

GUIDE FOR AUTHORS

GENERAL

1. There are no page charges. All contributions must be in English language.
2. Manuscripts should be typewritten on one side only and single-spaced on A4-size paper with side margins of not less than 25 mm wide. Text should be justified.
3. First lines of each paragraph should be indented except for those immediately under a heading.
4. A line space should be left before headings and a half-line space before and after indented quotations. There is no space between a heading and the following text.
5. All pages – including references, tables and captions – should be numbered.
6. The Abstract should not be longer than 300 words. It should be intelligible in itself without reference to the rest of the paper.
7. Up to five key words for indexing should be listed under the Abstract.
8. The use of S.I. units is recommended.
9. Dates should be listed in the form "1857 September 16" or "1857 September".
10. The first page of the paper should include the title of the paper, and the name, postal address, and e-mail address of the author(s).
11. Where possible, papers should be e-mailed to the Papers Editor, Wayne Orchiston, at: wo@aaoepp.aao.gov.au
Tables should be included, but it is not necessary, at this stage, to e-mail figures – only the list of figures. For those without e-mail facilities, three hard copies of the paper, including references, tables, figure captions, and photocopies of all figures, should be sent to:
Dr Wayne Orchiston, Anglo-Australian Observatory, PO Box 296, Epping, NSW 2121, Australia

HEADINGS

1. The following hierarchical system of headings is employed:
 - 3 DISCUSSION**
 - 3.1 Important Developments in Astronomical Spectroscopy**
 - 3.1.1 Kirchhoff's Contribution

Note that the 3 and 3.1 headings are in **bold print** (and that 3.1.1 is not).
2. Apart from the Abstract, all headings (including "Acknowledgements" and "References") should be numbered, and should be left-justified.

TABLES

1. Tables should be planned to fit the printed B5 format (135 mm wide and 200 mm high).
2. Each table should be typed on a separate sheet or sheets, and all tables should be collected together at the end of the text.
3. Tables should be numbered consecutively according to their position in the text.
4. Each table must be cited in the text.
5. Every table should have a short title.
6. Vertical lines are not required to separate columns; extra space is sufficient.
7. Zero must be placed before the decimal point in all values less than 1.0.
8. If references are used in tables, be sure to include them in the list of references.
9. Column headings should be brief with the units indicated in the line below between parentheses.

FIGURES

1. "Figures" include line drawings and half-tones (black and white photographs).
2. Line drawings must be clear and sharp. If they are draughted (rather than computer-generated) use Indian ink on white drawing paper or film.
3. On line drawings, lettering, line thickness, and other details should be large enough to be legible after reduction to a B5 page size.
4. Half-tone photographs should be on gloss paper with good contrast. Colour photographs cannot be included (but black and white reproductions of them are acceptable).
5. Use bar scales to indicate size so that reduction is possible.
6. All figures should be planned to fit the printed B5 format (135 mm wide and 200 mm high) or part thereof.
7. Figures should be numbered consecutively according to their position in the text.
8. Each figure must have a caption. A list of "Figure Captions" should be supplied on a separate sheet(s) at the end of the manuscript.

INDICATIONS

1. Equations and symbols must be clear.
2. Equations should be numbered sequentially at the right hand margin.
3. Greek letters and unusual symbols should be identified by a pencil note in the margin.
4. Indicate clearly the difference between similar letters and numbers, for example., the letter "l" and the number "1"; the letter "o" and zero (0); the letter "u" and mu (μ); the letter "n" and eta (η).
5. Give the meaning of all symbols immediately after the equation in which they are first used.
6. Indicate clearly subscripts and superscripts.
7. Avoid root signs if possible and use fractional powers.
8. For simple fractions use the solidus (/) instead of a horizontal line.
9. Use standard symbols and notations whenever possible.

QUOTATIONS

1. Quotations of about 30 words or less should be set in the text within double quotation marks.
2. Longer quotations should be indented (left and right), without the use of quotation marks.
3. All underlining, italics, superscripts and subscripts that appear in the original sources should be faithfully reproduced in the quotations.
4. Any insert by the author within a quotation should be placed in square brackets.

REFERENCES

1. These should be cited in the text by author's name and date of publication in parentheses, appropriate pages may be included. Examples are: "Since Osterbrock (1990) has shown ..."; "... found by Dick (1992:15-17)"; "... later results have confirmed this (Warner, 1993)."
2. Publications written by more than two authors are referred to in the text by the first author plus "*et al.*"; however, in the reference list all authors should be included.
3. References in the text should be arranged alphabetically by author, for example, "... is well covered (see Batten, 1997; Dick, pers. comm., 1994; Gascoigne, 1992; Kochhar, 1990)."
4. All references to publications made in the text, tables, and figure captions should be put into a list, separate from the text.
5. The list of references should be arranged alphabetically by authors' names and chronologically if there is more than one reference for an author.
6. All references in the list must be cited in the text.
7. The following should be used as guides for references:

For periodicals

- Andrews, A.D., 1997. Cyclopaedia of telescope-makers. Part 7: T-Z. *The Irish Astronomical Journal*, **24**:125-192.
- Chapman, A., 1983. The accuracy of angular measuring instruments used in astronomy between 1500 and 1850. *Journal for the History of Astronomy*, **14**:133-137.
- Obituary: Sir Joseph Norman Lockyer. *Monthly Notices of the Royal Astronomical Society*, **81**:261-266 (1921).

For newspaper entries

- Tebbutt, J., 1861. The comet. *The Empire*, June 26.
- The Comet. *The Empire*, June 28 (1861).

For edited symposia, proceedings, etc.

- Jeffery, P.M., Burman, R.R. and Budge, J.R., 1989. Wallal: the total solar eclipse of 1922 September 21. In D.G. Blair and M.J. Buckingham (eds.), *Proceedings of the Fifth Marcel Grossman Meeting*. University of Western Australia, Perth, pp. 1343-1350.

For monographs, books, and chapters of books

- Colonial Astronomer: Copies of all Correspondence Between the Governor General and the Secretary of State Respecting the Appointment of the Rev. W. Scott as Colonial Astronomer*. Government Printer, Sydney (1857).
- Howse, D., 1989. *Nevil Maskelyne. The Seamen's Astronomer*. Cambridge University Press, Cambridge.
- Sullivan, W.T., 1988. Karl Jansky and the beginnings of radio astronomy. In K. Kellerman and B. Sheets (eds.), *Serendipitous Discoveries in Radio Astronomy*. National Radio Astronomy Observatory, Green Bank, pp. 39-56.

For unpublished sources

- Airy, G., 1857. Letter to P.P. King, dated October 30. Mitchell Library, Sydney (AR 4216).
- Berendzen, R., 1968. The career development and education of astronomers in the United States. Unpublished Ph.D. Thesis, Harvard University.
- Tebbutt, J., 1860-61. *Astronomical Observations*. MS, Mitchell Library, Sydney (AR 3647).
- Tebbutt, J., 1874. *Untitled journal of transit of Venus observations*. MS, Mitchell Library, Sydney (AR 3682).

For second-hand references

- Lassell, W., 1847. Discovery of a new planet. *Monthly Notices of the Royal Astronomical Society*, **8**:83. Cited by J.L. Perdrix in *Journal of the Astronomical Society of Victoria*, **33**:86-92 (1980).

8. Note that the names of periodicals should be given in full.

FOOTNOTES AND ENDNOTES

1. Footnotes should be avoided if possible, but, if essential, they should be indicated by the following symbols: asterisk (*), dagger (†), double dagger (‡), section mark (§), and paragraph mark (¶).
2. If used, they should be kept as short as possible, and supplied on a separate sheet(s) at the end of the text. As most work is presented to the printer as camera-ready, it is best to avoid these and use endnotes.
3. Endnotes should be indicated in the text by superior figures (small figures placed above the line of text). The endnotes are gathered under a numbered heading immediately before the list of references.
4. If references are given in footnotes and/or endnotes, be sure to include full details in the list of references.

CHECK LIST AND ORDER

Title page, Abstract and key words, Text, References, Tables, Figure captions, Photocopies of figures

