

**STYLE GUIDE FOR NATURE IN SINGAPORE  
AND LEE KONG CHIAN NATURAL HISTORY MUSEUM EBOOKS  
(FOR EDITORS)**

Manuscripts for Nature in Singapore (NiS) or the Lee Kong Chian Natural History Museum EBooks (LKC�HM EBooks) series must conform to these style conventions.

**1. Elements of a Publication in NiS**

(not applicable to LKC�HM EBooks manuscripts)

- a. The title should be clear and concise. The higher classification of any animal taxon in the title should be placed in parentheses, separated by colons, in descending order, e.g.: ‘The Pontonine shrimps (Crustacea: Decapoda: Palaemonidae) from Singapore’. The family name of any plant taxon in the title should be placed in parentheses, e.g.: ‘The status and distribution in Singapore of *Calanthe pulchra* (Bl.) Lindl. (Orchidaceae)’ for Nature in Singapore articles. If a colon is used within the title, capitalise the first word after it, e.g., ‘The cicadas of Thailand: An account of their general and particular characteristics’.
- b. Manuscripts should be arranged into sections. A general guideline will include the following sections but add or subtract sections as suits the contents:
  - i. Abstract (compulsory)
  - ii. Key words (compulsory)
  - iii. Contents (if applicable; include a table of contents for long manuscripts)
  - iv. Introduction (compulsory)
  - v. Material and Methods
  - vi. Taxonomy/Systematics (if applicable)
  - vii. Results and Discussion (the Results and Discussion can also be separate sections)
  - viii. Acknowledgements
  - ix. Literature Cited
  - x. Appendix(ces), if any
- c. For short manuscripts on a single species, such as first sightings (e.g., for birds or mammals), new records (for animal or plant species), rediscoveries of nationally extinct animal or plant species, or commentaries on nationally threatened (critically endangered, endangered or vulnerable) species, a general guideline will be:
  - i. Abstract
  - ii. Key Words
  - iii. Introduction
  - iv. Details of Sighting/Collection/Discovery (including the date, time [if applicable], and locality)
  - v. Specimen Details (if applicable; name[s] of collector[s], collector’s or collectors’ number, museum or herbarium where the specimen was deposited)
  - vi. Acknowledgements
  - vii. Literature Cited
- d. British and not American spelling should be used throughout.

**2. Taxonomy, Nomenclature, and Others**

(points from point 2 onwards are applicable to NiS and LKC�HM EBooks manuscripts)

- a. All scientific names must be used in accordance with the International Code of Nomenclature for Algae, Fungi, and Plants (Shenzhen Code, 2018) (for names of algae, fungi and plants) and the 4<sup>th</sup> Edition of the International Code of Zoological Nomenclature (1999) which came into effect on 1 January 2000 (for zoological names).
- b. All generic, specific and subspecific names must be italicised, e.g., ‘*Acridotheres javanicus*’, ‘*Trachemys scripta elegans*’, ‘*Nepenthes rafflesiana*’, ‘*Adenia macrophylla* var. *singaporeana*’ except where the text is italicised. Do not abbreviate any scientific names throughout the entire article, i.e., do not use ‘*A. javanicus*’, ‘*T. scripta elegans*’, ‘*A. macrophylla* var. *singaporeana*’.
- c. Common names of organisms should be written in lower case throughout, except for the 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’.

- d. Common names and words and phrases of non-English origin, including common Latin words and phrases, should not be italicised, e.g., ‘toman’, ‘common kelat’, ‘sensu stricto’, ‘et al.’, ‘fide’.
- e. Names of vessels (e.g., ship) should be in UPPER CASE, e.g., ‘MV DA-BFAR’, ‘RV ALBATROSS’.
- f. 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., %).

### 3. Numbers, Units and Mathematical Expressions

- a. The Arabic numeral ‘1’ should not be substituted by the upper case letter i (‘I’) or lower case letter L (‘l’).
- b. 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). For ease of reading, use a comma as a thousands separator when representing numbers with three digits or more. E.g., ‘35090’ should be represented as ‘35,090’.
- c. Units should be metric and follow the SI convention throughout the manuscript. Refer to [A Concise Summary of the International System of Units](#) for clarification.
- d. SI recommends the use of negative exponential in units (negative numbers as superscripts), i.e., use ‘25 mg cm<sup>-3</sup>’ instead of ‘25 mg/cm<sup>3</sup>’.
- e. Units should always have a space preceding them (e.g., 240 mm, 1 mg dm<sup>-3</sup>) 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.
- f. Place units for axis labels or table headings in parentheses, e.g., Length (mm).
- g. 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 the minus sign (–) 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.

### 4. Time, Dates and Geographic Designations

- a. Time should be represented using 24-hour notation without colons (e.g., 2300 hours instead of 11 p.m.).
- b. When dates are used, no ordinal indicator is required for the day, and the month and year should be represented in the following format: 1 October 2007.
- c. For the mention of decades, omit the apostrophe. Do not abbreviate years to two digits. E.g., ‘1990’s’ or the ‘‘90s’ should be presented as ‘1990s’.
- d. The appropriate regional authority for names of geographical locations should be followed by equivalent terms in English within square brackets, e.g., Ampang [= District], Pulau [= Island], Teluk [= Bay].
- e. When representing geographic coordinates, present the latitude (with directional designation N or S) first, followed by a comma and then longitude (E or W). Numbers and symbols are represented without spaces, and a leading zero is used for degrees, minutes and seconds less than 10. Use the prime symbol (not a single quotation mark or apostrophe) for minutes and the double prime symbol (not a double quotation mark) for seconds (e.g., 01°23’34”N, 103°59’11”E).
- f. Directions (north, south, east, west, and their combinations) should be written in lower case unless used as a proper noun (e.g., south of Singapore, Southeast Asia, North Pole).

### 5. Punctuation

- a. Please note the appropriate use of punctuation marks at all times.

- b. The serial comma (also known as the Harvard comma or Oxford comma) is not to be employed preceding the final item in a list of three or more items, e.g., This species is naturally distributed from Thailand, Peninsular Malaysia, Singapore and Bangka.
- c. The en dash (–; symbol with character code 2013) is used to indicate a closed range of values (e.g., pp. 1–21, 0800–1000 hours) or a relationship between two things (e.g., insect–plant interaction, human–wildlife conflict).
- d. The em dash (—; symbol with character code 2014) is used like a colon, bracket or inserter comma. It should be used without a space between the adjacent words. E.g., ‘The petals occur in three colours: white, light blue and dark blue.’ can be substituted by ‘The petals occur in three colours—white, light blue and dark blue.’ ‘Three petal colours (white, light blue and dark blue) can be found.’ can be substituted by ‘Three petal colours—white, light blue and dark blue—can be found.’ ‘Some plant species, on the other hand, have petals of only one colour.’ can be substituted by ‘Some plant species—on the other hand—have petals of only one colour.’ A general guideline will be to avoid using the em dash in formal writing unless clarity of the sentence increases with its use. The use of em dashes in titles is inappropriate, and should be replaced with a colon (:).
- e. The minus sign (−; symbol with character code 2212) should be used as a mathematical symbol to indicate negative values or as the operation of subtraction.
- f. For parentheses within a parenthetical, use the square brackets for the inner set and the round brackets for the outer ones. E.g., “...and pigeons (species of *Treron* [Fig. 13], *Ducula*, and *Ptilinopus*).” Square brackets are also to be used when translating foreign terms, e.g., “...the Pontianak [female vampire in Malay folklore]...”.

## 6. Citations in the Text

- a. References in the text are to be cited by the author’s surname and year of publication (separated by a comma).
  - b. 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).
  - c. For two authors, an ampersand is used: (Polhemus & Polhemus, 1988); or Polhemus & Polhemus (1988).
  - d. For three or more authors, do the following: (Harrison et al., 1950); or Harrison et al. (1950).
    - i. Citations of direct quotations in the text should include the page number(s) and should take the following form
      - 1) Cantor (1846: 195) stated that “.....”
    - ii. 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).”
    - iii. For authorship of scientific names, note the following:
      - 1) For a botanical name, it should follow the International Code of Nomenclature for Algae, Fungi, and Plants, e.g., ‘*Adinandra dumosa* Jack’, ‘*Amischotolype gracilis* (Ridl.) I.M.Turner’, ‘*Magnolia villosa* (Miq.) H.Keng’, ‘*Dendrophthoe falcate* (L.f.) Ettingsh.’, ‘*Pemphis acidula* J.R. & G.Forst.’, ‘*Isachne kunthiana* (Wight & Arn. ex Steud.) Miq.’, ‘*Isachne pulchella* Roth ex Roem. & Schult.’
- 2) For a zoological name, it should follow the format as designated by the International Code of Zoological Nomenclature. Where names are changed combinations, with authorship in parentheses, e.g., ‘*Lutra sumatrana* (Gray, 1865)’, care should be taken when citing other references together with such zoological names. There should be a clear indication that the cited reference is not a taxonomic authority, either by modification of the citation, e.g., ‘In Asia, there is intraspecific variation of *Lutra lutra* (see Harris, 1968).’; or by rearrangement of the text, e.g., ‘There is intraspecific variation of *Lutra lutra* in Asia (Harris, 1968).’

## 7. Literature Cited

- a. All authors cited, including authorship of taxa, must be listed at the end of the manuscript under the section Literature Cited. The full citations should be listed in alphabetical and chronological orders. All the literature cited must have a hanging indent of 0.5 cm. All references should be complete. The surname of the author appears first, followed by his/her 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.
- b. Journal article references should each include the year of publication, the title of the article in sentence case (except the capitalisation of the first word following a colon), the journal name in full, the volume number and page numbers. There is no need to include issue numbers. Please see the examples below.
- c. Book references should each include the name(s) of the author(s) (author(s) surname appears first, followed by his/her initials), the year of publication, the title of the chapter in sentence case, the name(s) of the editor(s), the title of the book (in title case), 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.'.
- d. The references should follow the formats of the examples listed below accurately, including punctuation, style and spacing. **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.**

### 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 EJM (1988) *Wayside Trees of Malaya*. 3<sup>rd</sup> Edition. Volume 2. The Malayan Nature Society, Kuala Lumpur, ix pp. + pp. 477–861, pls. 139–236.
- Single-author Flora (all volumes cited)*: Corner EJM (1988) *Wayside Trees of Malaya*. 3<sup>rd</sup> Edition. Volumes 1–2. The Malayan Nature Society, Kuala Lumpur, xxii (Volume 1) + ix (Volume 2) pp. + 861 pp., 236 pls.

### Book (Hardcopy)

- Bleeker P (1856) *Recherches sur les Crustacés de l'Inde Archipélagique*. Lange & Co., Batavia. 40 pp., pls. 1, 2.
- Corlett RT & Primack RB (2011) *Tropical Rain Forests: An Ecological and Biogeographical Comparison*. 2<sup>nd</sup> 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.
- Koeniger N, Koeniger G & Tingek S (2010) *Honey Bees of Borneo—Exploring the Centre of Apis Diversity*. Natural History Publications (Borneo), Kota Kinabalu, xix + 262 pp.
- Medway Lord (1977) *Mammals of Borneo: Field Keys and an Annotated Checklist*. Monographs of the Malaysian Branch of the Royal Asiatic Society No. 7, Kuala Lumpur, 172 pp., 24 pls.
- 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.

**Book (Electronic) or 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://lkenhm.nus.edu.sg/app/uploads/2017/04/flora\\_of\\_singapore\\_tc.pdf](https://lkenhm.nus.edu.sg/app/uploads/2017/04/flora_of_singapore_tc.pdf) (Accessed 13 December 2018).

**Book Chapter**

- 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.
- Lim KKP, Baker N, Teo R & Leong TM (2008) Reptiles. In: Davison GWH, Ng PKL & Ho HC (eds.) *The Singapore Red Data Book. Threatened Plants & Animals of Singapore. 2nd Edition*. The Nature Society (Singapore), Singapore, pp. 160–176.
- 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.
- Nakasone Y & Agena M (1984) Role of crabs as degrader of mangrove litters in the Okinawan mangals, and food habits of some estuarine fishes. In: Ikehara S & Ikehara N (eds.) *Ecology and Physiology of the Mangrove Ecosystem*. College of Science, University of Ryukyus, Okinawa, pp. 153–167.

**Conference Proceedings**

- Naiyanetr P (1978) Six new species of freshwater crabs of Thailand. Abstracts of the National Conference on Agricultural and Biological Sciences. Kasetsart University, Bangkok, p. 84.
- Singapore Meteorological Service (1986) A study of the urban climate of Singapore. In: Chia LS, Lee HC, Rahman A, Tong PL & Woo WK (eds.) *Proceedings: The Biophysical Environment of Singapore and its Neighbouring Countries*. Geography Teachers' Association, Singapore, pp. 50–76.

**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).
- Stevens PF (2001 onwards) Angiosperm Phylogeny Website. Version 14, July 2017 [and more or less continuously updated since]. <http://www.mobot.org/MOBOT/research/APweb/> (Accessed 18 December 2018).
- 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](http://www.hear.org/pier/species/pangium_edule.htm) (Accessed 14 December 2018).

**Map**

- 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.

**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> (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).

**INDEX**

- Abbreviations or Acronyms:** Define abbreviations or acronyms for the first time they are used, e.g., Bukit Timah Nature Reserve (BTNR).
- Acknowledgements:** Note that it is “Acknowledgements” and not “Acknowledgments”. Writing should be concise and relevant. Names are represented without titles.
- Address(es):** Addresses of authors should be accurate and up-to-date, with no comma or period at the end of each line of a multi-line address.
- Author(s):** When referring to authors in the main text, use acronyms of their names, e.g., John E. Smith = JES. No titles are to be used.
- Abstract:** Compulsory for all articles. The abstract should not contain any references.

**Brackets:** See ‘**Parentheses**’.

**Citations:** For **in-text citation**, see point 6, p. 3; for **Literature Cited**, see point 7, pp. 4–5.

**Corresponding author:** One corresponding author is preferred. The email address provided should be valid and up-to-date.

**Dashes:** See ‘**Hyphen**’, ‘**En dash**’, ‘**Em dash**’ and ‘**Minus Sign**’.

**Date:** Represent dates as 1 October 2007 (without ordinal indicator for the day).

**Decades:** For the mention of decades, omit the apostrophe. E.g., 1990’s should be presented as 1990s.

**Degrees Celsius:** Use a degree symbol, not a superscript lowercase “o”, without a space between the number and the unit. E.g., 30.4°C.

**Directional designation:** This is written in lower case unless used as a proper noun (e.g., south of Singapore, Southeast Asia, North Pole).

**EBook:** This is the abbreviation for electronic book.

**En dash:** The en dash (–; symbol with character code 2013) is used to indicate a closed range of values (e.g., pp. 1–21, 0800–1000 hours) or a relationship between two things (e.g., insect–plant interaction). There should be no spaces between adjacent words or numerals, except when it is more confusing without (e.g., write ‘12–17 January 1998’ and not ‘12 – 17 January 1998’ but write ‘24 August 2002 – 1 September 2002’ and not ‘24 August 2002–1 September 2002’).

**Em dash:** The em dash (—; symbol with character code 2014) is used to demarcate a break of thought or to indicate an unfinished sentence. It should be used without a space between the adjacent words. A general guideline will be to avoid the em dash in formal writing unless clarity of the sentence increases greatly with its use. The use of em dashes in titles is inappropriate, and should be replaced with a colon (:).

**Figures:** All figures must be cited in the text. Enumerate labels according to the order that they were cited. Figures should be of suitable quality, and expanded to the width of the page printing area (17 cm), or 8.5 cm if two figures are to be placed side by side. Compress figures to 200 or 220 ppi to minimise the file size. Captions should be placed below the figure, after a 3-point line space, and in font size 9. Scale bars or measurements of identifiable parts must be included where applicable.

**Footer or page footer:** The page number is centred, in Times New Roman, font size 10 points for NiS articles or 12 points for LKCNHM EBooks.

**Foreign words:** Foreign language-derived words and non-English names will be printed in normal font (unitalicised) unless the rest of the text is italicised, e.g., et al., in vivo, sp. nov., tembusu, ikan haruan, etc.

**Geographic coordinates:** Present the latitude (with directional designation N or S) first, followed by a comma and then longitude (E or W). Numbers and symbols are represented without spaces, and a leading zero is used for degrees, minutes, and seconds less than 10. Use the prime symbol (i.e., “’”, not a single quotation mark or apostrophe) for minutes and the double prime symbol (“ ””, not a double quotation mark) for seconds (e.g., 01°23’34”N, 103°59’11”E).

**Geographical locations:** The appropriate regional authority for names of geographical locations should be followed by equivalent terms in English within square brackets, e.g., Ampang [= District], Pulau [= Island], Teluk [= Bay].

**Graphs:** These are treated as line drawings. Axis labels should have their units placed in parentheses at the end of the labels.

**Header or Page header:** The odd page header (except first page without header) should read “NATURE IN SINGAPORE 20XX” in font size 10, Times New Roman. The even page header should contain the author’s last name and the full or shortened title of the article.

**Hyphen:** Use the hyphen (-) for units of measure only when they are used as an adjective. E.g., 2-day period, 100-m transect.

**Key words:** 4–6 key words are required after the abstract, in lower case unless a key word is a proper noun. The line should not end with a period. The heading should read “**Key words.**” in two words, instead of “keywords”.

**Line drawings:** The minimum resolution should be 300 ppi, and image size should be at least 800 by 600 pixels (about 210 mm by 157 mm). Line drawings should be arranged in such a way as to fit into an A4-sized page.

**LKCNHM:** This is the abbreviation for the Lee Kong Chian Natural History Museum.

**LKCNHM EBooks:** This is the abbreviation for the Lee Kong Chiang Natural History Museum Electronic Books.

**Malay words:** The modern spelling as prescribed by Kamus Dewan, 3rd Edition or later versions should be used, e.g., “air” not “ayer”, “cat” not “chat”, etc.

**Map:** 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.

**Margins:** See ‘**Page layout**’.

**Material and Methods:** Note that it is “Material” and not “Materials”.

**Mathematical expressions:** Use the appropriate symbols. E.g., do not use the lower case X (x) to represent the multiplication sign. Instead, use ‘×’. Use the minus sign (–; symbol with character code 2212) for the minus sign and not the en dash (–; symbol with character code 2013).

**Names of publications:** These should be represented in normal font (not italicised) unless the rest of the text is italicised.

**Minus sign:** The minus sign (–; symbol with character code 2212) should be used as a mathematical symbol to indicate negative values or as the operation of subtraction.

**Newspaper articles:** In the event that newspaper articles are cited, it should follow this format: Author(s), year of publication. Title of article in sentence case. Newspaper Name in Title Case, date of publication, page number range

(for hardcopy articles; omitted for online articles). (Date of access only for online articles). All should follow the NiS format.

**NiS:** This is the abbreviation for Nature in Singapore.

**Numbers:** When representing numbers less than 10, spell in full, unless in a measurement, a designator, or in a range (e.g., five species, 4 min, day 2, 2–3 days). Large numbers (more than three digits) should contain a comma as the thousands separator (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...”.

**Page layout:** Page layout should be A4-sized with 2-cm margins on all four sides, and text in a single column, right justified.

**Page number:** See ‘**Footer or page footer**’.

**Parentheses:** Units for axis labels or table headings are to be placed in parentheses, e.g., Length (mm). For parentheses within a parenthetical in text, use the square brackets for the inner set. E.g., “...and pigeons (species of *Treron* [Fig. 13], *Ducula*, and *Ptilinopus*).” Square brackets are also to be used when translating foreign terms, e.g., the Pontianak [female vampire in Malay folklore]...

**Point form:** When a list is created in point form, standardise the use of a 0.5-cm hanging indent.

**Scale bars:** Scale bars are preferred to indicate the magnification for figures. It should be a simple line, black or white (to contrast with the background) about 3-point thick, with the size indicated in the caption (e.g., Scale bar = 1 cm).

**Scientific names:** Scientific names of species and lower taxonomic ranks should be italicised, but words or abbreviations not part of the Latin name itself should not be in italics. E.g., *Homo sapiens*, *Asystasia gangetica* subsp. *micrantha*, *Adenia macrophylla* var. *singaporeana*. They should be used in accordance with the 4<sup>th</sup> Edition of the International Code of Zoological Nomenclature (1999) or the International Code of Nomenclature for algae, fungi, and plants. All scientific names should not be abbreviated throughout the article or book.

**Serial comma (Harvard comma, Oxford comma):** The serial comma is not to be employed preceding the final item in a list of three or more items, e.g., avoid this: ‘The species ranges naturally over Thailand, Peninsular Malaysia, Singapore, and Bangka.’ but instead do this: ‘The species ranges naturally over Thailand, Peninsular Malaysia, Singapore and Bangka.’

**Species:** Where the word ‘species’ is used, it should be spelt in full, whether for singular or plural form, e.g., *Channa* species, species of *Channa*, 24 species of vascular plants.

**Spelling:** British and not American spelling should be used.

**Square brackets:** See ‘**Parentheses**’.

**Subspecies:** Where used in the name of a subspecies, it should be abbreviated ‘subsp.’, e.g., *Asystasia gangetica* subsp. *micrantha*. Where it is used other than in a name, it should be spelt in full, e.g., subspecies (singular or plural).

**Subheading:** Subheadings should begin paragraphs in bold-italicised typeface, followed by a period, a space, and an em dash.

**Symbols:** Symbols that are widely accepted do not need definition (e.g., %), but uncommon symbols used should be defined the first time they appear in the text.

**Tables:** All tables must be cited in the text. Number labels according to the sequence in which they are cited. Widths are to be extended to 17 cm (page printing area width). For tables with rows that break across a page, repeat the header row on each page. Headings should be placed above the table, separated by a 3-point space, and in font size 9.

**Thousands separator:** See ‘**Numbers**’.

**Time:** Time is expressed as hours, e.g., 7.30 pm is expressed as 1930 hours (not hrs).

**Title:** The title of article is in uppercase, and in font size 10. In citations, when citing a title, if a colon is used, always capitalise the first word after it (e.g., The cicadas of Thailand: An account of their general and particular characteristics).

**Units:** Units should be metric and follow the SI convention. Refer to [A Concise Summary of the International System of Units](#) for clarification. There should always be a space preceding units, except when they used as adjectives (see ‘**Hyphen**’), or when representing degrees of temperature (see **Degrees Celsius**). SI recommends the use of negative exponential in units (negative numbers as superscripts), i.e., use 25 mg cm<sup>-3</sup> instead of 25 mg/cm<sup>3</sup>. Place units for axis labels or table headings in parentheses, e.g., Length (mm).

**Variety:** Where used in the name of a variety, it should be abbreviated ‘var.’, e.g., *Adenia macrophylla* var. *singaporeana*. Where it is used other than in a name, it should be spelt in full, e.g., variety (singular), varieties (plural).

**Website:** When citing a website, if insufficient information is available on the site for the full citation according to the stated format, it is up to the Editorial Board to decide on the appropriate presentation.