

# Guide for authors of DOC science & technical publications

## CONTENTS OF THIS DOCUMENT

Introduction	1
Before you start	2
Report structure and formatting	2
Title and abstract	3
Language	3
Text formatting	3
Tables and drawn figures	4
Photographs and slides	4
Permissions	5
Disclaimer	5
References	5
Conventions	6
Style issues	6
Checks you must make before submission	7
DOC science publication options	8
Updates	8

## INTRODUCTION

This author guide is written for Department of Conservation (DOC) staff and external science providers publishing in a DOC science or technical publication series. These departmental series (see publication options later) are all produced to the DOC Publication Standard in InDesign. To ensure ease of layout and consistency of look, it is necessary for authors to know what our requirements are before they start writing, composing tables and preparing figures. This guide sets out our requirements, and provides advice on general aspects of writing and style, mostly in those areas where authors commonly run into problems.

## BEFORE YOU START

Do you have a clear idea of the structure of the report you are writing? Many books are available to assist researchers and writers to do this. Examples are:

The Craft of Research by W.C. Booth, G.G. Colomb and J.M. Williams. (University of Chicago Press) 1995.

How to Write & Publish a Scientific Paper by R.A. Day. (Cambridge University Press) 1993.

Successful Scientific Writing by J.R. Matthews, J.M. Brown and R.W. Matthews. (Cambridge University Press) 1996.

Writing for Science by H. Silyn-Roberts. (Longman) 1998.

These references may be available for short-term loan to DOC staff from DOC Science Publishing. We are also happy to give advice or assistance.

## REPORT STRUCTURE AND FORMATTING

If you are writing a scientific or technical report for DOC, the following structure and content is preferred:

- Title (do not begin with 'The' or 'A')
- Author addresses (including email addresses)
- Abstract<sup>\*</sup> (c. 250 words)
- Keywords (3-10)
- Introduction, which may include
  - Background/context
  - Objectives/aim/outcomes sought
- Methods
- Results
- Discussion
- Conclusions/recommendations
- Acknowledgements
- References
- Appendices

You might find that you can readily include your background and objectives within the introduction, and you may have conclusions but no discussion or recommendations; or a discussion which includes conclusions. However, it is worth considering what you would say under each of these headings, as a way of checking that you have covered all aspects of your work in your write-up.

When writing a paper for a journal, you must obtain a copy of that journal's 'instructions to authors' and follow it. Some journals have quite specific requirements for headings, references, and other aspects.

<sup>\*</sup> **Note that we do not publish an 'Executive Summary'** in DOC science & technical publications. We require a concise abstract that can be included in its entirety ( as described below) in local and international databases.

## **Title and abstract**

An abstract is a synopsis of your report, and precedes it. It should be brief: about 200–250 words. It should be self-contained (i.e. understandable when detached from the main text) and include the following:

- Purpose of the study or investigation
- How you carried out the study
- Results you obtained (quantitative and specific rather than generalised or vague: descriptive rather than indicative)
- Main conclusions and recommendations

All publications require an abstract and 3–10 keywords. These are important as, with the title, they may be the only parts of your report that get widely read.

In addition, abstracts must be suitable for the operational DOC audience who are the target audience for your report. They must include: a basic statement describing the nature of the problem, or why the research was undertaken; a brief, general, description of what was found; and a concluding statement about the consequences of this work for conservation management.

## **Language**

Manuscripts for publication must be written in Plain English as far as possible. This is particularly important in relation to the abstract. Abstracts that do not match these requirements will be re-written.

## **Text formatting**

All headings should be in sentence case, not UPPER CASE (capitals) nor ‘Title Case’. Use bold and larger font size for emphasis of headings. Within the text, use **bold** first for emphasis, *italics* as a second option. Try not to use emphasis too frequently. Don’t insert double spaces between sentences. Don’t use underlining anywhere in the text (this is now reserved for internet addresses).

Text should be in Word, in a ‘Normal’ template, without styles, using a standard font like Times Roman, in 12 point type, with double line spacing.

Do not do any preliminary layout work with software such as Adobe PageMaker, InDesign or Microsoft Publisher (or even Word). Although this may appear to produce nicer-looking work, all the formatting will need to be removed before we can take your manuscript into production.

Manuscripts should be submitted in double line spacing, with tables and figures collected at the end of the report. (This also applies to manuscripts for journals which are to go through the DOC approval process before submission.)

Reports should be submitted primarily in electronic form, in fully editable software. PDF files are NOT acceptable. Send text in one file and each figure as a separate file. *PLEASE do not send graphics files embedded in the text file.*

## Tables and drawn figures

Figures and tables should be designed to fit half a text (portrait) page (170 mm wide by 250 mm deep). Allow space for captions.

Captions should be as follows:

Table 1. Mortality rate of birds, 1999.

Figure 1. Map showing area of study.

Table captions should be placed above the tables of which they are part; figure captions are not part of the figure proper. Please deliver figures as separate files and supply a list of all captions at the end of the manuscript. Please use 'Figure x' in captions with an Arabic number rather than the abbreviated forms 'Fig.' or 'figs', and no roman numerals in the text.

All figures should be professionally created in appropriate software packages so they are of publication standard, but bear in mind that they may need to be changed during the approval and editorial process. For axes and information in the body of the figure, use Ariel or Helvetica, with lowercase lettering and an initial capital only. Use simple but clearly contrasting symbols such as: ●■◆○. Avoid heavy lines and large and heavy type. Do not use background shading, fine screens or large areas of black. For good reproduction, coarse screens with good black/white contrast give best results. *Do not use colour if at all possible. Cost implications of colour must be discussed with the RD&I Publishing Manager.* Do not enclose figures or graphs in boxes.

For each figure, we need an electronic file. Don't embed the electronic file in your text: send it as a separate file. Science & Technical Publishing Section uses InDesign on PCs to produce reports. If your figures were prepared using graphics software such as Freehand, Adobe Illustrator or CorelDraw, they should be exported as eps files with the text 'converted to paths'. Freehand and Adobe Illustrator files can also be sent in native format. Tif files at 300 dpi are also acceptable. Figures drawn in Word as Word documents will not be useable and authors should find an alternative. As a last resort, we can scan a good-quality laser print.

## Photographs and slides

We can scan images from good-quality photos or original slides (transparencies); they can be returned to you if you ask us to. Authors wishing to supply their own digital images should discuss format, size and quality requirements with the editors. As a general rule, any electronic image having less than 300 dpi at A5 will be unsuitable for publication. Tif files are the preferred option but if you want to supply .jpg files they should be at least 1Mb in size. Pictures and other figures will generally not be reproduced in colour. If colour is absolutely essential, authors must discuss this with the RD&I Publishing Manager before submission of the project.

## Permissions

Any material (figures, photos/slides, maps, text) that has been obtained from other sources must have copyright permission from the publisher/copyright

holder (and usually the author/photographer as well). This permission must be documented in writing, with the necessary signature(s) when the manuscript is submitted. It is the responsibility of the author(s) of a manuscript to obtain all necessary permissions.

## Disclaimer

Until formal publication, manuscripts remain confidential to the Department and should not be distributed without proper authority. We recommend inserting 'Draft' in the header of Word documents and appropriate text in the footer. It may also be appropriate to insert the following statement on the title page:

DISCLAIMER AND RESTRICTION OF USE: THIS IS A DRAFT REPORT. It has not been reviewed or approved for publication. The Department of Conservation takes no responsibility for the accuracy of the report and the findings and opinions expressed therein. While it remains a draft, this report is restricted for internal use within the Department of Conservation. It must not be sent or copied in whole or part to any external agency, cited in any publication, or quoted publicly without prior written consent from the Chief Scientist (Research, Development & Improvement Division), Department of Conservation.

## References

References MUST be formatted correctly. It is not the editor's responsibility to reformat your references. In the text, refer to author and year as Bloggs (1967) or (Bloggs 1967), as appropriate. Use the ampersand for two authors (Smith & Jones 1998), or et al. (no italics) if there are more than two authors. Refer to multiple references in text firstly by date order, then alphabetically (Bloggs 1967a, b; Snaveley 1978, 1980; Smith & Jones 1998; Smith et al. 1998). Only names or organisms (see below), journal and series titles and numbers should be italicised. Our reference section style is to list authors separated by semicolons, without 'and' before the last name. List authors alphabetically, then publications by the same author(s) chronologically. Don't forget to give pagination details (page ranges or number of pages, as appropriate). A detailed reference guide is available on request. Some common examples from reference lists follow.

Andersson, J.P.; Yamamoto, G.O.; Yates, L. 1990: Rethinking fisheries guidelines. Weidenfeld and Nicholson, London. 100 p.

Brown, M.O.; Nicholson, I.E. 1957: Population distribution and the bug-eyed monster (*Hummungous popoculis*) feeding patterns. *Journal of the Royal Society of New Zealand* 27: 42-98.

Spurr, E.B.; Harris, R.J.; Drew, K.W. 1996: Improved bait for wasp control. *Science for Conservation* 43. Department of Conservation, Wellington, New Zealand. 15 p.

De Lange, P.J.; Silbery, T. 1993: Saving the shrubby tororaro (*Muehlenbeckia astonii* Petrie)—an urban approach to threatened plant conservation. Pp. 11-19 in Oates, M.J.; Froggatt, P. (Comps): People, plants and conservation. Botanic gardens into the 21st century. Proceedings of the Annual Conference of the Royal New Zealand Institute of Horticulture, March 1992, Wellington, New Zealand.

Do not abbreviate journal names. Do not list 'in prep.' or 'submitted' reports. 'In press' is acceptable only if the paper has been accepted for publication and thus the journal name is known. Avoid listing unpublished material, but if use of such material is unavoidable, give full bibliographic details and identify it in the text and reference list as being unpublished, e.g.:

Parkes, J.P. 1992: Efficiency of feral goat control by the Department of Conservation in 1990/91. Forest Research Institute Contract Report FWE 92/15 (unpublished). 8 p.

We use the abbreviations Ed. for Editor, Eds for Editors, Comp. for Compiler and Comps for compilers.

## CONVENTIONS

Scientific names of genera, species, subspecies and varieties of organisms should be italicised,

e.g. New Zealand robin	<i>Petroica australis</i>
North Island robin (animal subspecies)	<i>Petroica australis longipes</i>
black beech (a variety)	<i>Nothofagus solandri</i> var. <i>solandri</i>
Three Kings titoki (plant subspecies)	<i>Alectryon excelsus</i> subsp. <i>grandis</i>
a hebe species form	<i>Hebe amplexicaulis</i> f. <i>hirta</i>

Generic names have an initial capital. Names of taxa higher than genera and species are not italicised but have an initial capital, e.g. Gymnospermae, Insecta.

Common names, e.g. blue duck, are not capitalised, although proper nouns in common names are, e.g. Buller's mollymawk.

Abbreviations used (none of these are italicised):

species (singular)	sp.
species (plural)	spp.
subspecies	subsp. (ssp. is acceptable but more easily confused with sp. or spp.)
variety	var.
forma	f.
cultivar	cv. (Single quotes designate a cultivar epithet, e.g. 'yellow cloud')

Be very careful in your use of varietal, cultivar and informal names. 'Tag' names are given within double quotes, not italicised. Inappropriate use of these can result in a *nomen nudum*—an invalid but published name that creates confusion that has to be dealt with by some subsequent author. Before using varietal or cultivar names, or proposing or using an informal or tag name for a plant or animal, consult Conservancy and RD&I Division taxonomists.

## STYLE ISSUES

We recommend the use of 'Write Edit Print—Style Manual for Aotearoa New Zealand' (AGS Press 1997). With some exceptions (see below and earlier section on references) we follow recommendations contained in this book. The

following list also contains some 'Write Edit Print' recommendations that we have now adopted that differ from earlier DOC publication requirements.

S&R PREFERRED USAGE	NOT:	MEANING
e.g.	'eg' or 'eg.' or 'E.g.,'	'for example'
i.e.	'ie' or 'ie,' or 'i.e.,'	'that is'
et al.	'et al' 'et. al.' ' <i>et al.</i> '	'and others' (3 or more; don't use in references section)
p.	'p' or 'pg'	'page' or 'pages' (as in 'number of')
pp.	pp	'pages' (range listed)
cf.	cf	'compare'
etc.	etc	'et cetera'
c.	ca. or ~	'circa' 'about', usually with terms of time or size
approx.		'approximately' (size, area)
pers. comm.	pers comm	'personal communication'
N.B.	NB, N.B	'note well'
'L' and 'mL'	'l' and 'ml'	litre and millilitre
DOC	DoC	Department of Conservation
' '	" "	Single not double quotation marks
156-157	156-7	Page number not abbreviated, separator n-rule not hyphen
1935-99		For spans of years, second set of '19' can be dropped
1997-98		A span of 2 years
1997/98		Financial year, fishing season or summer season (Southern Hemisphere)
v.	vs	versus

## CHECKS YOU MUST MAKE BEFORE SUBMISSION

- Number pages!
- List contact details for the corresponding author, including email address.
- List DOC Science Investigation number.
- Include a disclaimer on all documents.
- Use your software's spell checker: we use UK or international English.
- Be sure the reference list tallies with the text and vice versa.
- Refer in the text to all figures and tables and appendices (in numerical order!)
- Use this guide!

## DOC SCIENCE PUBLICATION OPTIONS

Research carried out for Research, Development & Improvement Division (by its own and external, contracted researchers) is mainly published as reports in the following series:

- *DOC Research & Development Series*—the default series for publishing scientific research carried out, or advice given, by Department of Conservation staff or external contractors funded by DOC. All papers are peer-reviewed.
- *Science for Conservation*—a scientific monograph series for recording substantial work on a subject funded by DOC. Manuscripts are internally and externally peer-reviewed.
- *Department of Conservation Technical Series*—a series of instructional guide books and data sets, aimed at the conservation officer in the field. Publications in this series are reviewed to ensure they represent standards of current best practice in the subject area.
- *Threatened Species Recovery Plan*—a series of approved recovery plans, which can be cited in the international literature.

## UPDATES

Further revisions of, or expansions to this document will be made as the need arises. Please ensure you have the latest version available: check on DOC's intranet or website, or with any of the editorial staff.

Address all correspondence to:

Science & Technical Publishing Manager  
Research, Development & Improvement Division, DOC  
PO Box 10-420, Wellington 6143, New Zealand

Ph. +64-4-471 3136

Fax +64-4-496 1929

Enquiries regarding our publications can be made to  
[science.publications@doc.govt.nz](mailto:science.publications@doc.govt.nz)