

# **Guidelines for Authors**

## **Text Preparation for Speleo2017 Proceedings**

Here is a detailed Style Guide for the papers and posters for the 2017 ICS in Sydney July 2017.

### **General Guidelines**

- 1.1 Refereeing:** Papers will be sent to at least one independent referee, who will advise the Papers committee on the acceptability of the paper. In the event of rejection by this referee, manuscripts may be sent to other referees.
- 1.2** Other than papers specially invited by the Speleo2017, priority is given to those that contain substantially new material which has not been published previously, has not been submitted concurrently elsewhere, nor is likely to be published substantially in the same form elsewhere.
- 1.3** The submission has not been previously published, nor is it before another conference for consideration (**or** an explanation has been provided in Comments to the Director).
- 1.4** To be sure that the text of your paper will be submitted and displayed correctly please prepare and submit also the .pdf version of your document.
- 1.5 Document File names** should contain only English alphabet letters, numbers, underscore (\_) or hyphen (-). Dot is allowed only to separate the file extension (like .doc). File names should be presented in the following formats; first author's surname\_abstractnumber.file extension. For example (in the case of Dr. S. White):  
White\_366.doc  
White\_366.pdf  
White\_366\_fig1.jpg  
White\_366\_fig2.jpg  
White\_366\_tab1.xls  
White\_366\_tab2.doc
- 1.6 If no paper or poster equivalent is provided only the 400 word abstract will be published.

### **Papers**

- 2.1 Document format:** Documents must be readable in the Microsoft Word (preferably formats .doc, .rtf). Manuscripts must be formatted for A4 paper.
- 2.2 Size:** Papers should be concise and **not more than 6 formatted pages** (including figures and tables). However figures etc. should be submitted separately from the text. Sufficient space in the 6 A4 pages needs to be allowed for.
- 2.3:** Manuscripts should be arranged in the following order:
  1. Title
  2. Author details and affiliation(s)
  3. Abstract
  4. Keywords
  5. Introduction
  6. Main text, subdivided under suitable headings
  7. Conclusions and/or Summary
  8. Acknowledgements

## 9. References

The **abstract** is limited to 400 words and should not include footnotes, tables, figures, maps, bibliographic references, or acknowledgments. The abstract should state briefly the purpose of the research, the principal results and conclusions.

**Keywords:** Provide three to six keywords. Keywords should be separated by commas. Clearly indicate the key words by preceding them with the text "KEY WORDS: ".

**Headings:** Level and placement of headings are governed by the length and complexity of subdivision of the contribution. The number of heading subdivisions should be kept to a minimum – ideally not more than two.

**Paragraphs:** Set justification to ragged-right. Do not use justification. Using ragged-right prevents the word processor from hyphenating words. Please use a blank line to separate paragraphs rather than indentation.

**Font:** Text should be in Arial or similar *non serif* font and preferably in 10 point. This will assist in estimating the length of the paper. Papers longer than 6 pages will need to be rewritten.

**2.4: Maps, drawings, tables, figures and illustrative photos:** It is recommended that when submitting a paper for review all illustrations be in the form and size intended for insertion in the final paper.

Figures are to be submitted separately from the text and NOT inserted into the text. Captions can be submitted in the text

**All figures** can be primarily presented in either grayscale or colour, 8 bit and at least 300dpi; Proportion: width 1 column (i.e, 974 px) or 2 columns (i.e. 2 008 px). Preferred formats: High quality .png or .jpg; .jpg is **not** acceptable for any line work diagrams.

**Tables** are to be submitted separately from the text and NOT inserted into the text. Each table should be numbered and referred to in the text by that number. Preferred formats: .doc, .xls and proportions: width 1 column (i.e, 83 mm) or 2 columns (i.e. 170 mm). Style: borderlines 0.5 pt (heading only, horizontal; vertical only left and right, not a grid for each row), black. Each table must have a caption and this can be included in the text.

**2.5 Abbreviations:** should be spelt out in full the first time and the abbreviation given in parentheses, e.g. 'Australasian Cave and Karst Management Association (ACKMA)' in the first occurrence, thereafter '...ACKMA'. Authors are reminded that readers of the congress proceedings may not necessarily be familiar with all the abbreviations used in a particular field or discipline. Titles of periodicals should not be abbreviated.

### 2.6 Miscellaneous

**Dates:** should be in International Standards Organisation (ISO) format. In text the day should be followed by the month written in full and then the year thus: 20 December 1975 or 10 July to 4 September 1975. No punctuation is necessary. In tables and lists of collections the dates should be shown thus: 20.12.1975. The full 4 digits of the year must be shown.

**Chemical, Botanical, Zoological, Geological and Palaeontological Names:** The format and nomenclature of chemical, botanical, zoological, geological and palaeontological names should follow the appropriate international standards. All biological and palaeontological names should be in italics.

**Numbers and Units** The International System of Units (Système International d'Unités or SI) should be used for all units. Presentation of numerals depends to some extent upon the context, so rigid rules cannot be applied, however the following guidelines should be followed: For all measurements of quantity use figures and appropriate unit abbreviations. e.g. 33 grams. In descriptive text, spell out whole numbers from one to nine and use figures for 10 and over except at the beginning of a sentence. Enumerative and connected groups of numbers should be treated consistently, e.g. 33 out of 100 specimens, not thirty-three out of 100 specimens. All decimal quantities less than one should be preceded by a zero e.g. 0.952.

**Web and Email Addresses** Always include the leading part of the protocol in web addresses such as https, http, ftp, etc. (example: <https://www.speleo2017.com>). Do not use underlining for links such as web addresses or emails.

## 2.7 Format for references and citation:

In the text, references should be cited by author and year. With more than two authors, only the first is named, followed by “*et al.*”. Citations should be separated by a semi-colon, listed from the oldest to the most recent. Citations with identical authorships should be grouped together. Citations from the same year should be listed in alphabetical order. For example, (Smith 1998a, b; Black and White 2005, 2006; Smith 2009; Black *et al.* 2010).

The list of references includes only works cited in the text, arranged in alphabetical order. Personal communications should only be mentioned in the text. References in other language than English should be kept in their original language, and the original language should be given in parentheses at the end of the reference, e.g. (in German). A new line should be allowed for each reference. The second line and the following lines of each reference should be indented by 4 mm.

Please format the references as shown in the examples below.

### *Journal papers:*

Bosák P, Pruner P, 1997. Paleomagnetic research of cave sediments in SW Slovenia – part I. *Acta Carsologica*, 17(2), 151-179.

Bosák P, Pruner P, Zupan Hajna N, 1998. Paleomagnetic research of cave sediments in SW Slovenia – part II. *Acta Carsologica*, 27(2), 253-265.

### *Article published only on WWW:*

Smith JA, Black RJ, 1990. Biology of the Big Cave. *Cave Portal*, <http://www.xxxxx/yyyyy/zzzzz> (access 29 Dec 2016)

### *Monographs:*

Black JA, White G, 1994. *Cave exploration in Portugal*. Elsevier, Amsterdam.

### *Edited volume papers:*

Smith J, 1992. Diversification of bats in caves. In: PD Pink and DB White (Eds.). *Bats of the world*. Charles Univ. Press, Prague, pp. 245-271.

### *Conference proceedings papers:*

Smith MW, 1988. The significance of climatic change for the cave environment. *Final Proc. Int. Conf. Permafrost*. Tapir, Trondheim, Norway, pp. 14-19.

Unpublished theses, reports, etc.:

Zhan J, 1990. Morphological properties of cave entrances. Ph.D. Thesis, Technical Univ. Berlin, Germany.

## 2.8 Copyright matters

Authors who submit to this conference agree to the following terms:

- Authors retain copyright over their work, while allowing the conference to place this unpublished work under a Creative Commons Attribution ShareAlike International License, which allows others to freely access, use, and share the work, with an acknowledgement of the work's authorship and its initial presentation at this conference.
- The authors agree to the terms of this Copyright Notice, which will apply to this submission if and when it is published by this conference.
- The terms of the Creative Commons Attribution ShareAlike International License (CC BY-SA 4.0) can be found here: <https://creativecommons.org/licenses/by-sa/4.0/>
- Any material used from other sources, including but not limited to figures, tables, and images has been cleared for reuse under the terms of the Creative Commons Attribution (CC BY) license. It is your responsibility to obtain permission for that material directly from the copyright holder.

### **Posters**

Each poster should not exceed 1 m (width) x 2 m (height). Each poster should contain a concise title, as well as the name, institutional affiliation and address of the author(s). It should include information about the materials and methods used, the results obtained (even if preliminary), and the conclusions reached.

The poster may contain photos, figures, tables and maps. These should be expressed in accordance with the conditions listed above.

Authors must be present to discuss their work with the other participants.

All copyright matters must adhere to the conditions listed above in 2.8.

Poster presenters may submit **either** an extended abstract for the proceedings of up to two (2) pages in the paper format above **OR** submit a high quality (over 300 dpi) A4 .pdf of the poster. This may be in colour or as grayscale but must be readable at this size.

For any questions or concerns please contact the conference organisers at [papers@speleo2017.com](mailto:papers@speleo2017.com).