



*Transactions of the Royal Society of South Africa*

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Dear Colleagues,

**TTRS 70(2): Special issue to honour the achievements of Prof. Louis Scott in the field of palaeobotany**

We hope very much that you will join us in recognising Louis's achievements by submitting a manuscript to be considered for inclusion in this special issue of the *Transactions of the Royal Society of South Africa*. Louis is a Fellow of the Royal Society of South Africa so we feel it is particularly appropriate for us to honour him in the journal.

**We look forward to hearing from you as soon as possible thatr you will be able to join us in this venture and intend submitting your manuscript by the deadline of **31<sup>st</sup> September 2014**.**

The following information will help make submission as painless as possible.

- Before you submit your manuscript you need to create an account. To do this go to <http://mc.manuscriptcentral.com/ttrs> and follow the appropriate links.
- Ensure that you remove all author identifiers from the first page of the manuscript because we operate a double-blind review process. If you wish you may upload a separate title page, which must be identified as not for review.
- When preparing your manuscript please consult, and comply with, our Instructions to Authors at <http://www.tandfonline.com/action/authorSubmission?journalCode=ttrs20&page=instructions> and below.
- Please provide the names and current email addresses of potential reviewers to speed up the review process and make the Editor's job easier.
- At <http://www.tandfonline.com/toc/ttrs20/current#.Um92hfIJOAg> you will find the latest issue of the *Transactions*, which can act as an example.
- If you still have queries, the *Transactions* Editor will do her best to answer them.

Regards,

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Guest Editors, *Transactions of the Royal Society of South Africa* 70(2)

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**Notes for authors**

Papers reporting the results of research in all branches of science, engineering, medicine, the history of science and related fields as well as brief communications, review articles, longer monographs, conference proceedings, memorial volumes and *festschriften* will be considered for publication in the *Transactions*.

**Format should conform to that in the *Transactions* volume 66, part 3, 2011.**

**The following guidelines apply:**

1. Copies of the typescript, preferably in Microsoft Word or RTF (Rich Text Format) but not in PDF format, should be submitted electronically at <http://mc.manuscriptcentral.com/ttrs>.
2. Papers containing extensive **mathematical equations** may be submitted in other formats, such as LaTeX.
3. All contributions should use English, not American spelling. In variant spellings, the suffix ‘ise’ is preferred to ‘ize’. Double quotation marks (unless a quote within a quote) should delimit direct quotes. A comma is required between author name or *et al.* and date in citations (e.g., Dalton, 2005; Dalton *et al.*, 2006).
4. Papers should be clear and concise with the number of tables and illustrations commensurate with the extent of the text. All pages should be numbered consecutively.
5. Full length papers should be prefaced by an abstract followed by keywords. Where possible, the text should be subdivided into sections such as Introduction, Materials and Methods, Results and Discussion. Acknowledgements, if any, should follow the Discussion and immediately precede the References.
6. Any review of the literature included in research papers should be concise and restricted to closely pertinent papers.
7. Figures should comprise clear black-and-white drawings, graphs, maps or monochrome photographs. Colour illustrations can be included by special arrangement. Original photographs and figures should only be supplied once the paper is accepted. Figures involving graphs, bar charts or maps should be computer generated where possible, with specification of the computer package used. Fills in such figures must be well differentiated for monochrome reproduction. Letters, figures and symbols must be clearly printed, and large and bold enough to allow reduction. The number of the figure/photograph must be written lightly in soft pencil on the back. Legends must be typed on a separate sheet, not attached to the figures. All figures must be perfect in regard to graphical representation and labelling.
8. **Preparation of electronic figures**
  - If monochrome figures need to be scanned, this should be done at **1200 dots per inch (dpi)** using the **line-art** option in the scanning software [*i.e.*, **not to be scanned as, for example, RGB images**], saved as TIFF files, and compressed (zipped) to reduce file size. Photographs (greyscale or colour) should be scanned at **350 dpi** and, using the scanner software, at the same time scaled to the envisaged size in print. These should then also be zipped to reduce file size.
  - Graphs and line-drawings should ideally be composed in, or imported into, CorelDraw 10 (or lower), and once scaled to the envisaged size in print, the thicknesses of all lines should be adjusted 0.4
  - point or higher. All RGB elements, be they lines or fills, should be converted to CMYK.
  - Figures produced in Microsoft Excel, Encapsulated PostScript, and certain types of JPEGs (at a resolution of 350 dpi) are usually acceptable. Illustrations in PowerPoint are unacceptable.
  - Even if embedded in a word-processed file, all figures must be supplied as **separate digital files**, which are of sufficient resolution at the final envisaged size; the same resolution as for

scanned images applies, namely 1200 dpi for line-drawings and 350 dpi for greyscale and colour images. Images at 72 dots per inch (typical Web resolution and the default resolution of some scanners) must be at least five times the envisaged size in print, for downscaling to increase resolution.

9. Tables should be typed on separate pages, and should be numbered consecutively with arabic numerals. All tables must have descriptive headings and should be understandable without reference to the text.
10. References should be listed alphabetically at the end of the paper, in the format shown below. The full title of each journal must be given.

DARVILL, A. 2006. Tidal power. <http://home.clara.net/darvill/altenerg/tidal.htm> (accessed 3 May 2006).

HEEMSTRA, P.C. 1973. A revision of the shark genus *Mustelus* (Squaliformes: Carcharhinidae). Unpublished PhD thesis, University of Miami.

MOLSKI, M. 1997. Is electric charge a superluminal particle? *Physics Essays* **10**: 18–21.

MOREAU, R.E. 1966. *The Bird Faunas of Africa and its Islands*. London, Academic Press.

STOPFORD, J.S.B. 1938. The Manchester period. In Dawson, W.R. (Ed.) *Sir Grafton Elliot Smith, a Biographical Record by his Colleagues*. London, Jonathan Cape. pp. 151–165.

TOBIAS, P.V., WANG, Q. & CORMACK, J.L. 2001. The establishment of palaeo-anthropology in South Africa and China: with especial reference to the remarkably similar roles of Raymond A. Dart and Davidson Black. *Transactions of the Royal Society of South Africa* **56**: 1–9.
11. Footnotes should be avoided.
12. Metric units (SI), decimal points and the 24-hour clock (e.g. 20h00) are to be used, dates expressed in the form 31 January 1947 and short dates (in tables) as dd/mm/yyyy. Spaces are used between groups of three digits where these exceed four in number (e.g. 4000 but 100 000). Only standard abbreviations are to be used.
13. Scientific names of genera and species – but not family and order names – and foreign words should be *italicised*.
14. Original articles will be submitted to at least two referees. Authors are requested to provide a list of possible referees, with contact details. These suggested referees need not necessarily be used by the Editor.
15. In order to reduce unnecessary correspondence, the Editorial Board reserves the right to make minor linguistic alterations, without consulting authors every time they do so.

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