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Proceedings of the Royal Society of Victoria is a peer-reviewed journal that publishes original research papers, review articles and short communications across the various disciplines of biological, physical and earth sciences, including multidisciplinary research, and on issues concerning technology and the applied sciences. Contributions on topics that are relevant to Victoria and the south-eastern Australian region are particularly encouraged. When an author submits a manuscript for consideration, it is assumed that it has never been published nor is it under consideration for publication elsewhere.

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For the review process an electronic copy (.doc, .docx or .rtf) of the manuscript with individual files for tables and figures should be submitted to the Editor by email to ed@sciencevictoria.org.au.

For very large files, see ‘ADDITIONAL NOTES’ below.

In the letter to the Editor, provide the names and addresses (postal and email) of all authors listed on the manuscript. In addition, please provide names, addresses and email addresses of three persons not directly associated with the work and outside the author’s institution who could act as referees. Final selection of reviewers is the responsibility of the Editor.

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FORMAT

All manuscripts should be written in clear and concise English. Use 12 point font and double spacing throughout; leave 30 mm margins around the text; number all pages. The *Proceedings* uses Australian spelling according to the latest edition of the *Macquarie Dictionary*.

All measurements are to be expressed in Systeme Internationale (SI) units (e.g. μm , mm, m, km; see <http://www.bipm.org/en/si/> for full details) and standard symbols and abbreviations used. When numbers are used in a general narrative, and are not a focus of the text (e.g. as they would be in a statistical report) nor refer to a measurement, spell them out up to and including ten. Note: Ma refers to a date (eg 25 Ma) not a time interval, which is written as 25 million years.

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Geological papers must follow the International Stratigraphic Guide and should cite geological maps in the text with italics for the 1:100 000 series and full capitals for the 1:250 000 series. New stratigraphic names should be registered with the Australian Stratigraphic Units Database, and definitions approved prior to publication. The Geoscience Australia stratigraphy webpages (<http://tinyurl.com/8wfjqzv>) provide a useful guide.

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Authors should consult papers published in Volume 128, part 1, for a guide to the format of manuscripts. <http://www.publish.csiro.au/nid/309/issue/8186.htm>

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1. A *brief title*, capitalised and, if possible, beginning with a key word.

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3. *A short abstract* of not more than 200 words.
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See under ‘REFERENCES’ below.
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Headings – Centre, and use upper case lettering

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Further subdivisions – Left justify, use lower case lettering and start text on the same line

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Refer to manuscript illustrations in the text as ‘Figure 1A, B’, ‘Figures 1, 2’ or ‘Figures 1–4’, and indicate in a new paragraph in the text where the illustrations should be placed (eg. *Insert Figure 1/Table 1 near here*).

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Cite references in the text as Archbold (1998), (Archbold et al. 1998) or (Archbold 1998: 2, fig. 1).

Multiple citations should be arranged alphabetically (Archbold 1998, 2000; Smith & Jones 2004).

Where there are more than two authors for a reference, 'et al.' is used, and is not italicised. All references cited in the text and in captions and tables must be listed at the end of the paper.

Footnotes in the main text are not allowed.

In taxonomic works, synonymies should be of the same format as the following examples, with a dash preceding authors' names except in the case of reference to the original description.

Eudendrium generalis Lendenberg 1885: 351, pl. 6. Lendenberg 1887: 16.

Eudendrium generale. — Hartlaub 1905: 515.—Watson 1985: 196-200, figs 40-52.

non *Eudendrium generale*.—Watson 1982: 89, pl. 10, fig. 3.

Eudendrium lendenfeldi Briggs 1922: 150.—Rosler 1978: 104, 120, pl. 20, figs 1-3.

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REFERENCES

Particular attention should be paid to the format of the listed references and their mode of citation in the text. In general, order references alphabetically. Note that for entries beginning with the same surname, one- and two-author entries precede those with multiple (three or more) authors; these multiple-author entries should then be ordered chronologically. Journal titles must be cited in full as they appear on the title page.

Curtis, N.P., 2001. Germination of *Xanthorrhoea australis* using treatments that mimic post-fire and unburnt conditions. *Proceedings of the Royal Society of Victoria* 113(2): 237–245.

Bergson, H., 1928. *Creative Evolution*. MacMillan and Co., Limited, London, xv 425 pp.

Rosen, B.R. & Turnsek, D., 1989. Extinction patterns and biogeography of scleractinian corals across the Cretaceous/Tertiary boundary. In *Proceedings of the Fifth International Symposium on Fossil Cnidaria including Archaeocyatha and Spongiomorphs*, P.A. Jell & J.W. Pickett, eds. Association of Australasian Palaeontologists, Brisbane. pp. 355–370.

Personal communications and unpublished data are not to be listed in the reference list but should be mentioned in full in the text (e.g. P. Brown pers. comm. 2002).

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ADDITIONAL NOTES

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