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2Address 2

**Abstract.** [Insert an abstract of not more than 500 words and which summarises the results and conclusions clearly and concisely. The names of all newly described taxa should be mentioned. No citations should be made. An abstract and keywords are required for all articles.]

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**INTRODUCTION**

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British spelling should be used.

**Subheadings and text.** Subheadings, where applicable, should begin paragraphs as shown.

**Taxonomy and nomenclature.** All scientific names and their authorship citations 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). 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 Harries, 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 use *N. rafflesiana*,but instead use *Nepenthes rafflesiana* throughout.

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

Names of vessels (e.g., ship) should be in UPPER CASE, e.g., ‘MV DA-BFAR’, ‘RV ALBATROSS’.

Symbols, abbreviations, and acronyms should be defined the first time they are used. E.g., Bukit Timah Nature Reserve (BTNR). Widely accepted abbreviations and symbols, however, need not be defined (e.g., i.e., etc., viz., %).

**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 by 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., 35090 should be represented as 35,090. Do not begin sentences with digits, so either spell the number or indicate “A total of XX….”.

Units should be metric and follow the SI convention throughout the manuscript. Refer to ‘A Concise Summary of the International System of Units, the SI’ 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.

For mathematical symbols, use the appropriate symbols. E.g., do not use the lower case letter ‘x’ to represent the multiplication sign. Instead, use ‘×’. Use ‘−‘ for the minus sign. This is the symbol with character code 2212. Always include a space before and after the use of operation signs, e.g., a 20 × 20 m plot.

**Citations in the text.** References in the text are to be cited by the author’s surname and year of publication (separated by a comma). For a single author do the following: (Tan, 1985), (Nurul binti Muhammad, 2001); or Tan (1985), Nurul binti Muhammad (2001). For two authors, an ampersand is used: (Polhemus & Polhemus, 1988); or Polhemus & Polhemus (1988). For three or more authors, do the following: (Harrison et al., 1950); or Harrison et al. (1950).

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 and chronologically arranged, e.g., “…(Johnson, 1888, 1889; Aaron, 1905, 1910, 1912; Sinclair, 1945, 1946).

**MATERIAL & Methods**

This section should be clear and concise. Lists of abbreviations should appear here.

The depositories where zoological or botanical specimens are deposited in or distributed to must be clearly stated, along with catalogue (accession) numbers, where possible. These depositories should be responsible public institutions, and not private collections. Abbreviations of depository names should be official ones, and should be listed in this section.

key to Lorem ipsum dolor sit amet, consectetur adipiscing elit

1. Lorem ipsum dolor sit amet, consectetur adipiscing elit.. 2

– Quisque non nunc blandit, convallis magna ac, posuere purus. Mauris et nisi dolor.*. Mauris*

1. Suspendisse hendrerit dui a interdum feugiat. *Interdum*

– Fusce iaculis magna nisl, et sollicitudin ligula venenatis sed *Venenatis*

**SYSTEMATICS / CHECKLISTS**

***Generic Name* Authorship**

*Generic name specific epithet* or *specific name*Authorship, e.g., ***Adinandra dumosa*** Jack, OR ***Anthidiellum smithii*** Ritsema, 1874: 111.

*Generic name specific epithet* or *specific name* Authorship: page number.

**Key reference.** Lorem ipsum dolor sit amet (1989: 105)

**Description.** Curabitur ac ex non tellus sodales molestie non ac purus. Suspendisse potenti. Suspendisse a blandit velit, eget maximus lacus. Nulla sed velit at nibh sollicitudin aliquam. Aenean quis laoreet neque. Nunc rhoncus hendrerit rutrum. Donec fermentum magna ac libero vestibulum euismod. Praesent faucibus dolor sed ante vehicula, sit amet finibus est tristique. Curabitur condimentum nibh vitae massa ullamcorper, sed iaculis quam ullamcorper. Nunc semper tempus arcu. Etiam malesuada malesuada pretium. Etiam eget molestie nunc. Fusce tristique dui nec enim hendrerit, eu porta diam sollicitudin. Ut vestibulum mauris eu euismod bibendum.

**Material examined.** The material should be listed as follows: number of specimens and sex (remarks on specimens’ condition or measurements, where applicable), depository catalogue number, locality, collectors’ names (preceded by ‘coll.’), date of collection. Specimen lots should be separated by semicolons. If a different format is necessary, authors are required to ensure that the format is consistent throughout the manuscript. The sex of specimens must be spelt in full, not as male and female symbols. If the sex is not known, the abbreviation of the word ‘example’, ‘ex.’ will be used. Repeated localities should be given locality or station numbers, particularly with expedition material.

**Subsection 2.** Curabitur ac ex non tellus sodales molestie non ac purus.

**Subsection 3.** Morbi blandit orci vitae odio sodales ultrices.

**RESULTS & DISCUSSION**

**Figures and tables.** Cite each figure and table in the text. Tables and figures must be numbered in the order in which they are cited in the text. Widths of figures and tables should be maximised to the page printing area width of 17 cm if possible. Figures and tables should be numbered with Arabic numbers, e.g., ‘Fig. 1’, ‘Figs. 1, 2’, ‘Figs. 57’, ‘Table 2’, Tables 3, 12’, ‘Tables 1719’. Attach all figures and tables in a separate Word file with the corresponding captions. Text in tables, table headings, and figure captions should all be in 9-point Times New Roman font. An example table is shown below.

Tables must be with single spacing and formatted with no vertical lines and minimal horizontal lines (see Table 1). They should be organised to fit the page format. All tables must have their own headings, must be self-explanatory, and must not require reference to the text. Lengthy headings should be avoided, but supplementary notes are allowed. Headings should be placed above tables with a three-point space.

Table 1. An example of a table. Its caption should be in nine-point font and placed above the table. The bottom line of the caption should have a three-point font spacing. The text in the table should be in nine-point font. Place units, if any, in parentheses. Headings, if consisting of more than one word, should capitalize the first letters of the key words but not words like and, to, of, in etc.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Heading 1** | **Heading 2** | **Heading 3** | **Heading 4** | **Heading 5** |
| Entry | Entry | Entry | Entry | Entry |
| Entry | Entry | Entry | Entry | Entry |
| Entry | Entry | Entry | Entry | Entry |
| Entry | Entry | Entry | Entry | Entry |

Figures are to be in JPEG (.jpg) format with a minimum resolution of 200 dpi or 220 ppi (print resolution). All figures must have legends or captions, must be self-explanatory, and must not require reference to the text. Place caption below figure after a three-point space. In providing indications of size, scale bars are preferred, and must be inserted close to the relevant figure. A scale bar should be a simple line about 3-point thick, with the size provided in the caption (e.g., Scale bar = 1 cm). Measurements referring to identifiable parts of any figure (e.g., SL or standard length) may be included in the legend. Magnification factors or numbers are not allowed, except in EM photographs, but the exact value must be inserted by the author(s) in the final proofs. Figures should be cropped appropriately, to full size (width of 17 cm for single photographs, or 8.5 cm for double photographs. Label the various parts of a figure a, b, c, d etc. White lines separating photograph should be 3 points wide.

FIGURE

Fig. 1. An example of a figure. (Photograph by: John Lim Yew Ho).

For line drawings, the minimum resolution should be 300 dpi, and image size should be at least 800 by 600 pixels (about 210 mm by 157 mm). Authors should arrange their line drawings in such a way as to fit into an A4-sized page. Graphs are treated in the same manner as line drawings. For axis labels, place any units in parentheses at the end of the labels. Symbols used on maps should preferably be easily available for reproduction in the legend by the typesetter. A symbol should not be used in different sizes to represent different items.

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**ACKNOWLEDGEMENTS**

Acknowledgements should be concise. Present the names without titles (e.g., Prof., Dr, Mr, Ms, etc.).

**Literature Cited**

All authors cited, including authorship of taxa, must be included here. The full citations should be listed in alphabetical and chronological orders. The references should follow the formats of the examples listed below accurately, including punctuation, style and spacing. Examples of citations are below:

**Books:**

Beentje H (2010) The Kew Plant Glossary: An Illustrated Dictionary of Plant Terms. Royal Botanic Gardens, Kew, Richmond, Surrey, 160 pp.

Burnham KP & Anderson DR (2010). Model Selection and Multimodel Inference: A Practical Information-Theoretic Approach. Springer-Verlag, New York, 488 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 (Accessed 13 December 2018).

**Taxonomic Treatment in Flora:**

*Multi-author Flora with Editor(s):* Ashton PS (1982) Dipterocarpaceae. Flora Malesiana, Series I, 9(2): 237–552.

*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) pp. + 861 pp., 236 pls.

**Book Chapters:**

Ackerman BB, Lindzey FG & Hemker TP (1986) Predictive energetics model for cougars. In: Miller SD & Everett D (eds.) Cats of the World: Biology, Conservation, and Management. National Wildlife Federation, Washington DC, pp. 333–352.

McKay GM & Eisenberg JF (1974) Movement patterns and habitat utilization of ungulates in Ceylon. In: Geist V & Walther F (eds.) The Behavior of Ungulates and its Relation to Management. IUCN Publication, Morges, Switzerland, pp. 708–721.

**Journal Articles:**

Chong KY, Lee SML, Gwee AT, Leong PKF, Samsuri Ahmad, Ang WF, Lok AFSL, Yeo CK, Corlett RT & Tan HTW (2012) Herbarium records do not predict rediscovery of presumed nationally extinct species. Biodiversity & Conservation, 21: 2589–2599. DOI: [10.1007/s10531-012-0319-x](https://doi-org.libproxy1.nus.edu.sg/10.1007/s10531-012-0319-x)

Corlett RT (1992) The ecological transformation of Singapore, 1819–1900. Journal of Biogeography, 19: 411–420.

Corner EJH (1978) The freshwater swamp-forest of South Johore and Singapore. Gardens’ Bulletin Singapore, Supplement 1: 1‒266.

**Unpublished Thesis:**

Petdee A (2000) Feeding Habits of the Tiger *Panthera tigris* (Linnaeus) in Huai Kha Khaeng Wildlife Sanctuary by Fecal Analysis. Unpublished MSc Thesis, Kasetsart University, Bangkok, 92 pp. [In Thai]

**Website:**

R Core Team (2012) R: A Language and Environment for Statistical Computing. R Foundation for Statistical Computing, Vienna, Austria. <http://www.R-project.org> (Accessed 6 September 2017).

US Forest Service, Pacific Island Ecosystems at Risk (PIER) (2005) *Pangium edule* Reinw., Achariaceae. Last updated 2 January 2008. Institute of Pacific Islands Forestry, Forest Service, US Department of Agriculture, USA. <http://www.hear.org/pier/species/pangium_edule.htm> (Accessed 14 December 2018).

**Newspaper Articles:**

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).

Toh WL (2018) Balcony beauties. The Straits Times, 19 May 2018, pp. D4–D5.

Zachariah NA (2017) Urban farming in Singapore has moved into a new, high-tech phase. The Straits Times, 3 June 2017. <http://www.straitstimes.com/lifestyle/home-design/fresh-ideas-for-city-farms> (Accessed 7 August 2017).

**Maps:**

Singapore Mapping Unit (1982) 1: 25,000 Topographic Map of Singapore. Mapping Unit, Ministry of Defence, Singapore.

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.

**APPENDIX: AUTHOR’S CHECKLIST**

**Page Layout**

* The page is A4 size, with 2-cm margins on all four sides.
* The text is in Times New Roman, font size 10, right justified, single line spacing with 0 point spacing before and after.
* The page number is added to bottom of each page (Times New Roman, font size 10, centred).
* The header on odd pages other than the first page says (in Times New Roman, font size 10, centred): *NATURE IN SINGAPORE* 20XX
* The header on even pages says (in Times New Roman, font size 10, centred) the author’s last name (single author, e.g., Lim; two authors, e.g., Lim & Tan; three or more authors, e.g., Lim et al.), followed by a colon, and the full or shortened title of the article (in sentence case).

**Compulsory Elements and Style Conventions**

* The article has an Introduction.
* The article has a section for Acknowledgements.
* The article has a section for Literature Cited.
* Scientific names follow the International Code of Zoological Nomenclature (ICZN) or International Code of Nomenclature for Algae, Fungi, and Plants (ICN) guidelines.
* Common names are not capitalised unless they include proper nouns.
* Units used follow the SI convention.
* For in-text citations listing more than one reference, they are arranged in chronological order, with the earliest published article cited first.
* All in-text citations have their full citations included in the Literature Cited section.
* All citations in the Literature Cited section correspond to at least one in-text citation (references not cited in the text are excluded from Literature Cited).
* The citation format consistently and strictly follows that of the given examples.
* British and not American English spelling is used throughout.
* Do not use the Oxford comma for lists, e.g., do this: ‘The flower consists of the pedicel, sepals, petals, stamens and carpels.’ and not this: ‘The flower consists of the pedicel, sepals, petals, stamens, and carpels.’

**Figures and Tables**

* Figures, when applicable, have scale bars placed closed to the subject, or measurements referring to identifiable parts included in the figure captions. Place the scale bars at the left bottom corner of the figure unless it obscures the subject of the figure.
* All figures and tables are mentioned in the main text.
* All figures and tables are enumerated according to their sequence of appearance in the text.
* Figures with two or more parts (a, b, c etc.) have labels whose text is editable.
* Figure captions and table headings are numbered according to their sequence of appearance in the text, are of font size 9, and placed a 3-point space away from each figure or table.