use 'p.' or 'pp.' with page numbers. The entries must be arranged alphabetically, with the author's surname first.

Jeans, D. N. 1972. *An historical geography of New South Wales to 1901* (Sydney: Reed Education).

Jervis, J. 1939. Cedar and the cedar getters. *Journal of the Royal Australian Historical Society* 23: 131–56.

Linkosalo, T., Häkkinen, R. and Hari, P. 1996. Improving the reliability of a combined phenological time series by analyzing observational quality. *Tree Physiology* 16: 661-4.

Posey, D. A. 1993. Indigenous knowledge in the conservation and use of world forests. In Ramakrishna, K. and Woodwell, G. M. (ed.), *World Forests for the Future: Their Use and Conservation* (New Haven: Yale University Press), 59–77.

4. Illustrations

Illustrations can only be included in the publication if they are of high printing quality, and are suitable for the B5 format of the publication, i.e. they must fit (including captions) on pages whose print size will be 126mm wide x 210mm high, in portrait layout. Preferred final figure sizes (excluding caption) are:

126mm wide x 87mm high, or
126mm wide x 175mm high.

Lettering on maps, diagrams and graphs should be 9 point in Univers or similar sans serif style in regular face, not bold or italic. Line weight should not exceed 1 point. Shading should be avoided if possible.

Photographs must be sharp in black and white, with plenty of contrast, and clearly ‘tell the story’ to the reader with minimal explanation. Photographs which include people are preferred.

Please ensure that the source is cited for all illustrations and that permission has been obtained from the owner of copyright or reproduction rights. Authors are responsible for the payment of any fees.

5. Acknowledgements

Briefly include any acknowledgements at the end of the text.

6. Tables

Tables should be kept to a minimum, and must be clear to understand. They must fit on one page in portrait layout with not more than six columns. Note the page print size and preferred sizes given above. Columns should be prepared in Table format, NOT with tab layouts.

7. Acronyms

These should be avoided unless a very long term is used repeatedly in a paper. The ‘alphabet soup’ of Australian bureaucratic process must be avoided because it is unintelligible to overseas and non-specialist readers.

8. Specialist scientific terms and species names

The meanings of specialist scientific terms need to be made clear to an audience and readership from diverse backgrounds. This should be done when each term is first used in the text.

Species names may be used in either common or scientific forms, but the alternative form should be mentioned in parentheses when the species is first referred to in the text.

FINAL MANUSCRIPT

The document must be submitted in Microsoft WORD, for either a PC or a Mac, as a .doc file (NOT .docx) either on disc or by email (to bstubbs@scu.edu.au). The editors will format all papers to a standard style for the publication. Please do not insert tab marks at the beginning of paragraphs. Please submit figures as separate files (.jpg preferred), not inserted into the document. To expedite publication, if possible please submit your manuscript prior to the close of the conference, and please provide a printed copy in addition.