



# Acadamh Ríoga na hÉireann Royal Irish Academy

## GUIDELINES FOR AUTHORS ON JOURNAL STYLE

### *Biology and Environment: Proceedings of the Royal Irish Academy*

#### 1. Headings and captions

In general, only three levels of subheading should be used in the body text, e.g.

HEADING 1 (centred, full caps, underlined)

HEADING 2 (centred, full caps)

Heading 3

Figure, plate and table captions should be styled as follows:

**Fig. 1—Text follows here...**

**Pl. 1—Text follows here...**

**Table 1—Text follows here...**

#### 2. Units of measurement, symbols and numbers

Use SI (metric) units of measurement throughout. All units should be closed up onto the number: '32cm long', '60kg ha<sup>-1</sup>'. Use index notation '60kg ha<sup>-1</sup>' rather than a solidus '60kg/ha'.

Please use the minus symbol (–), not a hyphen (-), in index notation or where a minus value is indicated. Use the degree symbol (°), not superscript letter o (°) or superscript zero (°) to indicate degrees of temperature or latitude/longitude. Use the multiply symbol (×), not the letter x, where multiplication is indicated. The correct symbols can be found in Word in the Symbol fonts in the Insert menu. In Word, use Symbol on the Insert menu, make sure the font is also set to Symbol, and select the relevant character Minus is in the top row, near '+'; the multiplication symbol (×) is in the sixth row, beside '≥'; and the degree symbol (°) is in the sixth row beside '±'. Spell out numbers up to (and including) twenty, unless they refer to units of measurement: 'sixteen cats and five dogs', 'an eight-year-old study', 'a three-month period', 'ten days', '3cm', '6ml'. Use digits for all numbers in lists of numbers: 18, 21, 32 and 60.

#### 3. Abbreviations and other conventions

The following conventions hold when using statistical analysis notation: SD = standard deviation; SE = standard error; d.f. = degrees of freedom; CI = confidence interval. Significance levels are in italic as follows: *P* <, *F* =, *Z* =, *R*<sup>2</sup> (coefficient of a multiple determination) =, *r*<sup>2</sup> (coefficient of a simple determination) =, NS = not

significant. Degrees of freedom associated with  $F$ , for example, should be given either in square brackets, 'F[2,12]' or as subscripts, ' $F_{2,12}$ '.

The names of chemical elements need not be spelt out on first mention unless there is a risk of ambiguity. They should be spelt out at the beginning of a sentence, or where they form part of a compound word, e.g. 'nitrogen-rich' (not 'N-rich').

Latin terms that have not been assimilated into English should be given in italic, e.g. '*et al.*'; '*c.*' (for *circa*), including all references to genus, species and subspecies names. Genus names should be abbreviated to their initial letter following the first mention in the main body of the paper (excluding the abstract), unless ambiguous. Therefore '*Zostera noltii*' becomes '*Z. noltii*'. However, please spell out genus names in full at the start of a sentence.

#### 4. Hyphenation

Generally, do not use hyphens with the prefixes geo-, palaeo-, palyno-, sub-, intra-, multi- and do use them with non-, pre-, post-, syn-, cross-.

Hyphenate compound adjectives as follows: 'large-scale survey', 'trace-element analysis', 'shallow-water environment', 'north-east-directed flow'.

#### 5. References

Citations of multiple author–date references in the body text should be arranged chronologically and separated by semicolons: 'this was in agreement with previous results (Moriarty 1973; Max *et al.* 1992; Mathers and Montgomery 1995a; 1995b; Anderson 1998; 2000; J.S. Fairley, pers. comm.; P.T. Thomas, pers. obs.)'

References at the end of the paper should be given in alphabetical order. Please allow double spaces on either side of the year of publication in the list of references at the end of the paper.

In the titles of journals and series, significant words should have an initial capital. The initial letters of proper nouns only should be capitalised in article/book titles.

Please distinguish between a journal and a book in a series. Journal titles should be given in italic. For a book in a series the title of the book should be in italic and the title of the series in roman. Place of publication and publisher should be included for book series (see sample references below).

#### Sample references:

##### *Article in journal*

Focht, D.D. and Verstrate, W. 1977 Biochemical ecology of nitrification and denitrification. *Advances in Microbial Ecology* **1** (2), 135–214.

##### *Article in book*

Bolger, T., Heneghan, L. and McCarthy, F. 1996 Impacts of anthropogenic atmospheric pollution on forest soil processes. In P.S. Giller and A.A. Myers (eds), *Disturbance and recovery of ecological systems*, 127–35. Dublin. Royal Irish Academy.

*Book*

Wheeler, A. 1969 *The fishes of the British Isles and north-west Europe*. London. Macmillan.

*Book in series*

Lewis, L.A. (ed.) 1998 *Mountain glaciations*. Quaternary Proceedings 6. London. Quaternary Research Association.

*Article in book in a series*

Ricker, W.E. 1971 Age and growth. In W.E. Ricker (ed.), *Methods for assessment of fish production in fresh waters*, 203–35. International Biological Programme Handbook No. 3. Oxford and Edinburgh. Blackwell Scientific.

*Thesis (unpublished)*

Fenton, A.F. 1950 The aquatic hyphomycetes of Northern Ireland. Unpublished MSc thesis, The Queen's University of Belfast.

*Map*

Max, M.D., Long, C.B. and MacDermot, C.V. 1992 *Bedrock geology 1:100,000 map series, North Mayo—sheet 6*. Dublin. Geological Survey of Ireland.

## **6. Cross-checking data**

Please make sure that all place names, species names, specimen numbers etc. are given correctly and consistently throughout the main text of the paper, in the illustration/table captions and in the illustrations/tables themselves.

All references should be cited in the text, and all citations should be given in the reference list. Please ensure that the spelling of authors' names and the dates of publication are consistent between the citations and the references.

Check that the figures in tables add up to any totals given, and that the data in the text, figures and tables are correct and consistent throughout.

Reference should be made in the main text, and in sequential order, to all figures, plates and tables in the paper. Figures, plates and tables should be numbered in separate sequences (e.g. Fig. 1, Fig. 2, Pl. I, Pl. II, Pl. III, Table 1).