

## INSTRUCTIONS FOR CONTRIBUTORS

### Subject matter

The *Natural History Bulletin of the Siam Society (NHB)* publishes articles and notes by anyone on natural history, ecology, systematics, evolution, geology, conservation, natural resource management or related fields, of relevance to Thailand or Southeast Asia. Contributors do not have to be members of the Siam Society. Material submitted for publication in the *NHB* must not have been published in or submitted to any other journal.

### Types of contributions

**Letters** (up to 2 pages) may be submitted by anyone on an issue of relevance to the contents of the *NHB*. They should be clearly written and concise. Letters may be edited, but authors will be notified if changes are desired.

**Commentary** (up to about 20 journal pages) may analyze issues or controversies of interest to readers, and express opinions or recommendations. Commentary-type articles should be authoritative, logical and based on factual information insofar as possible. Such articles will be sent to reviewers before publication.

**Recent events** (1/2 to 2 pages) are brief reports of meetings, symposia, expeditions research or conservation projects, government actions, and other happenings of interest. Events may be reported by any informed persons or participants.

**Research articles** (5–50 pages) constitute the majority of pages of the *NHB*. Research may be experimental, descriptive or theoretical, but in any case the significance of the findings must be discussed and related to previous work in the literature. All manuscripts are reviewed by at least two subject matter experts before acceptance for publication.

**Notes** (1–4 pages) are brief reports of research findings or observations of special interest. They are also sent to reviewers.

**Reviews** (usually 1–2 pages) may cover any publications of interest to readers, especially those dealing with Thai natural history or conservation.

### Style

**Research articles** will normally be organized into the following sections: Abstract, Introduction, Methods, Results (or Observations), Discussion, Acknowledgments and References, but other headings (and subheadings) may be used if appropriate. Taxonomic papers usually follow the style used by the discipline of the author. Particularly long papers may have a Table of Contents at the beginning and a Summary of findings at the end. **Notes** are usually not divided into sections, except for References at the end. The first paragraph of a Note should contain a brief statement of the subject of the report, general findings and significance; later paragraphs should provide the details and a brief discussion.

Authors should examine a recent issue of the *NHB* for the style of citing references. The following are examples for a journal article and a book in normal typescript:

- Round, P. 1993. Brambling, *Fringilla montifringilla*, a new species of bird for Thailand. *Nat. Hist. Bull. Siam Soc.* 41: 140-141.
- Lekagul, B. and P.D. Round. 1991. *A Guide to the Birds of Thailand*. Saha Karn Bhaet Co., Bangkok. 457 pp.

The editors reserve the right to alter manuscripts in the interests of clarity, brevity and proper English usage. Manuscripts requiring significant changes will be returned to the authors for revision. Time permitting, the editors are willing to help authors improve their organization or writing, if the articles otherwise have merit.

### **Manuscript preparation**

Manuscripts should be typewritten neatly, double spaced, on one side of ordinary A4 or similar size paper. Submit three clear copies for review. The first page should contain the title, authors names, the abstract and the authors' addresses. Leave 2.5 to 3 cm margins for editorial comment. Do not underline or italicize any titles or words except scientific names of species. Each table should be typed on a separate sheet, with a title at the top. The final corrected manuscript should be submitted on a diskette (Pagemaker for Macintosh, Microsoft Word for Windows accepted), along with one hard copy.

### **Figures**

Line drawings should be neatly drawn and lettered in black ink and submitted as originals or clear photographic copies. They must be drawn so that all lettering will be large enough (1–2 mm high) after reduction to normal page width. Computer aided drawings are usually acceptable. Black-and-white photographs and color photographs (when color adds useful information) may be printed. Original color positive transparencies are preferred. Photos to be printed in black and white should be shot with black and white film; color print film often does not reproduce well in black and white. All figures should be numbered consecutively and be identified by the author's name. Figure legends should be typed in order on a separate page.

### **Charges**

Printing costs are not charged to authors, except for excessive numbers of photographs. Authors receive 30 offprints free of charge; joint authors must share them. Up to 70 additional offprints (total, 100) may ordered at the time of printing.

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