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**INTRODUCTION**

To expedite publication, authors are advised to adhere to the preferred formatting style of the Lee Kong Chian Natural History Museum EBooks described in the following sections. Please ensure that any adopted format is standardised in the entire manuscript. For the cover page and the front pages, fill in the information in the format shown. All books should begin with an Introduction, and end with Literature Cited, Acknowledgements, and How to Cite this Book. Index and appendices are optional, and should be at the end of the manuscript if applicable.

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**LEE KONG CHIAN NATURAL HISTORY MUSEUM EBOOKS STYLE GUIDE**

The general guidelines for the house style are as follows:

* The page size should be A4 (210 mm × 297 mm) in portrait orientation with margins of 20 mm on all four sides.
* Body text is in Cambria font, size 10 point, single-spaced throughout, and justified.
* Chapter titles are in Cambria font, size 12 point, capitalised.
* Paragraphs should not be indented, and should be separated by a single-line space.
* Contents of the book should be presented in sections (and subsections, if necessary) which will be listed in the contents section of the book in the format given above.
* When the book is long, divide the book into chapters and begin each chapter on a fresh page.
* British and not American spelling should be used.
* Subheadings, where applicable, should begin formatted as follows.

**TAXONOMY AND NOMENCLATURE**

All scientific names must be used in accordance with the 4th Edition of the International Code of Zoological Nomenclature (1999) which came into effect on 1 January 2000 (for zoological names), and the International Code of Nomenclature for Algae, Fungi, and Plants (Shenzhen Code, 2018) (for names of algae, fungi, and plants). Although authorship is not part of the scientific names and is stated as optional by the Codes, it is recommended that the author(s) of each taxon are cited at its first mention. Care should be taken when citing other references together with an authorship citation. There should be a clear indication that the cited reference is not a taxonomic authority, either by modification of the citation, e.g., ‘the intraspecific variation of *Lutra lutra* (see Harris, 1968)’; or by rearrangement of the text ‘the intraspecific variation of *Lutra lutra* in Asia (Harris, 1968)’. Do not abbreviate scientific names in the whole article, that is, do not put *N. rafflesiana*, but use *Nepenthes rafflesiana* throughout.

Common names of organisms should be written in lower case throughout, except for parts which are proper nouns or which originated from such, and should therefore be capitalised accordingly, e.g., ‘common acacia’, ‘ikan haruan’, ‘Asian koel’, ‘Raffles’ pitcher plant’.

**NUMBERS AND UNITS**

All numbers less than 10 should be spelt in full, unless in a measurement, a designator, or in a range (e.g., five species, 4 min, day 2, 2–3 days). A range of values are to be indicated with an en dash (–) and not a hyphen (-), e.g., pp. 1–21, 0800–1000 hours. For ease of reading, use a comma as a thousands separator when representing numbers with four digits or more. E.g., 3509 should be represented as 3,509.

Units should be metric and follow the SI convention throughout the manuscript. Refer to ‘[A Concise Summary of the International System of Units, SI](https://www.bipm.org/documents/20126/41483022/SI-Brochure-9-concise-EN.pdf/2fda4656-e236-0fcb-3867-36ca74eea4e3?version=1.2&download=true)’ for clarification. Units should always have a space preceding them (e.g., 240 mm, 1 mg m-3) except when it is used in an adjective (in which case a hyphen is used instead, e.g., 2-day period, 100-m transect), or when it is for degrees of temperature. For degrees of temperature, use a degree symbol (not a superscript lowercase “o”) without a space between the number and the unit, e.g., –10°C.

**TABLES AND FIGURES**

All tables, figures, and other forms of insertions should preferably be sent embedded in the Microsoft® Word manuscript file, together with their corresponding captions or headings. Figures should also be sent as separate files in JPEG format (.jpeg). Photographs and illustrations should be of a decent quality and resolution suitable for publishing (at least 220 ppi).

Figure captions or table headings must be provided, be self-explanatory, and not require reference to the text. They should be in Cambria font, size 9 point. Captions are placed below each figure after a 3-point space. Headings are placed above each table with a 3-point space after it.

All line drawings, photographs (print or slide transparency), maps or graphs are referred to as “figure(s)”, abbreviated as “Fig.” or “Figs.”. Figures must be numbered in a single series throughout with Arabic numerals, in a sequence that follows some order. All figures must fit within the A4 page size format (including captions). Photographs should be cropped appropriately, to full size (width of 17 cm for single photographs, or 8.5 cm for double photographs. For a composite figure, all parts should be numbered alphabetically and in some order (e.g., in the sequence of its arrangement). In providing an indication of size, scale bars are preferred, and must be inserted close to the relevant figure. Scale bars should be a simple line around 3-point in thickness, with the size provided in the caption (e.g., Scale bar = 1 cm). Measurements referring to identifiable parts of the figure (e.g., SL) may be included in the caption. Magnification numbers are not allowed, except in electron microscopy (EM) photos, but the exact value must be inserted by the author in the final proofs. When giving credit to photographer(s), place in parentheses at the end of the figure caption followed by a period. That is, “(Photograph by: John Lim Yew Ho).”

Graphs are treated in the same manner as line drawings. Symbols used on maps should preferably be easily available for reproduction in the caption by the typesetter. A symbol should not be used in different sizes to represent different items. For axis labels, place any units in parentheses at the end of the labels.

Tables must be formatted with no vertical lines and minimal horizontal lines. They should be organised to fit the page format. Text within tables is to be in 9-point font or smaller, depending on the fit. Please align contents neatly. Authors should always check for the accuracy of the contents and its formatting. For tables running longer than a single page, repeat the header row on each page. Mixed decimals (e.g., 5.62; also called mixed numbers, decimal numbers or decimals) should be aligned using the decimal tab. Units of headings, if any, are to be placed within parentheses.

If tables or figures are smaller than a page, each element (e.g., between tables; between text and table; between text and figure; between figure and table) should be separated from the other(s) by two line spaces.

Table 1. An example of a table. Its heading should be in 9-point font and placed above the table. The bottom line of the heading should be followed by a 3-point spacing. An 9-point font for text in the table is recommended. Place units, if any, in parentheses.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Heading 1** | **Heading 2 (units)** | **Heading 3 (units)** | **Heading 4** | **Heading 5 (units)** |
| Entry | 12.67 | Entry | Entry | Entry |
| Entry | 15.83 | Entry | Entry | Entry |
| Entry | 2.23 | Entry | Entry | Entry |
| Entry | 101.56 | Entry | Entry | Entry |

Fig. 1. An example of a figure. Its caption should be in 9-point font and placed below the table. The top line of the caption should have a 3-point spacing before it. (Photograph by: John Lim Yew Ho).

**REFERENCING STYLE**

**IN-TEXT CITATIONS**

References in the text are to be cited by the author’s surname and year of publication (separated by a comma).

1. For a single author, do the following: (Tan, 1985), (de Vogel, 2004), (Nurul binte Muhammad, 2001); or Tan (1985), de Vogel (2004), Nurul binte Muhammad (2001).
2. For two authors, an ampersand is used: (Polhemus & Polhemus, 1988); or Polhemus & Polhemus (1988).
3. For three or more authors, do the following: (Harrison et al., 1950); or Harrison et al. (1950).

Citations of direct quotations in the text should include the page number(s) and should take the following form:

Cantor (1846: 195) stated that “………”

Two or more citations in a sentence should be listed in chronological order with the publication year separated by a comma, e.g., “In a series of papers, Bott (1966, 1968, 1970) revised…” Multiple authors’ works should be separated by a semicolon, e.g., “… (Johnson, 1888, 1889; Aaron, 1905, 1910, 1912; Sinclair, 1945, 1946).”

**HOW TO CITE REFERENCES**

See the following section (Literature Cited) for details on the format for citing reference sources. All references used in the text should be placed within the Literature Cited section. Please do not include references not cited in the text.

**LITERATURE CITED**

All authors cited (including authorship of taxa for taxonomic publications) must be listed in this section. The full citations should be listed in alphabetical and chronological orders. All literature cited must have a hanging indent of 5 mm. All references should be complete. The first author’s surname appears first, followed by his/her initials, as do those of junior authors (co-authors). There should be no periods or spaces between the initials. The references should be in alphabetical order based on the surnames of the lead authors, or if the name lacks a surname, then the name.

Journal article references should each include the year of publication, the title of the article, the journal name in full, the volume number, and page numbers after a colon and space. Do not include the issue number. Please see the examples below.

Book references should each start with the name(s) of the author(s) (the first author’s surname appears first, followed by his/her initials; those of junior authors in the same order), the year of publication in brackets, the title of the chapter, the name(s) of the editor(s), the title of the book, the publisher, the city of publication, and the number of pages and plates (if applicable). Conference proceedings are treated as books with chapters. Theses and dissertations that are the results of graduate studies should also be cited as books. If a book is cited, and not a chapter in the book, the chapter title and names of editors are omitted. Please see the examples below. The word “page” is abbreviated to “p.” and “pages” to “pp.”. The word “plate” is abbreviated to “pl.” and “plates” to “pls.”.

It is the responsibility of the author(s) to verify that all citations in the text are listed in the LITERATURE CITED and vice versa.

The references should follow the formats of the examples listed below accurately, including punctuation, style, and spacing:

**JOURNAL ARTICLE**

**Already published:**

Corlett RT (1992a) The ecological transformation of Singapore: 1819–1990. Journal of Biogeography, 19: 411–420.

Corlett RT (1992b) The naturalized flora of Hong Kong. Journal of Biogeography, 19: 421–430.

Ercelawn AC, LaFrankie JV, Lum SKY & Lee SK (1998) Short-term recruitment of trees in a forest fragment in Singapore. American Journal of Botany, 85 (Supplement): 181.

Gomes A, De P & Dasgupta SC (2001) Occurrence of a unique protein toxin from the Indian king cobra (*Ophiophagus hannah*) venom. Toxicon, 39: 363–370.

Komai T (2000) Redescription of *Pagurus pectinatus* (Crustacea: Decapoda: Anomura: Paguridae). In Komai T (ed.) Results of Recent Research on Northeast Asian Biota. Natural History Research, Special Issue, 7: 323–337.

van Steenis CGGJ & Veldkamp JF (1987) Botanical guide to the sandy sea shores of Malesia. Flora Malesiana Bulletin, 9: 421–428.

**Advance online publication (no volume or page numbers yet):**

Muller-Landau HC & Visser MD (2018) How do lianas and vines influence competitive differences and niche differences among tree species? Concepts and a case study in a tropical forest. Journal of Ecology. Advance online publication. <https://doi.org/10.1111/1365-2745.13119>

**TAXONOMIC TREATMENT IN A FLORA**

**Multi-author flora with editor(s):**

Ashton PS (1982) Dipterocarpaceae. Flora Malesiana, Series I, 9(2): 237–552.

**Multi-author Treatment within another Treatment:**

Weerasooriya AD, Saunders RMK & Turner IM (2014) *Mitrephora*. In: Turner IM Annonaceae. Tree Flora of Sabah and Sarawak, 8: 92‒104.

**Single-author Flora (single volume cited):**

Corner EJH (1988) Wayside Trees of Malaya. 3rd Edition. Volume 2. The Malayan Nature Society, Kuala Lumpur, ix pp. + pp. 477–861, pls. 139–236.

**Single-author Flora (all volumes cited):**

Corner EJH (1988) Wayside Trees of Malaya. 3rd Edition. Volumes 1–2. The Malayan Nature Society, Kuala Lumpur, xxii (Volume 1) + ix (Volume 2) + 861 pp., 236 pls.

**BOOK (HARD COPY)**

Bleeker P (1856) Recherches sur les Crustacés de l’Inde Archipélagique. Lange & Co., Batavia. 40 pp., 2 pls.

Corlett RT & Primack RB (2011) Tropical Rain Forests: An Ecological and Biogeographical Comparison. 2nd Edition. Wiley-Blackwell Publishers, Malden, Massachusetts, 336 pp.

King B, Woodcock M & Dickinson EC (1975) A Field Guide to the Birds of South-East Asia. Collins, London, 480 pp.

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Pan Z-M (2000) Tai Wan Shang Wa Ji (Appreciating the Frogs of Taiwan). Da Shu Wen Hua (Big Tree Culture Publishers), Taipei, 174 pp. [Text in Mandarin].

Whitmore TC (ed.) (1987) Biogeographical Evolution of the Malay Archipelago. Clarendon Press, Oxford, 147 pp.

**EBOOK**

Chong KY, Tan HTW & Corlett RT (2009) A Checklist of the Total Vascular Plant Flora of Singapore: Native, Naturalised and Cultivated Species. Raffles Museum of Biodiversity Research, National University of Singapore, Singapore, 273 pp. Uploaded 12 November 2009. [https://lkcnhm.nus.edu.sg/app/uploads/2017/04/flora\_of\_‌singapore\_tc.pdf](https://lkcnhm.nus.edu.sg/app/uploads/2017/04/flora_of_singapore_tc.pdf) (Accessed 13 December 2018).

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**MAP**

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Surveyor-General, Federated Malay States and Straits Settlements (1924) 1 Mile: 6 Inches Municipal Area, Singapore. Surveyor-General, Federated Malay States and Straits Settlements.

Survey Production Centre, South East Asia (1945) 1: 25,000 Topographic Map of Singapore. Survey Department, Federation of Malaya, Malaya.

**NEWSPAPER ARTICLE**

Today (2009) Jurong Island, 20 years ahead of schedule. Today, 26 September 2009. [http://eresources.nlb.gov.sg/‌newspapers/Digitised/Article/today20090926-1.2.32.1](http://eresources.nlb.gov.sg/newspapers/Digitised/Article/today20090926-1.2.32.1) (Accessed 24 November 2017).

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