

STYLE GUIDE FOR NATURE IN SINGAPORE AND RAFFLES MUSEUM BOOKS (FOR EDITORS)

Manuscripts submitted for publication in Nature in Singapore (NiS) must conform to these conventions. For publication as Raffles Museum Books, this NiS house style should be used as a formatting guide. Although there is flexibility in the format and style for long publications like Raffles Museum Books, care should be taken to ensure that formatting is first and foremost consistent from cover to cover.

1. Elements of a Publication in Nature in Singapore

- a. The title should be clear and concise. The higher classification of any animal taxon in the title should be placed in parentheses, separated by colons, in descending order, e.g., “The Pontoniine Shrimps (Crustacea: Decapoda: Palaemonidae) from Singapore”. The family name of any plant taxon in the title should be placed in parentheses, e.g., “The Status and Distribution in Singapore of *Calanthe pulchra* (Bl.) Lindl. (Orchidaceae)”. If a colon is used within the title, capitalise the first word after it, e.g., “The Cicadas of Thailand: An Account of Their General and Particular Characteristics”.
- b. As of 3 Jan.2012, an abstract is compulsory for all manuscripts submitted for publication in NiS.
- c. Manuscripts should be arranged comprehensively into sections. A general guideline for NiS will be:
 - i. Abstract
 - ii. Key Words
 - iii. Contents (include a table of contents for long manuscripts)
 - iv. Introduction
 - v. Material and Methods
 - vi. Taxonomy/Systematics
 - vii. Results and Discussion
 - viii. Acknowledgements
 - ix. Literature Cited
 - x. Appendix(ces), if any
- d. For short manuscripts on single species, such as first sightings (e.g., for birds or mammals), new records (for animal or plant species), rediscoveries of nationally extinct animal and plant species, or commentaries on nationally threatened (critically endangered, endangered, or vulnerable) species, a general guideline will be:
 - i. Abstract
 - ii. Key Words
 - iii. Introduction
 - iv. Details of Sighting/Collection/Discovery (including the date, time [if applicable], and locality)
 - v. Specimen Details (if applicable; name[s] of collector[s], collector’s or collectors’ number, museum or herbarium of deposition)
 - vi. Acknowledgements
 - vii. Literature Cited
- e. British and *not* American spelling should be used. A standard dictionary should be consulted for verification when necessary.

2. Taxonomy, Nomenclature, and Others

- a. All scientific names must be used in accordance with the 4th Edition of the International Code of Zoological Nomenclature (1999) which came into effect on 1 Jan.2000 (for zoological names), and the 8th Edition of the International Code of Botanical Nomenclature (i.e., the Vienna Code, 2006) (for botanical names: names of algae, fungi, and plants).
- b. All generic, specific, and subspecific names must be *italicised* (e.g., *Acridotheres javanicus*, *Nepenthes rafflesiana*, *Adenia macrophylla* var. *singaporeana*) except where the text is italicised. Do not abbreviate any scientific names throughout the entire article, i.e., do *not* use *A. javanicus*, *N. rafflesiana*. Scientific names should have a non-break space inserted between the generic name, specific epithet, and names of subspecific ranks, e.g., *Syzygium grande*, *Pseudemys scripta elegans*, *Adenia macrophylla* var. *singaporeana*.
- c. Common names of organisms should be written in lower case throughout, except for parts that are proper nouns or originated from such, and should therefore be capitalised accordingly, e.g., “common acacia”, “ikan haruan”, “Asian koel”, “Raffles’ pitcher plant”.

- d. Common names and words and phrases of non-English origin, including common Latin words and phrases, should not be italicised, e.g., “toman”, “common kelat”, “sensu stricto”, “et al.”, “fide”.
- e. Names of vessels (e.g., ship) should be in UPPER CASE, e.g., “MV DA-BFAR”, “RV ALBATROSS”.
- f. When mentioning author names in text, use the acronyms of the full names. E.g., “This species was first recorded in Singapore by HTWT.”
- g. Symbols, abbreviations, and acronyms should be defined the first time they are used. E.g., Bukit Timah Nature Reserve (BTNR). Widely accepted symbols, however, need not be defined (e.g., %).

3. Numbers, Units, and Mathematical Expressions

- a. The Arabic number “1” should not be substituted by the upper case letter I (“I”) or lower case letter L (“l”).
- b. All numbers less than 10 should be spelt in full, unless in a measurement, a designator, or in a range (e.g., five species, 4 min, day 2, 2–3 days). For ease of reading, use a comma as a thousands separator when representing numbers with four digits or more. E.g., 3500 should be represented as 3,500.
- c. Units should be metric and follow the SI convention throughout the manuscript. Refer to the [‘A Concise Summary of the International System of Units, the SI’](#) for clarification.
- d. SI recommends the use of negative exponential in units (negative numbers as superscripts), i.e., use 25 mg cm⁻³ *not* 25 mg/cm³.
- e. Units should always have a space preceding them (e.g., 240 mm, 1 mg dm⁻³) except when it is used in an adjective (in which case a hyphen is used instead, e.g., 2-day period, 100-m transect), or when it is for degrees of temperature. For degrees of temperature, use a degree symbol (*not* a superscript lowercase “o”) without a space between the number and the unit. E.g., 10°C.
- f. Place units for axis labels or table headings in parentheses, e.g., Length (mm).
- g. For mathematical operators and equality and inequality symbols (e.g. <, >, =, ≥), separate with a space when used with numbers or variable symbols. Do not use between two words in running text. When modifying a number rather than serving as an operator, do not include a space, or spell it out in full. E.g., 1 × 1 mm mesh, biomass of <1500 kg *or* biomass of greater than 1500 kg, 50× magnification.
- h. Use the appropriate symbols. E.g., do *not* use the lower case letter “x” to represent the multiplication sign. Instead, use ‘×’. Use the en dash (–) for the minus sign.

4. Time, Dates, and Geographic Designations

- a. Time should be represented using 24-hour notation without colons and followed by the word ‘hours’ (e.g., 2300 hours *not* 11 p.m., 11:00 pm, or 23:00).
- b. In running text, spell out units of time when used alone without a value. Use standard symbols (usually SI units) for units of time accompanied by numeric values—second (s), minute (min), hour (h), and day (d). When abbreviated forms of the larger units of time are necessary (e.g. in a table), use “wk” for “week”, “mo” for “month”, and “y” for “year”. In cases where comprehension improves with units of time spelt out in full (e.g. in descriptive papers), it is preferred that symbols are not used.
- c. When dates are used, no ordinal indicator is required for the day, and the month and year should be represented in the following format: three-letter abbreviation of month (terminated by a period) and four-digit year joined without any space (e.g., 1 Oct.2007). An exception is for May, where there is no abbreviation so a space is required in place of a period (e.g., 1 May 2010). If a different format is necessary, the authors are required to seek the approval of the Editor.
- d. For the mention of decades, omit the apostrophe. Do not abbreviate years to two digits. E.g., 1990s *not* 1990’s or the ‘90s.
- e. The appropriate regional authority for names of geographical locations should be followed by equivalent terms in English within square brackets, e.g., Ampang [= District], Pulau [= Island], Teluk [= Bay].
- f. Capitalise any generic geographic term, such as “river”, that is part of a verified place name (e.g. Singapore River), but do not capitalise the generic term if it appears on its own or if it is plural and follows two or more proper names (i.e., the Mississippi River *but* the Mississippi and Missouri rivers).
- g. When representing geographic coordinates, present the latitude (with directional designation N or S) first, followed by a comma and a space, and then the longitude (E or W). Numbers and symbols are represented without spaces, and a leading zero is used for degrees, minutes, and seconds less than 10. Use the prime symbol (not a single quotation mark or apostrophe) for minutes and the double prime symbol (not a double quotation mark) for seconds (e.g., 01°23’34”N, 103°59’11”E).
- h. Directions (north, south, east, west, and their combinations) should be written in lower case. Regional names that include these descriptive terms should be capitalised only if they are consistently used to denote a defined region that

is recognised as a proper name. Please check with The Chicago Manual of Style, atlases, or dictionaries to verify whether the names used are proper names. (e.g., south of Singapore, western Canada, Middle East, Southeast Asia).

5. Punctuations

- a. Please note the appropriate use of punctuations at all times.
- b. The serial comma (also known as the Harvard comma, Oxford comma) is to be employed preceding the final item in a list of three or more items, e.g., The species ranges naturally over Thailand, Peninsular Malaysia, Singapore, and Bangka.
- c. The en dash (–) is used to indicate a closed range of values (e.g., pp. 1–21, 0800–1000 hours) or a relationship between two things (e.g., NParks–NUS collaboration). There should be no spaces between adjacent words or numerals, except when it is more confusing without (e.g., 24 Aug.2002 – 1 Sep.2002).
- d. The em dash (—) is used to demarcate a break of thought or to indicate an unfinished sentence. It should be used without a space between the adjacent words. A general guideline will be to avoid the em dash in formal writing unless clarity of the sentence increases with its use. The use of em dashes in titles is inappropriate, and should be replaced with a colon (:).
- e. For parentheses within a parenthetical, use the square brackets for the inner set and the round brackets for the outer ones. E.g., “...and pigeons (species of *Treron* [Fig. 13], *Ducula*, and *Ptilinopus*)” or “... (as cited by Tan & Yeo [2011]).” Square brackets are also to be used when translating foreign terms, e.g., “the Pontianak [female vampire in Malay folklore]...”

6. Citations in the Text

References in the text are to be cited by the author’s last name (if unavailable; use the whole name) and year of publication (separated by a comma).

- a. For a single author, do the following: (Tan, 1985), (Abdul Rahman, 2001); or Tan (1985), Abdul Rahman (2001)
- b. For two authors, an ampersand is used: (Polhemus & Polhemus, 1988); or Polhemus & Polhemus (1988)
- c. For three or more authors, do the following: (Harrison et al., 1950); or Harrison et al. (1950)

Avoid this form of citation: Lim & Anderson’s (1990) proposal that... Instead, rephrase as: The proposal of Lim & Anderson (1990) that...

Citations of direct quotations in the text should include the page number(s) and should take the following form:

Cantor (1846: 195) stated that “...”

Two or more citations in a sentence should be listed in chronological order (earliest year first) with the publication year separated by a comma and chronologically arranged, e.g., “In a series of papers, Bott (1966, 1968, 1970) revised...” Multiple authors’ works should be separated by a semicolon, e.g., “...(Johnson, 1888, 1889; Aaron, 1905, 1910, 1912; Sinclair, 1945, 1946).”

Authorship of a generic name or specific epithet is not part of a scientific name, and although optional according to the codes, it is recommended for NiS. The author’s name and the year for a given taxon need only appear once in an article, preferably at the first mention of the taxon, not including the title. Full reference (in the Literature Cited section) is not required unless it is a taxonomic work. Details for the formats of zoological and botanical names follow:

- a. For a zoological name, it should follow the format as designated by the International Code of Zoological Nomenclature. Where names are changed combinations, with authorship in parentheses, e.g., “*Lutra sumatrana* (Gray, 1865)”, care should be taken when citing other references together with such zoological names. There should be a clear indication that the cited reference is not a taxonomic authority, either by modification of the citation, e.g., “In Asia, there is intraspecific variation of *Lutra lutra* (see Harris, 1968)”; or by rearrangement of the text, e.g., “There is intraspecific variation of *Lutra lutra* in Asia (Harris, 1968).”
- b. For a botanical name, it should follow the format as designated by the International Code of Botanical Nomenclature., e.g., *Adinandra dumosa* Jack, *Amischotolype gracilis* (Ridl.) I.M.Turner, *Magnolia villosa* (Miq.) H.Keng, *Dendrophthoe falcata* (L.f.) Ettingsh., *Pemphis acidula* J.R. & G.Forst., *Isachne kunthiana* (Wight & Arn. ex Steud.) Miq., *Isachne pulchella* Roth ex Roem. & Schult.

7. Literature Cited

All authors cited (excluding authorship of taxa unless it is a taxonomic paper), must be listed at the end of the manuscript under the section Literature Cited. The full citations should be listed in alphabetical and chronological orders. All literature cited must have a hanging indent of 5 mm. All references should be complete. The first author's surname appears first, followed by his/her initials; those of junior authors are in reverse order. A period after an author's initial should be followed by a single space. The references should be in alphabetical order based on the surnames of the lead authors, or if the name lacks a surname, then the name.

Journal article references should each include the year of publication, the title of the article in sentence case (except the capitalisation of the first word following a colon), the journal name in full and in *italics*, the volume number in **bold** typeface, and page numbers. There is no need to include issue numbers. Please see the examples below.

Book references should each include the name(s) of the author(s) (the first author's surname appears first, followed by his/her initials; those of junior authors are in reverse order), the year of publication, the title of the chapter in sentence case, the name(s) of the editor(s), the title of the book (in title case in *italics*), the publisher, the city of publication, and the number of pages and plates (if applicable). Conference proceedings are treated as books with chapters. Theses and dissertations that are the results of graduate studies should also be cited as books. If a book is cited, and not a chapter in the book, the chapter title and names of editors are omitted. Please see the examples below. The word "page" is abbreviated to "p." and "pages" to "pp.". The word "plate" is abbreviated to "pl." and "plates" to "pls.".

The references should follow the formats of the examples listed on the next page accurately, including punctuation, style, and spacing:

Journal Article

- Corlett, R. T., 1992a. The ecological transformation of Singapore, 1819–1990. *Journal of Biogeography*, **19**: 411–420.
- Corlett, R. T., 1992b. The naturalized flora of Hong Kong: A comparison with Singapore. *Journal of Biogeography*, **19**: 421–430.
- Ercelawn, A. C., J. V. LaFrankie, S. K. Y. Lum & S. K. Lee, 1998. Short-term recruitment of trees in a forest fragment in Singapore. *American Journal of Botany*, **85**(Supplement): 181.
- Gomes, A., P. De & S. C. Dasgupta, 2001. Occurrence of a unique protein toxin from the Indian King Cobra (*Ophiophagus hannah*) venom. *Toxicon*, **39**: 363–370.
- Komai, T., 2000. Redescription of *Pagurus pectinatus* (Crustacea: Decapoda: Anomura: Paguridae). In Komai, T. (ed.), *Results of Recent Research on Northeast Asian Biota. Natural History Research, Special Issue*, **7**: 323–337.
- Laman, T. G., 1996. The impact of seed harvesting ants (*Pheidole* sp. nov.) on *Ficus* establishment in the canopy. *Biotropica*, **28**: 777–781.
- Murphy, D. H., 1990. The natural history of insect herbivory on mangrove trees in and near Singapore. *Raffles Bulletin of Zoology*, **38**: 119–204.
- van Steenis, C. G. G. J. & J. F. Veldkamp, 1987. Botanical guide to the sandy sea shores of Malesia. *Flora Malesiana Bulletin*, **9**: 421–428.

Taxonomic Treatment in Flora

- Ashton, P. S., 1982. Dipterocarpaceae. *Flora Malesiana*, Series I, **9**: 237–552.

Book

- Bleeker, P., 1856. *Recherches sur les Crustacés de l'Inde Archipélagique*. Lange & Co., Batavia. 40 pp., pls. 1, 2.
- Corlett, R. T. & R. B. Primack, 2011. *Tropical Rain Forests: An Ecological and Biogeographical Comparison*. 2nd Edition. Wiley-Blackwell Publishers, Malden, Massachusetts. 336 pp.
- King, B., M. Woodcock & E. C. Dickinson, 1975. *A Field Guide to the Birds of South-East Asia*. Collins, London. 480 pp.
- Koeniger, N., G. Koeniger & S. Tingek, 2010. *Honey Bees of Borneo—Exploring the Centre of Apis Diversity*. Natural History Publications (Borneo), Kota Kinabalu. xix + 262 pp.
- Medway, Lord, 1977. *Mammals of Borneo: Field Keys and an Annotated Checklist*. Monographs of the Malaysian Branch of the Royal Asiatic Society No. 7, Kuala Lumpur. 172 pp., 24 pls.
- Pan, Z.-M., 2000. *Tai Wan Shang Wa Ji (Appreciating the Frogs of Taiwan)*. Da Shu Wen Hua (Big Tree Culture Publishers), Taipei. 174 pp. (Text in Chinese).
- Whitmore, T. C. (ed.), 1987. *Biogeographical Evolution of the Malay Archipelago*. Clarendon Press, Oxford. 147 pp.

Book Chapter

- Corlett, R. T., 1991. Vegetation. In: Chia, L. S., A. Rahman & B. H. Tay (eds.), *The Biophysical Environment of Singapore*. Singapore University Press, Singapore. Pp. 134–161.
- Corlett, R. T., in press. Pollination or seed dispersal: Which should we worry about most? In: Dennis, A. J., E. W. Schupp, R. J. Green & D. W. Westcott (eds.), *Seed Dispersal: Theory and its Application in a Changing World*. CABI Publishing, Wallingford, UK.
- Lim, K. K. P., N. Baker, R. Teo & T. M. Leong, 2008. Reptiles. In: Davison, G. W. H., P. K. L. Ng. & H. C. Ho (eds.), *The Singapore Red Data Book. Threatened Plants & Animals of Singapore. 2nd Edition*. The Nature Society (Singapore), Singapore. Pp. 160–176.
- Nakasone, Y. & M. Agena, 1984. Role of crabs as degrader of mangrove litters in the Okinawan mangals, and food habits of some estuarine fishes. In: Ikehara, S. & N. Ikehara (eds.), *Ecology and Physiology of the Mangrove Ecosystem*. College of Science, University of Ryukyus, Okinawa. Pp. 153–167.

Abstract in Conference Proceedings

- Naiyanetr, P., 1978. Six new species of freshwater crabs of Thailand. *Abstracts of the National Conference on Agricultural and Biological Sciences*. Kasetsart University, Bangkok. P. 84.
- Singapore Meteorological Service, 1986. A study of the urban climate of Singapore. In: Chia, L. S., H. C. Lee, A. Rahman, P. L. Tong & W. K. Woo (eds.), *Proceedings: The Biophysical Environment of Singapore and its Neighbouring Countries*. Geography Teachers' Association, Singapore. Pp. 50–76.

Website

- Stevens, P. F., 2001 onwards. *Angiosperm Phylogeny Website. Version 7, May 2006* [and more or less continuously updated since]. <http://www.mobot.org/MOBOT/research/APweb/>. (Accessed 7 Aug.2007).
- US Forest Service, Pacific Island Ecosystems at Risk (PIER), 2006. *Ochna thomasiensis Engl. & Gilg, Ochnaceae*. US Forest Service, Pacific Island Ecosystems at Risk, USA. http://166.122.60.44/pier/species/ochna_thomasiensis.htm. Last updated 23 Nov.2008. (Accessed 19 Jun.2010).

It is the responsibility of the author(s) to verify that all citations in the text are listed in the LITERATURE CITED and vice versa.

INDEX

- Abbreviations/Acronyms:** Define abbreviations/acronyms for the first time they are used, e.g., Bukit Timah Nature Reserve (BTNR). Use articles (a, the) if the acronym is read as the individual letters that constitute it, e.g., “There are many plant species in the BTNR.”, but omit the articles if the acronym is read as a word, e.g., ASEAN (Association of Southeast Asian Nations), e.g., “Not all ASEAN nations possess national flowers.”
- Acknowledgements:** Note that it is “Acknowledgements” and not “Acknowledgments”. Writing should be concise and relevant. No titles are to be used for people being acknowledged—use only their names.
- Address(es):** Addresses of authors should be accurate and up-to-date, in *italics*, font size 9, with no comma or period at the end of each line.
- Author(s):** When referring to authors in the main text, use acronyms of their names. No titles to be used.
- Abstract:** An abstract is compulsory for all articles. The abstract should not contain any references.
- Brackets:** See ‘**Parenteses**’.
- Citations:** For **in-text citation**, see point 6, pp. 2–3; for **Literature Cited**, see point 7, pp. 3–4.
- Compass direction:** Compass directions are written with a lower case first letter unless the word starts a sentence, e.g., north, southwest, east-northeast, northern, southwestern, east-northeastern, northerly, southwesterly, east-northeasterly.
- Corresponding author:** One corresponding author is preferred. His or her email address provided should be valid and up-to-date, and hyperlinked (shown in blue and underlined).
- Dashes:** See ‘**Hyphen**’, ‘**En dash**’, and ‘**Em dash**’.
- Date:** Represent dates as 1 Oct.2007 (without ordinal indicator for the day and with a period after a three-letter abbreviation of the month), with the exception of May in which the period is unnecessary, e.g., 1 May 2010.
- Decades:** For the mention of decades, omit the apostrophe. E.g., 1990’s should be presented as 1990s.
- Degrees Celsius:** Use a degree symbol, not a superscript lowercase “o”, without a space between the number and the unit. E.g., 10°C, 23.4°C, 23–32°C.
- Directional designation:** (e.g. north, south, east, west, and their derivatives) Written in lower case, unless it is part of a proper name (e.g., south of Singapore, western Canada, Middle East, Southeast Asia). Please check with The Chicago Manual of Style, atlases, or dictionaries to verify whether the names used are proper names.

- En dash:** The en dash (–) is used to indicate a closed range of values (e.g., pp. 1–21, 0800–1000 hours) or a relationship between two things (e.g., NParks–NUS collaboration). There should be no spaces between adjacent words or numerals, except when it is more confusing without (e.g., 24 Aug.2002 – 1 Sep.2002).
- Em dash:** The em dash (—) is used to demarcate a break of thought or to indicate an unfinished sentence. It should be used without a space between the adjacent words. A general guideline will be to avoid the em dash in formal writing unless clarity of the sentence increases greatly with its use. The use of em dashes in titles is inappropriate, and should be replaced with a colon (:).
- Equality/Inequality symbols:** (e.g. <, >, =, ≥) See ‘**Mathematical Operators and Symbols**’
- Figures:** All figures must be cited in text. Enumerate labels according to the order they were cited. Figures should be of decent quality, and expanded to width of page (17 cm), or 8.5 cm if two figures are to be placed side by side. Compress figures to 200 dpi to minimise file size. Captions should be placed below the figure, after a 3-point space, and in font size 9. Scale bars or measurements of identifiable parts must be included where applicable.
- Footer or Page footer:** Page number centred, in Times New Roman, font size 10
- Foreign words:** Foreign language-derived words and non-English names will be printed in normal font (unitalicised) unless the rest of the text is italicised, e.g., et al., in vivo, sp. nov., tembusu, ikan haruan, etc.
- Geographic coordinates:** Present the latitude (with directional designation N or S) first, followed by a comma and then longitude (E or W). Numbers and symbols are represented without spaces, and a leading zero is used for degrees, minutes, and seconds less than 10. Use the prime symbol (not a single quotation mark or apostrophe) for minutes and the double prime symbol (not a double quotation mark) for seconds (e.g., 01°23′34″N, 103°59′11″E).
- Geographical locations:** The appropriate regional authority for names of geographical locations should be followed by equivalent terms in English within square brackets, e.g., Ampang [= District], Pulau [= Island], Teluk [= Bay]. Capitalise any generic geographic term, such as “river”, that is part of a verified place name (e.g. Singapore River), but do not capitalise the generic term if it appears on its own or if it is plural and follows two or more proper names (i.e., the Mississippi River *but* the Mississippi and Missouri rivers).
- Graphs:** Treated as line drawings. Axis labels should have units placed in parentheses at the end of the labels.
- Header or page header:** Odd page header (except first page without header) should read “*NATURE IN SINGAPORE* 20XX” in font size 10, Times New Roman. Even page header should contain the author’s last name and the full or shortened title of the article with the same font type and size, in title case.
- Hyphen:** Use the hyphen (-) for units of measure only when they are used as an adjective. E.g., 2-day period, 100-m transect.
- Keywords:** 4–6 keywords are required after the abstract, in lower case unless it is a proper noun. The line should not end with a period. The heading should read “**KEY WORDS.** —” in two words, instead of “keywords”.
- Line drawings:** Minimum resolution should be 300 dpi, and image size should be at least 800 by 600 pixels (about 210 mm by 157 mm). Line drawings should be arranged in such a way as to fit into an A4-sized page
- Malay words:** The modern spelling as prescribed by Kamus Dewan, 3rd Edition or later versions should be used, e.g., “air” not “ayer”, “cat” not “chat”, etc.
- Map:** Symbols used on maps should preferably be easily available for reproduction in the legend by the typesetter. A symbol should not be used in different sizes to represent different items.
- Margins:** See ‘**Page layout**’
- Material and Methods:** Note that it is “Material” and not “Materials”.
- Mathematical expressions:** Use the appropriate symbols. E.g., do not use the lower case X (x) to represent the multiplication sign. Instead, use ‘×’. Use en dash (–) for the minus sign. Always include a space before and after the use of operation signs.
- Mathematical operators and symbols:** When used with numbers or variable symbols, separate with a space. Do not use between two words in running text. When modifying a number instead of using it as an operator, do not include a space, or spell it in full. E.g., 1 × 1 mm mesh, biomass of >1500 kg *or* biomass of greater than 1500 kg, 50× magnification.
- Names of publications:** These should be represented in normal font (unitalicised) unless the rest of the text is italicised.
- Newspaper articles:** In the event that newspaper reports are cited, it should follow this format: Author(s), year of publication. Title of Report in Title Case. *Newspaper Name in Italics and in Title Case*, date of publication following the NiS format, page number. If there is no author, then use the newspaper name as the author.
- NiS:** This is the abbreviation for Nature in Singapore.
- Numbers:** When representing numbers less than 10, spell in full, unless in a measurement, a designator, or in a range (e.g., five species, 4 min, day 2, 2–3 days). Large numbers (more than three digits) should contain a comma as the thousands separator (e.g., 35090 should be represented as 35,090). Do not begin sentences with digits, so either spell the number (e.g., Forty-nine....), or indicate “A total of XX....”
- Page layout:** Page layout should be A4-sized with 2 cm margins on all four sides, and text in a single column, justified.
- Page number:** See ‘**Footer or Page footer**’

- Parentheses:** Units for axis labels or table headings are to be placed in parentheses, e.g., Length (mm). For parentheses within a parenthetical in text, use the square brackets for the inner set. E.g., "...and pigeons (species of *Treron* [Fig. 13], *Ducula*, and *Ptilinopus*).” Square brackets are also to be used when translating foreign terms, e.g., the Pontianak [female vampire in Malay folklore]...
- Point form:** When a list is created in point form, standardise the use of a 1-cm hanging indent.
- Scale bars:** Scale bars are preferred to indicate size for figures. It should be a simple line about 3-point thick, with the size indicated in the caption (e.g., Scale bar = 1 cm).
- Scientific field:** Names of scientific fields are written with the first letter in lower case, unless it starts a sentence, e.g. botany, ecology, zoology, botanical, ecological, zoological.
- Scientific names:** Scientific names of species and lower taxonomic ranks should be italicised, but words or abbreviations not part of the Latin name itself should not be in italics. E.g., *Homo sapiens*, *Asystasia gangetica* subsp. *micrantha*, *Adenia macrophylla* var. *singaporeana*. They should be used in accordance with the 4th Edition of the International Code of Zoological Nomenclature (1999) and the 8th Edition of the International Code of Botanical Nomenclature. All scientific names should not be abbreviated throughout the article.
- Serial comma (Harvard comma, Oxford comma):** The serial comma is to be employed preceding the final item in a list of three or more items, e.g., The species ranges naturally over Thailand, Peninsular Malaysia, Singapore, and Bangka.
- Species:** Where the word “species” is used, it should be spelt in full, whether for singular or plural form, e.g., *Channa* species, species of *Channa*, 24 species of vascular plants.
- Spelling:** British and not American spelling should be used. Consult a standard dictionary for verification if necessary.
- Square brackets:** See ‘Parentheses’.
- Subspecies:** Where used in the name of a subspecies, should be abbreviated “subsp.”, e.g., *Asystasia gangetica* subsp. *micrantha*. Where it is used other than in a name, it should be spelt in full, e.g., subspecies (singular or plural).
- Subheading:** Subheadings should begin paragraphs in ***bold-italicised*** typeface, followed by a period, a space, and an em-dash.
- Symbols:** Symbols that are widely accepted do not need definition (e.g., %), but uncommon symbols used should be defined the first time they appear in the text.
- Tables:** All tables must be cited in text. Number labels according to the sequence in which they are cited. Widths are to be extended to 17 cm (width of the printing area). For tables with rows that break across a page, repeat the header row on each page. Headings should be placed above the table, separated by a 3-point space, and in font size 9.
- Template:** A template is provided for authors, accessible at [Template for Authors](#).
- Thousands separator:** See ‘Numbers’.
- Time:** Time is expressed as hours, e.g., 7.30 pm is expressed as 1930 hours (not hrs).
- Title:** Title of article is in uppercase, and in font size 12. In citations, when citing a title, if a colon is used, always capitalise the first word after it (e.g., The Cicadas of Thailand: An Account of Their General and Particular Characteristics).
- Units:** Units should be metric and follow the SI convention. Refer to the ‘[A Concise Summary of the International System of Units, the SI](#)’ for clarification. There should always be a space preceding units, except when they used as adjectives (see ‘Hyphen’), or when representing degrees of temperature (see **Degrees Celsius**). SI recommends the use of negative exponential in units (negative numbers as superscripts), i.e., use 25 mg cm⁻³ instead of 25 mg/cm³. Place units for axis labels or table headings in parentheses, e.g., Length (mm).
- Variety:** Where used in the name of a variety, it should be abbreviated “var.”, e.g., *Adenia macrophylla* var. *singaporeana*. Where it is used other than in a name, it should be spelt in full, e.g., variety (singular), varieties (plural).
- Website:** When citing a website, if insufficient information is available on the site for the full citation according to the stated format, it is up to the Editorial Board to decide on the appropriate presentation.