

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

Manuscripts for Nature in Singapore or the Lee Kong Chian Natural History Museum Books series must conform to these style conventions.

1. **Elements of a Publication in Nature in Singapore**  
(not applicable to Lee Kong Chian Natural History Museum Books 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)’. 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 be:
    - i. Abstract
    - ii. Key words
    - iii. Contents (if applicable; include a table of contents for long manuscripts)
    - iv. Introduction
    - v. Materials and Methods
    - vi. Taxonomy/Systematics (if applicable)
    - vii. Results and Discussion
    - viii. Acknowledgements
    - ix. Literature Cited
    - x. Appendix(ces), if any
  - c. For short manuscripts on single species, such as first sightings (e.g., for birds or mammals), new records (for animal or plant species), rediscoveries of nationally extinct animal and 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 of deposition)
    - 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 Nature in Singapore and Lee Kong Chian Natural History Museum Books manuscripts)
  - a. All scientific names must be used in accordance with 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), and the International Code of Nomenclature for Algae, Fungi, and Plants (Melbourne Code, 2011) (for names of algae, fungi, and plants).
  - 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 put *A. javanicus*, *N. rafflesiana*.
  - c. 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”.

- 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 en dash (–) for the minus sign. 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. Punctuations

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

- b. The serial comma (also known as the Harvard comma, Oxford comma) is to be employed preceding the final item in a list of three or more items, e.g., The species ranges naturally over Thailand, Peninsular Malaysia, Singapore, and Bangka.
- c. The en dash (–) 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., NParks–NUS collaboration).
- d. The em dash (—) 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 with its use. The use of em dashes in titles is inappropriate, and should be replaced with a colon (:).
- e. 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), (Abdul Rahman, 2001); or Tan (1985), Abdul Rahman (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 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).”
    - 2) For a botanical name, it should follow the International Code of Nomenclature for algae, fungi, and plants, e.g., “*Adinandra dumosa* Jack”, “*Amischatolype 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.”.

## 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

- Corlett RT (1991a) Plant succession on degraded land in Singapore. *Journal of Tropical Forest Science*, 4: 151–161.
- 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.
- Laman TG (1996) The impact of seed harvesting ants (*Pheidole* sp. nov.) on *Ficus* establishment in the canopy. *Biotropica*, 28: 777–781.
- Murphy DH (1990) The natural history of insect herbivory on mangrove trees in and near Singapore. *Raffles Bulletin of Zoology*, 38: 119–204.
- van Steenis CGGJ & Veldkamp JF (1987) Botanical guide to the sandy sea shores of Malesia. *Flora Malesiana Bulletin*, 9: 421–428.

### Taxonomic Treatment in a Flora

- Ashton PS (1982) Dipterocarpaceae. *Flora Malesiana, Series I*, 9: 237–552.
- Ridley HN (1924) Apetalae (1967 reprint). *The Flora of the Malay Peninsula*, 3: 1–405.
- Weerasooriya AD, Saunders RMK & Turner IM (2014) *Mitrephora*. In: Turner IM *Annonaceae. Tree Flora of Sabah and Sarawak*, 8: 92–104.

### Book

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

### Book Chapter

- Corlett RT (1991b) Vegetation. In: Chia LS, Rahman A & Tay BH (eds.) *The Biophysical Environment of Singapore*. Singapore University Press, Singapore. Pp. 134–161.
- Corlett RT (in press) Pollination or seed dispersal: Which should we worry about most? In: Dennis AJ, Schupp EW, Green RJ & Westcott DW (eds.) *Seed Dispersal: Theory and its Application in a Changing World*. CABI Publishing, Wallingford, UK.
- 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*. 2<sup>nd</sup> Edition. The Nature Society (Singapore), Singapore. Pp. 160–176.
- 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.

**Abstract in 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**

- Stevens PF (2001 onwards) Angiosperm Phylogeny Website. Version 7, May 2006 [and more or less continuously updated since]. <http://www.mobot.org/MOBOT/research/APweb/>. (Accessed 7 August 2007).
- US Forest Service, Pacific Island Ecosystems at Risk (PIER), 2006. *Ochna thomasiana* Engl. & Gilg, Ochnaceae. US Forest Service, Pacific Island Ecosystems at Risk, USA. [http://166.122.60.44/pier/species/ochna\\_thomasiana.htm](http://166.122.60.44/pier/species/ochna_thomasiana.htm). Last updated 23 November 2008. (Accessed 19 June 2010).

**Maps**

- Singapore Mapping Unit (1982) 1: 25,000 Topographic Map. 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.
- Surveyor-General, Malaya (1953) 1: 25,000 Singapore Provisional Issue. Survey Department, Federation of Malaya, Malaya.
- Survey Production Centre, South East Asia (1945) 1: 25,000 Topographic Map. Survey Department, Federation of Malaya, Malaya.

**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>. (Accessed 24 November 2017).
- 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 December 2017).

**INDEX**

- Abbreviations/Acronyms:** Define abbreviations/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. 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. 3–5.
- Corresponding author:** One corresponding author is preferred. The email address provided should be valid and up-to-date.
- Dashes:** See ‘Hyphen’, ‘En dash’, and ‘Em dash’.
- 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., 10°C.
- Directional designation:** This is written in lower case unless used as a proper noun (e.g., south of Singapore, Southeast Asia, North Pole).
- En dash:** The en dash (–) 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., NParks–NUS collaboration). There should be no spaces between adjacent words or numerals, except when it is more confusing without (e.g., 12–17 January 1998; 24 August 2002 – 1 September 2002).
- Em dash:** The em dash (—) 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 decent 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.

**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.

**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’.

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

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

**Names of publications:** These should be represented in normal font (unitalicised) unless the rest of the text is italicised.

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

**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) and the International Code of Nomenclature for algae, fungi, and plants. All scientific names should not be abbreviated throughout the article.

**Serial comma (Harvard comma, Oxford comma):** The serial comma is to be employed preceding the final item in a list of three or more items, e.g., 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 emdash.

**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.