

## **Instructions for Contributors to the *Natural History Bulletin of the Siam Society***

### **Subject matter**

The *Natural History Bulletin of the Siam Society (NHBSS)* publishes articles and notes by anyone on natural history, ecology, taxonomy, systematics, biogeography, 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 *NHBSS* 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 *NHBSS* 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.

**Conservation news and events** (1/2 to 15 pages) are news, or reports of meetings, symposia, expeditions, research or conservation projects, government actions, and other happenings of interest. The articles may be submitted by any informed person or participant.

**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.

**Reviews** (15 to 50 pages) are summaries of particular subjects, fields or topics to provide background and review of the present status, future perspectives and problems to be solved. All manuscripts are reviewed by at least two qualified persons before acceptance for publication.

**Research articles** (5–50 pages) constitute the majority of pages of the *NHBSS*. 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 qualified persons 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.

**Book 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, Key words, 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 beginnings 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 *NHBSS* for the style of citing references. The following are examples:

- ROUND, P. D. 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.
- RUNDEL, P. W., AND K. BOONPRAGOB. 1995. *Dry forest ecosystems of Thailand*. Pages 93–123 in S. H. Bullock, H. A. Mooney and E. Medina (eds.), *Seasonally Dry Tropical Forests*. Cambridge Univ. Press, Cambridge.

The editors reserve the right to alter manuscripts in the interests of clarity, brevity, and proper English usage. Manuscripts requiring major and significant changes will be returned to the authors for revision and resubmission.

### **Manuscript preparation**

Manuscripts should be typed neatly, double-spaced, on one side of ordinary A4 or similar size paper if submitted by mail. Preferably, manuscripts may be submitted by e-mail to the Honorary Editor (editor-in-chief), Dr. Prachya Musikasinthron (ffispcm@ku.ac.th). Times New Roman font is preferred; do *not* use fonts based on Thai versions of MS Word, as Thai documents cannot be edited properly.

The first page should contain the title, authors' names, the abstract, key words, and the authors' addresses. Leave 3-cm margins for editorial comment. Leave the right margin ragged (not justified). Do not underline or italicize any words or headings except for scientific names of species. Please do not use autoformatting; format the text using the keyboard and format menu. Do not type the names of authors cited in the text or References section in capitals (the small letters will be converted to "SMALL CAPS"). Each table should be typed on a separate page following the References, with a descriptive title at the top. The text file containing the manuscript should be submitted in Microsoft Word or compatible format, with references, tables, and figure legends at the end. After revision, the final corrected manuscript should be submitted on a CD or diskette (MS Word for Windows preferred), or it may be sent by e-mail to the editor. Figures may be submitted by e-mail also, preferably in .jpg format, but back-up hard copies are also desirable and should be mailed if requested. Electronic figures with large digital files, as in .tif format, should be mailed on CDs.

### **Figures**

Line drawings should be neatly drawn and lettered in black ink and submitted as originals or produced with high resolution computer graphics programs. They must be scaled so that all lettering will be large enough (1–2 mm high) after reduction to normal page width. Black-and-white photographs or color photographs (when color adds useful information) may be printed. Photos to be printed in black and white must have sufficient contrast to make clear prints. 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 attached to the end of the text file of the manuscript.

### **Charges**

Printing costs are not usually charged to authors, unless the color figures are excessive in quantity. 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. A portable document format (pdf) file for personal use will be provided to the corresponding author free of charge.