

## 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) concerning an issue of relevance to the contents of the *NHB* may be submitted by anyone. They should be clearly written and concise. Letters may be edited, but authors will be notified if any 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 acceptance and publication.

**Recent events** (1/2 to 2 pages) are brief reports of meetings, symposia, expeditions, research or conservation projects, governments 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 should 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 for comments.

**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, Study area (if relevant), Methods, Results (or Observations), Discussion, Acknowledgments and References. Other headings and subheadings may be used if appropriate. Taxonomic papers may follow the style of the discipline of the author. Particularly long articles may have a Table of Contents at the beginning and a Summary 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:

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 3 clear copies for review. The first page should contain the title, authors' names, the abstract, and the authors' addresses. Several key words should be given at the end of the abstract. Leave 2.5 to 3 cm margins for editorial comment. Do not underline or italicise any words or headings except for scientific names of species. Each table should be typed on a separate page, with an explanatory heading at the top. The final corrected manuscript should be submitted on a diskette (Pagemaker for Macintosh, Microsoft Word for Windows acceptable), along with a final paper copy. Manuscripts should be submitted to: Honorary Editor-NHB, The Siam Society, 131 Soi Asoke, Sukhumvit 21, Bangkok 10110 Thailand.

### **Figures**

Line drawings should be neatly drawn and lettered in black ink and submitted as originals or clear photographic copies. They must be scaled so that all lettering will be large enough (1–2 mm high) after reduction to normal page width. Clear computer-aided drawings are usually acceptable. Black-and-white photographs or color photographs (when color adds useful information) may be printed. Original color positive transparencies are preferred. Photos to be printed in black and white work best if they are shot with black and white film. All figures (including photos, maps, etc.) should be numbered consecutively and identified by the first author's name. Figure legends should be typed in order on a separate page. All color figures should be grouped together in order to minimize the number of special color plates required.

### **Charges**

Printing costs are not charged to authors, except for color plates. The cost of printing color photographs or other figures will be borne by the author(s) if at all possible; the charge is 500 baht per page containing color.

Authors receive 30 offprints free of charge; joint authors must share them. Up to 70 additional offprints (total 100) may be ordered at the time of printing.