

Historical Records of Australian Science Notice to Authors

Journal policy

Historical Records of Australian Science publishes original papers and reviews of books on the history of science, pure and applied, in Australia and the southwest Pacific, together with biographical memoirs, commissioned by the Council of the Australian Academy of Science, of deceased Fellows of the Academy. Manuscripts are subject to a formal process of peer-review and are considered on the understanding that they have not been published before and are not currently under offer to any other journal. The journal is published twice yearly, in June and December.

Guidelines for the preparation of manuscripts

General presentation

Type your manuscript with double-spacing throughout, on good quality paper, making both margins at least 3 cm wide. Spelling should follow the *Oxford English Dictionary*, and style generally that of Fowler's *Modern English Usage* and the Australian Government Publishing Service *Style Manual*. Do not include full points in acronyms; thus CSIRO, IUHPS. Authors are requested to pay particular attention to indicating any text to be printed in italics, and to the correct presentation of any mathematical or chemical formulae. An appropriate number of subheadings should be included to divide the text into sections.

Please mark clearly for the copyeditor all unusual alphabets, symbols, special characters, and mathematical and chemical formulae. Extended quotations should be inset without quotation marks. Shorter quotations in the text should be enclosed in *single* quotation marks. Place tables, figures and figure captions after the text, and number all pages of the manuscript consecutively.

When two or more authors have collaborated in preparing a manuscript, an indication should be given as to which one is the principal or corresponding author (to whom subsequent correspondence should be addressed and to whom reprints should be sent). In the absence of this information, the Editors will assume that the corresponding author is the one named first.

When submitting a manuscript, please include on the first page the telephone number, facsimile number and email address of the corresponding author, as well as the postal address; we may need to contact you urgently. Please include full first name, initial and surnames for all authors, and a current mailing address for each. Two copies of the manuscript (plus a disc copy) should be submitted to the Editor.

Please refer to recent issues of **HRAS**, to note details of headings, tables, illustrations, style and layout. Observance of these and the following details will shorten the time between submission and publication. Poor preparation and unnecessary length are impediments to rapid publication.

Title

Make the title concise and informative; it should contain the main keywords. Extra keywords may also be suggested. Please also supply an abridged title, for use as a running head, of 8 words or less.

Abstract

Manuscripts of historical articles should be accompanied by a brief summary suitable for use by appropriate abstracting journals. This should state the scope of the work and the principal conclusions reached, in fewer than 200 words.

Footnotes and references

All papers should be rigorously documented, with source information provided in footnotes, *not* parenthetically in the text.

Historical Articles: In the text, references and other footnotes should be indicated with superscript numbers (e.g. ¹), numbered sequentially through the article. Superscript numbers should be placed *outside* punctuation.

Biographical Memoirs: In the text, references to the subject's publications should be indicated with bracketed numbers in line with the text [e.g. (1)], corresponding to the numbers of the items in the accompanying bibliography. When referring to other sources of information, use footnotes indicated with superscript numbers (e.g. ¹), numbered sequentially through the article.

Footnotes and references should be typed out, double-spaced, separately from the main body of the text. Cite as follows:

Book:

R. Johnson, *The Search for the Inland Sea: John Oxley, Explorer, 1783–1828* (Melbourne University Press, Carlton, 1978).

- Listed in full at first mention, then subsequently referred to in abbreviated form as:
Johnson, *Search for the Inland Sea*, p. 31. (for example)

Chapter in a book:

Diana Dyason, 'After Thirty Years: History and Philosophy of Science in Australia, 1946–1976', in *Melbourne Studies in Education 1977*, ed. Stephen Murray-Smith (Melbourne, 1977), pp. 45–74.

Journal article:

Hugh Hamersley, 'Radiation Science and Australian Medicine', *Historical Records of Australian Science*, 5(3) (1982), pp. 41–63.

MSS:

e.g. Mitchell Library, ML MSS 988/1, f. 7; or W.H. Bragg to J.P.V. Madsen, 29 April 1909, Bragg–Madsen correspondence, Basser Library, Australian Academy of Science.

Article in Conference Proceedings:

P. T. Hayman and I. J. Collett, 'The Use of Geological Equipment in Pioneer Australia', in *Proceedings of the 8th Australian Agronomy Conference, Toowoomba, Australia*, ed. M. Ashghar (Australian Society of Agronomy, Toowoomba, Qld, 1990), pp. 664–673.

Websites:

'The Lingiari story' on <http://www.lingiari.startyourweb.com/pages/101.html>, accessed 29 August 2002.

Take special care checking the accuracy of footnotes and references; we take no editorial responsibility for them. Give titles of books and names of journals in full. Include the title of the paper in all journal references, and provide first and last page numbers for all entries.

Units

Authors may use appropriate historical units and currencies, and may choose to give the metric equivalents or conversion factors in a footnote. Otherwise, use the SI system, especially for exact measurement of physical quantities. Use the negative index system; e.g. g m^{-2} , kg ha^{-1} , m s^{-1} .

Tables

Refer to every table in the text. Number each with an Arabic numeral and supply a heading. If using Microsoft Word, **please use Table Formatting** (i.e. use table cells). Otherwise, please use tabs (not spaces or hard returns) when setting up columns.

Figures

A small number of illustrations may accompany a historical article. Please ensure that figure captions appear on the same page as the figure. Number all illustrations in a common sequence. Line drawings should be directly reproducible. Submit one complete set of lettered and mounted glossy photographs and line-work. Take particular care that photographs show all relevant features.

Photographs may be included as appropriate, and will be returned after use if requested at the time of submission. Colour photographs will be accepted if they are essential but the cost of colour reproduction must be borne by the author. The Production Editor will provide an estimate of the cost at acceptance.

Authors wishing to submit images in electronic form should consult **CSIRO PUBLISHING** at an early stage about the preferred technology. If illustrations are not available in electronic format, please send **two** sets in hard copy, at the best available quality, which will enable us to scan the figures. Refer to every figure or illustration in the text.

Assignment of copyright

Authors of accepted manuscripts will be asked to submit a completed Copyright Assignment Form. The Australian Academy of Science retains copyright for all articles published. It is the author's responsibility to secure any necessary permission for publication. The journal assumes that all authors of a multi-authored paper agree to its submission.

Proofs and reprints

Page proofs are sent to the corresponding author for checking prior to publication. Proofs should be checked and returned by airmail to the Production Editor within seven days. At this stage only essential alterations and correction of printer errors may be undertaken. Excessive author alterations will be charged back to the author. There are no page charges. Thirty free reprints are provided to the corresponding author; an order form for extra reprints will be supplied with the page proofs and should be returned to the Production Editor with the proofs. Corresponding authors will be sent a free PDF of their paper upon publication.

Biographical memoirs of deceased Fellows of the Australian Academy of Science are commissioned by the Council of the Academy. While as a general rule authors of memoirs are selected from the Fellowship, the Council may, when appropriate, appoint authors who are not Fellows of the Academy. The Council is keen to ensure that a high standard is maintained in biographical memoirs, so that they will become established as authoritative accounts of the life and work of deceased Fellows. The memoir should include not just an account of the subject's scientific work but also an assessment of its significance. Authors are asked to note that personal aspects of the subject should be included; relevant anecdotal material is welcome. Authors may wish to seek comments from the subject's colleagues, associates and family.

It is desirable that memoirs should be published within a reasonable time after the decease of the Fellow. In the event of an author failing to deliver the typescript within two years of accepting authorship, the Council will consider the advisability of inviting another author to write the memoir. If circumstances arise in which authors finds it impossible to meet their deadline, they should consult the Academy's Managing Editor, Ms M. Swanage.

Memoirs of Fellows who were also FRS and which are to be published in parallel in the Royal Society's yearly *Biographical Memoirs* series can for this reason only be published in the December issue of *HRAS*.

The memoir (excluding bibliography) should not exceed 12,000 words, nor as a rule be less than 5,000 words. Authors must not exceed the specified maximum without prior consultation with the Editor. Care should be taken to include the following particulars whenever possible: (1) place and exact date of birth of the subject; (2) place and exact date of death of the subject; (3) full name, occupation and place of residence of the father; (4) forenames, maiden name and occupation (if any) of the mother; (5) the subject's place in the family and the number of brothers and sisters; (6) full name of the wife or husband, with parents' names and professions if appropriate; year of marriage; number of sons and daughters (if any of these has attained distinction, the fact should be briefly noted); (7) the subject's place of education from secondary school onwards; (8) the year of the more important civil or academic distinctions and service promotions. Academic distinctions should include degrees, scholarships and exhibitions, fellowships, academic prizes and honours conferred by learned societies.

A bibliography of published books and papers should also be given: not necessarily a complete list, but reasonably so. When the list is known to be less than complete, this should be stated. It is desirable that careful attention should be paid to the preparation of the bibliography: it should be arranged chronologically, normally in one sequence, and the items listed should be numbered sequentially.

A photograph of the subject should accompany each biographical memoir. The Academy holds photographs of many Fellows, and the author of a memoir may use such a photograph when available, or may provide a more appropriate one. The date, or approximate date, on which the photograph was taken, should be indicated. Additional illustrations may be included as appropriate.

In addition to the thirty free reprints provided to the author, five free reprints are also supplied to the Fellow's next of kin. Authors of biographical memoirs are asked to provide the name and address of the person to whom these reprints should be sent.

Address for submissions

Professor R.W. Home

Historical Records of Australian Science

Department of History and Philosophy of Science,

University of Melbourne, VIC 3010,

Australia

Telephone +61 3 8344 6556

Fax +61 3 8344 7959

Email home@unimelb.edu.au