

NATURE IN SINGAPORE (NiS) INSTRUCTIONS TO AUTHORS

1. SUBMISSION OF MANUSCRIPTS FOR CONSIDERATION FOR PUBLICATION

Nature in Singapore (NiS) is an online, peer-reviewed journal, which publishes articles on the Natural History, Biology, Botany, Zoology, Ecology and Conservation Biology of the Republic of Singapore. The journal will also publish articles from outside Singapore that deal with species or taxonomic groups whose natural distributions overlap with Singapore. In particular, articles on new sightings, new records or rediscoveries of nationally extinct species of animals and plants, as well as the Natural History of Singapore are targeted. Articles outside the stated policy will be accepted at the discretion of the Editor/Editorial Board of NiS.

NiS will consist of a single volume each year, starting with Volume 1 in 2007, the online journal having been established on 1 October 2007. There will be no issues, and articles will be uploaded to <http://rnbr.nus.edu.sg/nis> as soon as they are ready for publication.

To expedite publication, authors are advised to strictly adhere to the guidelines in this document. Manuscripts submitted to this journal must be original and not been submitted elsewhere.

It would be preferable, where possible, that representative material or voucher specimens mentioned in articles published in this journal be deposited in the Herbarium (SINU) or the Zoological Reference Collection (ZRC) of the Raffles Museum of Biodiversity Research, Department of Biological Sciences, National University of Singapore, or the Herbarium, Singapore Botanic Gardens (SING).

All new manuscript submissions should be submitted as soft copies via email to the Editor, Associate Professor Hugh T.W. Tan at hughtan@nus.edu.sg.

2. PROVISIONAL ACCEPTANCE OF THE MANUSCRIPT

All manuscripts will be sent to one to two referees. The Editor decides on provisional acceptance or rejection based on comments submitted by the referee(s). The author will receive notification of the decision with his returned manuscript, the comments of the referee(s), and a copy of the *Instructions to Authors* on the format of the revised manuscript.

3. PRESENTATION OF THE MANUSCRIPT

3.1. Manuscript Preparation

Manuscripts must conform to the following:

- a. Be in English. Authors whose native language is not English should have their work reviewed by a person well-versed in the English language before submitting the manuscript. It is not the Editors' or Referees' responsibility to provide language assistance, and manuscripts may be rejected if poorly written.

- b. Be in Microsoft® Word (.doc) word processing software format.
- c. The page size should be A4 (210 mm by 297 mm) in portrait orientation with margins of 20 mm on all four sides.
- d. The font must be Times New Roman and font size must be 12.
- e. Text must be double-spaced throughout including tables and legends.
- f. Have continuous line numbering to facilitate the refereeing process.
- g. All paragraphs should be left aligned and **not** justified.
- h. Do not indent paragraphs. Leave a line between paragraphs.
- i. Page numbers should be centred below the text.
- j. Metric measurements should be used throughout the manuscript.
- k. Time should be represented via 24 hour designation (e.g., 2300 hours instead of 11PM).
- l. Do not substitute the upper case letter “I” or lower case alphabet “L” for the Arabic numeral “1”.
- m. All numbers less than 10 should be spelt in full, except in the MATERIAL AND METHODS section of articles, if applicable.
- n. All scientific names must be used in accordance with the 4th Edition of the International Commission of Zoological Nomenclature (1999), which came into effect on 1 Jan. 2000 (for zoological names), and the 7th Edition of the International Code of Botanical Nomenclature (2000; St. Louis Code) (for botanical names; names of algae, fungi and plants).
- o. All species and generic names must be *italicised*, e.g., *Acridotheres javanicus*, *Nepenthes rafflesiana*.
- p. Common names should be written in lower case throughout, unless a proper noun constitutes one or more parts and non-English names *italicised*, e.g., Asian koel, common *kelat*, nutmeg, *toaman*, Raffles’ pitcher plant.
- q. All other words are NOT to be italicised, (e.g., sensu stricto, fide, et al.).
- r. Names of vessels should be capitalised, e.g., MV DA-BFAR, RV ALBATROSS.
- s. The appropriate regional authority for names of geographical locations should be followed with equivalent names in square brackets (e.g. Ampang [=District], Pulau [=Island], Teluk [=Bay]).
- t. The manuscript should be arranged into sections as below and all such headings should be centred, be in UPPER CASE and **bold**.
 - i. ABSTRACT
 - ii. CONTENTS (only for long articles, >20 pages)
 - iii. INTRODUCTION
 - iv. MATERIAL AND METHODS
 - v. TAXONOMY or SYSTEMATICS
 - vi. RESULTS/OBSERVATIONS AND DISCUSSION
 - vii. ACKNOWLEDGMENTS
 - viii. LITERATURE CITED.
- u. Sub-headings should begin paragraphs and appear *italicised* and **bold**, followed by an em dash (—).
- v. The manuscript for short articles 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, vulnerable) species, should have the format of subheadings (with no sectional headings) but *italicised* and **bold**:
 - i. Introduction

- ii. Details of Sighting/Collection/Rediscovery (including the date, time [if applicable], locality[ies])
- iii. Specimen Details (if applicable; name[s] of collector[s], collector's or collectors' number, museum or herbarium deposited in)
- iv. Acknowledgements (if applicable)
- v. Literature Cited.

3.2. Title and Authors

The title should be clear and concise. It should be typed in UPPER CASE, centered, and in **bold**. The higher classification of any 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; Spiked pepper, *Piper aduncum* (Piperaceae), a new record for Singapore.

Two lines should precede the authors' names (in **bold**) and followed by the authors' institutional address, or if without, then home address, and lastly, the email address.

3.3 Abstract

This section only applies to the longer articles and does not apply to the short articles (see S/No. 3.1.v.) which do not have abstracts.

Leave three blank lines after the author names and addresses, before inserting the ABSTRACT. All articles should be accompanied by an ABSTRACT of not more than 500 words, clearly and concisely stating the results and conclusions of the paper. The names of all newly described taxa should be mentioned. No citations should be made. KEY WORDS (4–6 words) should be listed following the abstract.

3.4. Citations in the Text

References in the text are to be cited by the author's surname, a comma, and year of publication.

- a. For a single author: (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: (Harrison et al., 1950) or Harrison et al. (1950).

Citations of direct quotations in the text should include the page numbers and should take the following form:

Cantor (1846: 195) stated that “.....”.

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

For author names please do the following:

- a. For a zoological name, the taxonomic authority should appear in parentheses immediately following a binomial zoological name: e.g., *Lutra sumatrana* (Gray, 1865). If any other reference is cited, there should be a clear indication that it is not a taxonomic authority, either by modification: e.g., “In Asia, there is intraspecific variation of *L. lutra* (see Harris, 1968).”; or by rearrangement: e.g. “There is intraspecific variation of *L. 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.

3.5. Material and Methods

Methodology should be clearly and concisely stated. Lists of abbreviations should appear here. Any deviation from the NiS format that has been approved by the Editors must be explained in this section.

3.5.1 Material

The depositories where zoological or botanical specimens are deposited or distributed must be clearly stated, including catalogue (accession) numbers, where possible. These depositories should be responsible public institutions and not private collections. Abbreviations of depository names should be official ones and should be listed in the MATERIAL AND METHODS section. The gender of specimens must be spelt in full and do not use male and female symbols. If the sex is not known, the abbreviation of the word example, ‘ex.’ will be used. Repetitious localities should be given locality or station numbers particularly with expedition material. Dates are to be written as 5 Jan. 2004, with a period and no space in between month (represented by a three-letter abbreviation) and year. If a different format is necessary, the author(s) are required to seek the approval of the Editor.

The material should be listed as follows: number of specimens and sex (remarks about specimen's condition or measurements, where applicable) (depository catalogue number), locality, collector's name preceded by 'coll.', date of collection. Specimen lots are to be separated by semi-colons.

3.6. Literature Cited

All authors cited, including authorship of taxa, must be listed at the end of the manuscript under the section LITERATURE CITED. The full citations are to be listed in alphabetical and chronological orders.

The first author's surname appears first, followed by his/her initials; those of junior authors are listed in reverse. Journal references should each include the year of publication, title of the article, the journal name in full and *italicised*, volume number in **bold**, issue should be in parentheses, and page numbers.

Book references each should include the name(s) of the author(s) (the first author's surname appears first, followed by his/her initials; and those of junior authors are

listed in reverse), year of publication, title of the chapter, editor(s), title of book (italicized), publisher, city of publication and number of pages. Conference proceedings are treated as book chapters. If a book is cited and not a chapter in the book, omit the chapter title, and editor(s).

Theses and dissertations that are the result of graduate studies are to be cited as books.

All LITERATURE CITED must have a hanging indent of 5 mm. All references are to be complete; a period after author's initials should be followed by a single space. 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 below accurately, including the punctuation, style and spacing to illustrate journal articles, books, book chapters, abstracts in conference proceedings and website:

- Ashton, P. S., 1982. Dipterocarpaceae. *Flora Malesiana*. Series I, **9**: 237–552.
- Bleeker, P., 1856. *Recherches sur les Crustacés de l'Inde Archipelagique*. Lange & Co., Batavia. Pp. 1–40, pls. 1, 2.
- Corlett, R. T., 1991a. Plant succession on degraded land in Singapore. *Journal of Tropical Forest Science* **4**(1): 151–161.
- Corlett, R. T., 1991b. Vegetation. In: Chia, L.S., A. Rahman and 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.
- Corlett, R. T. & R. B. Primack, 2005. *Tropical Rain Forests: An Ecological and Biogeographical Comparison*. Blackwell Publishers, Malden, Massachusetts. 336 pp.
- Ercelawn, A. C., J. V. LaFrankie, S. K. Y. Lum and S. K. Lee, 1998. Short-term recruitment of trees in a forest fragment in Singapore. *American Journal of Botany* **85** (Supplement): 181.
- King, B., M. Woodcock & E. C. Dickinson, 1975. *A Field Guide to the Birds of South-East Asia*. Collins, London. 480 pp.
- 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**(4B): 777–781.
- Medway, Lord, 1977. Mammals of Borneo: field keys and an annotated checklist. Monographs of the Malayan Branch of the Royal Asiatic Society No.7. Malayan Branch of the Royal Asiatic Society, Kuala Lumpur. 172 pp., 24 pl.
- Murphy, D. H., 1990. The natural history of insect herbivory on mangrove trees in and near Singapore. *Raffles Bulletin Zoology*, **38**(2): 119–204.
- 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.
- 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. Pp. 153–167.
- Singapore Meteorological Service, 1986. A study of the urban climate of Singapore. In: Chia, L. S., H. C. Lee, A. Rahman, P. L. Tong and W. K. Woo (eds.), *Proceedings: The Biophysical Environment of Singapore and its Neighbouring Countries*. Geography Teachers' Association, Singapore. Pp. 50–76.
- 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).
- 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.
- Whitmore, T. C. (ed.), 1987. *Biogeographical evolution of the Malay Archipelago*. Clarendon Press, Oxford. 147 pp.

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.

3.7. Tables

Tables must be presented on separate pages with single spacing, and formatted with no vertical lines and minimal horizontal lines. They should be organised to fit the page format. All tables must have their own headings, be self-explanatory, and not require reference to the text. Lengthy headings are to be avoided, but supplementary notes are allowed. Tables should be numbered with Arabic numerals, e.g. Table 1, Tables 2–4.

3.8. Illustrations

The complete manuscript must be submitted via email inclusive of all figures in digital format. All line drawings, photographs (print or slide transparency), maps or graphs are referred to as 'figure(s)', abbreviated as 'Fig.' or 'Figs.' All figures must fit within the A4 page size format (including legends) either directly, or after reduction. Figures must be numbered in a single series throughout with Arabic numerals, in a sequence that follows some order. Each part of a composite figure should be numbered alphabetically and in some order (e.g., in the sequence of its arrangement). Legends for all figures must be provided on a separate sheet, self-explanatory, and not require reference to the text. Circled annotations should be made in the margins of the manuscript as to where the figures should be inserted. In providing an indication of size, scale bars are preferred, and must be inserted close to the relevant figure. Measurements referring to identifiable parts of the figure (e.g., SL) may be included in the legend. Magnification numbers are not allowed, except in EM photos, but the exact value must be inserted by the author in the final proofs.

For initial submission, photographic images that are either black and white or in colour are acceptable. To reduce file size and for reviewing purposes, they may be submitted in JPEG format (.jpg). These may be submitted individually, embedded in Microsoft® Word documents. Do not send digital images in any other formats. While resolution as low as 96 dpi for these image are tolerated, the image size should be at least 800 by 600 pixels (about 210 mm by 157 mm).

For line drawings, the minimum resolution should be 300 dpi and image size to be at least 800 by 600 pixels (about 210 mm by 157 mm). Authors should arrange their line drawings in such a way as to fit into an A4-size page.

For final submission, the profile of the original digital black & white photographs should be in greyscale, and RGB (Adobe 98 RGB preferred) for colour ones. Photographic images should be at least 300 dpi and image size should be at least 1800 by 1200 pixels (about 150 mm by 100 mm) and in TIFF format (.tif). Black and white photographic images should have high contrast and show fine detail. All scanned colour transparencies (35 mm slides) must be scanned at a minimum resolution of 2000 dpi if no cropping of the image is desired in the final publication.

Original line drawings should be at least 600 dpi and in BITMAP (.bmp) format. Author must remember that figures should be arranged for reduction and not enlargement when published.

Graphs are treated in the same manner as line drawings. 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.

The NiS Editor/Editorial Board reserve the right to request for unmodified or original images and failure to provide these images could result in the rejection of a manuscript.

3.9. Special requirements for corrected manuscripts

Once the manuscript is provisionally accepted, it is returned to the author with the referees' and Associate Editor's recommendations. The author is required to respond to each of the comments and incorporate necessary changes into the manuscript. The author should also provide justification for any disagreement with the recommendations. The corrected manuscript should be single-spaced throughout, i.e. as it would appear in the journal. The words, "*NATURE IN SINGAPORE XXXX YY(ZZ): W-WW*" followed by three blank lines and a short running title of no longer than 35 characters must appear before the title.

The corrected document along with the illustrations should be emailed back to the Associate Editor. The format of the journal should be complied with strictly. Deviation from the format will cause delays in the publication as it will be returned for corrections.

3.10. Long manuscripts

A table of contents should be provided for long manuscripts. This will be placed between the abstract and the introduction. An index of species and genera should be provided in taxonomic papers, if the arrangement of taxa has not been alphabetical, as in a phylogenetic arrangement. This is placed at the end of the manuscript, after LITERATURE CITED.

4. REVISION OF REFEREED MANUSCRIPTS, PROOFS AND PUBLICATION

4.1. Submission of manuscript for acceptance and publication

If an author disagrees with the referee's or referees' comments, the author is required to provide reasons via email to the Editor. Manuscripts will only be accepted once the author has addressed all of the referees' recommendations or comments, and ensured that the format of the manuscript and illustrations comply with the format of this online journal. If the format of the corrected manuscript is found to be not satisfactory, the Editor may request authors to re-format the manuscripts (also applicable to figures, illustrations and tables). This would necessarily result in a delay in publication.

4.2. Proofs

Final proofs in PDF format are emailed to authors for correction together with the Agreement for the Transfer of Copyright Form (Form 2). The completed Form 2 (Agreement for the Transfer of Copyright) must be either emailed (scan of the signed document) with the returned proofs. The hard copy should then be posted to the Editor (Assoc. Prof. Hugh T.W. Tan, Department of Biological Sciences, National University of Singapore, 14 Science Drive 4, Singapore 117543.) Should the proofs be delayed by a late reply or excessive corrections, the manuscript will be delayed for publication.

4.3. Notification of publication

A protected PDF version of the paper will be sent to the corresponding author immediately upon publication via email for reference.

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