Style Guide for Contributors to *Australian Wildlife* magazine

Layout
• Create a Word document – single-spaced; Times New Roman – font size 12.

• Start with a major heading (H1) in font size 16 Bold.

• Add the author's name.

• Subheadings (H2) within the article should be in size 14 Bold.

• If you are a new contributor, add a short CV at the end of the article.

• Put the captions at the end of the article with the file name.

• Send photos of the highest quality via Dropbox or email as a compressed file.

• Captions should accompany photos – see page 7.

• Run a spelling and grammar check on your document and, if possible, get someone else to read through the article as we often cannot see our own mistakes.

Punctuation
• Put two spaces after a full stop.

• Put two spaces after a colon.
> e.g.   The question is: is this the end?

• Start the text after a colon with a lower case unless it is a title (use title case). However, if the colon is followed by two or more questions, use capital letters.
> e.g.   The questions are: Is this the end? Is there a solution?

• Do not use a semicolon to introduce a list of items. Use a colon.
> e.g.   Species that remain subject to overfishing include: southern bluefin tuna, blue warehou, silver trevally and orange roughy.

• Put one space after a semicolon. Start the text after a semicolon with a lower case letter.
> e.g.   Rain is forecast; however, there are no clouds to be seen.

• The usage of the hyphen should be consistent when there is a repetition of words containing hyphens.
> e.g.   **wedge-tailed eagle** throughout the document, not a combination of **wedge-tailed eagle** and **wedge tailed eagle**.
• Use the dash (or en rule) correctly – and consistently. Do not use a hyphen to connect ideas.
> e.g.   This year, we have some mascots – penguins!
> **Not**   This year, we have some mascots - penguins!

- Use the n-dash for figures ranges and to denote spatial relationships rather than a hyphen.

  e.g. 1975–2007; the Murray–Darling Basin; toad–crocodile encounter rates

- Quotation marks for quoting direct speech or text should be the **double curly** " ", and the font should be italicised.

  e.g. Professor Kathy Belov wrote in ABC Science in August 2012: "*Vaccine development takes time, and time is something the devils don't have.*"

- Use **single curly** quotation marks ' ' for ironic emphasis of words, nicknames, or new ideas.

  e.g. 'jelly-bean' stage pouch young; a wombat called 'Peter'

- Single words or phrases are to be enclosed by quotation marks without punctuation.

  e.g., … 'experiments', …

- Use the curly style of an apostrophe and be consistent.

  e.g. Australia's fauna **not** Australiaʹs fauna

- Avoid misusing apostrophes in plural nouns.

  e.g. Many Australians have … **not** Many Australian's have …

- When using a numbered list to present a list of items that complete an introductory sentence, start each item with a capital letter and separate items with a colon, finishing the last one with a full-stop.

  e.g. SFID's aims are to:
    1. Recruit individuals and organisations with necessary skills and abilities,
    2. Encourage and promote government and legislative policy change, and
    3. Assist with education programs.

- When presenting a list of items, use numbering consistently throughout, not a mixture of bullet points and numbering.

- When presenting a numbered list of items, use numbered points consistently throughout the article.

  e.g. The three main aims of the project are to:
    1. Recruit individuals and organisations with necessary skills and abilities,
    2. Encourage and promote government and legislative policy change, and
    3. Assist with education programs.
       Not 1) or (1) etc.

- When using a second set of points, within the first set of points, change the format of the bullet points, change the list level, and end the last point with a full stop.

  e.g.
    1. Use only wildlife-friendly fruit-tree netting. Ideally, fruit-tree netting should not be used at all. But if it must, ensure it is wildlife-friendly, which means:

a. It should not have a gap size of more than five millimetres when taut, and
b. Avoid using black and/or monofilament types.
2. Manage any barbed wire…….

Numbers or Numerals
- Spell out numbers zero through to one hundred using words, including whole numbers used in combination with hundred, thousand, hundred thousand, million, billion, and beyond, unless they are attached to a unit of measurement or percentage.
    - e.g. two hundred; twenty-eight thousand; three hundred thousand; one million

- Large round numbers are often spelt out but be consistent within a sentence.
    - e.g. You can earn from one million to five million **not** one million to 5 million.

- Use commas with four-digit numbers/separate thousands by a comma.
    - e.g. 837,000 hectares, 1,054 people and $2,417,592.21

- Hyphenate all compound numbers and written-out fractions.
    - e.g. twenty-one **not** twenty-one and two-thirds **not** 2/3

- Mixed fractions to be expressed in figures unless they begin a sentence.
    - e.g. We expect a 5 1/2 percent wage increase.
    - e.g. Five and one-half percent was the expected wage increase.

- Write whole numbers above 999,999 in words.
    - e.g. One million **not** 1 million

- Write decimal numbers above 999,999 in numerals and then words.
    - e.g. 2.7 trillion **not** two point seven trillion

- It is unnecessary to use a decimal point or a dollar sign when writing out sums of less than a dollar.
    - e.g. He had only sixty cents **not** He had only $0.60

- Write decimals using numerals. Many writers put a zero in front of the decimal point as a courtesy to readers.
    - e.g. The plant grew 0.79 inches last year **or** The plant grew only 0.07 inches this year

- Do not add the word "dollars" to figures preceded by a dollar sign or add decimal places to a whole number.
    - e.g. I have $1,250 in my account **not** I have $1,250 dollars in my account
    - e.g. $70 **not** $70.00

- In the general text, spelling out ordinal numbers is preferable.
    - e.g. Tenth anniversary **not** 10th anniversary

Dates and Years
- Use numerals to express dates and years, except when the date or year begins a sentence.
    - e.g.   1 to 31 January 2020 **not** first to thirty-first January two thousand and twenty
    - e.g.   The year was 1956
    - e.g.   Nineteen fifty-six was quite a year

- Using a superscript is not necessary.
    - e.g.   10 August 2020 **not** 10th August 2020

- Express decades in complete numerals. Do not use an apostrophe between the year and the s
    - e.g.   During the 1980s and 1990s, the economy grew

- When spelling out decades, do not capitalize them.
    - e.g.   During the eighties and nineties, the economy grew

Times
- Use numerals to express times, and for the top of the hour drop the :00.
    - e.g.   9 am **not** 9:00 am

- For clarity, use noon and midnight rather than 12 pm and 12 am

- Use am and pm **not** A.M. and P.M. **or** a.m. and p.m.

- Place a space between the time and am or pm.
    - e.g.   8 am, 3:09 pm and 11:20 pm

- Using numerals for the time of day has become widely accepted.
    - e.g.   The flight leaves at 6:22 am or Please arrive by 12:30 pm sharp

- When spelling out the time of day.
    - e.g.   She takes the four thirty-five train or The baby wakes up at five o'clock in the morning.

Percentages
- Use percent not %, unless in a table with figures. Use a figure rather than a word, even if less than 10, as in: 9 percent **not** than nine percent. In other words, treating it like a unit of measurement.

Other Common Errors
- The past tense of the verb **to lead** is **led**, not lead (heavy metal)
- mitigate impacts **not** mitigate against impacts
- a criterion, several criteria
- a phenomenon, several phenomena

- one fungus, several fungi
- a bacterium, bacteria
- an alga, a colony of algae
- minuscule
- principle (idea) and principal (foremost)
- learnt **not** learned
- burnt **not** burned
- spelt **not** spelled
- enquire/enquiry **not** inquire/inquiry
- trialled **not** trialed

Subject and Verb/Pronoun Agreement

When you write a sentence, please think about whether your subject is singular or plural. I know these days 'they' and 'their' are used everywhere to refer to anything or anyone to avoid awkward 'he/she/it' and 'his/her/its' constructions or make a statement that could apply to anyone. However, if the subject is clearly one or the other, using a combination of singular and plural in the same sentence is not a good look.

> e.g. If the native animal loses its (third-person singular) natural instinct to survive, they become easy prey (third-person plural).

> The sentence should read either:

>> If the native animal loses its natural instinct to survive, then it becomes easy prey.

> or

>> If native animals lose their natural instinct to survive, then they become easy prey.

> Another example:

>> there are growing signs **not** there is growing signs

Common Names of Animals and Plants

- Common names should be consistently lowercase e.g., common bushtail possum, with the exception of a species named after a person or place.
  - e.g. Leadbeater's possum (*Gymnobelideus leadbeateri*)
  - e.g. Tasmanian devil (*Sarcophilus harrisii*).

- Include the genus and species at the first mention of the common name.
  - e.g. Royal grevillea (*Grevillea victoriae*) is one of more than 350 species in the genus Grevillea. After that, refer to the plant/animal by its common name.
  - e.g. Royal grevillea is a shrub endemic to south-east New South Wales.

- Names of diseases and generic drugs or chemicals are **not** capitalised.

- Titles of books, journals, acts of parliament (full title, including the year of enactment) and names of ships are italicised.

- Titles of conference presentations and journal articles are not italicised but enclosed in single quotation marks.
    - e.g. She delivered a paper entitled 'Challenges to bird conservation in the tropics', published in *Proceedings of the Ecological Society of Australia.*

Scientific Names
- It is each contributor's responsibility to include and spell scientific names − or people's names – correctly.

- Genus and species names are always in italics, with only the initial letter of the genus capitalised.
    - e.g. The northern quoll (*Dasyurus hallacatus*) **not** *Dasyurus Hallacatus* **nor** *dasyurus hallacatus* **nor** *Dasyurus-hallacatus*

- Names of families, orders, classes, phyla, or kingdoms always have an initial capital letter but are not italicised.
    - e.g. family Petauridae; order Diprodontia; class Mammalia

Names vs Generic Nouns
- Current … agreements with supporting Tasmanian institutions (Tasmanian Quoll Conservation Program, ….)

- The word 'institutions' could refer to several institutions, so it is a generic noun. It is not a name, so it will be lower case. On the other hand, the example in brackets is a name, or proper noun, so it will be capitalised.

- When mentioning names of programs, please ensure that the exact name is used, not some approximation.
    - e.g. International Union for Conservation of Nature **not** the International Union of Nature Conservation. If in doubt, Google it!

- In general text and conversational tone, capitalising the classification of a species' conservation status is not required, however if you are identifying its status, the classification should be capitalised:
    - e.g. The northern quoll is endangered and therefore …
    - e.g. The northern quoll is listed as Endangered, nationally.

Abbreviations
Please note that some abbreviations use periods, and others do not.
- i.e., **not** ie;
- e.g., **not** eg;
- et al. **not** et al;
- 9 am **not** 9 a.m.
- Mr/Dr **not** Mr./Dr.
- PhD **not** Ph.D
- Pty Ltd **not** PTY LTD
- etc. **not** etc

The exception is SI units of measurement such as km, mm, and kg. In the general text, these units should be spelt out.

> e.g.　　sixty kilometres rather than 60 km.

Superscript and Subscript for Units of Measurement
- The subscript [X_2] and superscript [X^2] tabs in Microsoft Word are just below the font and font size menu on the toolbar, so please use them correctly.
  > e.g.　　CO_2　　km^2

Names that Designate a Group or Location
- Names that designate a group of nations geographically or politically are always capitalised.
  > e.g.　　South-East Asia
  > - In contrast, purely descriptive/unofficial names for parts of a geographical entity usually do not need to be capitalised.
  > e.g.　　northern Australia
  > - Sometimes descriptive names of this kind develop semi-official status; they are then usually capitalised.
  > e.g.　　Central Australia or Far North Queensland
- It is appropriate to use capitals for accepted geographical regions but not for vague/general areas.
  > e.g.　　North-West Plains or Mid-West
  > e.g.　　north-west parts of the state

References
The magazine is not a technical journal or a thesis, so we do not use references in most cases. Authors should make sure they have their facts correct. When presenting new findings, it is also good to mention researchers' names. But authors have the option of including a Further Reading list as it encourages readers to explore subjects further.

Links
We welcome the author to include one website link and email address per page. Please use a customised URL shortener for website links, such as bitly.com. Please do not place a full stop at the end of a link or email address.

Images
Hi-res images are at least 300 pixels per inch (ppi), and this resolution makes for suitable print quality. The images should be at least 1,024 pixels wide (for a horizontal image). Please send images separately via email – not embedded in a document.
Please provide a caption for your image and credit the photographer.

> e.g.　　Image: IMG 7887
> Caption: A newly completed tree kangaroo enclosure at Tree Roo Rescue and Conservation Centre. Image: John Smith.
> e.g.　　Images:

IMG 7887	A newly completed tree kangaroo enclosures at Tree Roo Rescue and Conservation Centre. Image: John Smith.