

**National Land & Water Resources Audit**  
*An Initiative of the Natural Heritage Trust*

National Land & Water Resources Audit

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**Specifications for preparing and providing  
information for publication**

**March 2007**

# Specifications for preparing and providing information for publication

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This document outlines important procedures and specifications for you to follow when submitting information (that will eventually form a published report) to the National Land & Water Resources Audit (the Audit).

You are required to follow, where relevant, the specifications outlined in this document. These specifications will streamline the review, approval, editing, design and printing processes, resulting in the publication of a high quality report that is produced within a reasonable time period.

As a guide, you may refer to previous published Audit reports so you are generally familiar with the Audit's style and publication layouts. Contact the Audit to obtain copies of previous reports.

## How your report will be used

The information contained in your report may go through numerous internal reviews and may be presented to the Audit Advisory Council and relevant Minister/s for approval.

Hard copies of the report will be distributed and it will be made available on the web.

Other information products, such as fact sheets, summary reports and brochures, may also be developed by the Audit (in consultation with relevant coordinators).

## Preparing your report

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- The report is to be submitted as a **Micorsoft Word document**.
- Use **single spacing** following a **full stop**.
- Use **standard bullet points**. Don't create custom bullet styles.
- Use a **single column** layout.
- The document text should be **Times New Roman 12pt**.
- For headings use the report writing template or use **Times New Roman**.
- Reports are to be **spell-checked** and **edited**.
- You should save the report with a **file name** that is consistent with the name of the report as it appears on the Project Brief. We anticipate that there will be at least a few iterations of the document so it is important that the file name includes the version number of the report e.g. Status of Natural Resource Information Booklet—Land Salinity (Version 1).

- **Language** should be set to English Australian (go to Tools/Language/Set Language and choose English (Australia)).
- Please ensure that all track changes have been accepted or rejected within the document.
- **Harvard referencing** should be used e.g.  
 Graetz R D, Wilson M A and Campbell S K (1995) *Landcover disturbance over the Australian continent*, Biodiversity Series Paper No. 7, Department of the Environment, Sport and Territories, Canberra.  
 Malthus T R (1798) *An essay on the Principle of Population*, London.
- The report should include a brief **acknowledgment** of any financial support or other work that enhanced the report. This should include any partnership arrangements with other institutions.

## Content of report

Refer to your contract and the project brief for detailed information regarding the content of your report. Your Audit project manager can answer any questions you may have regarding content.

### Acronyms and abbreviations

Acronyms, such as those for organisations and committees e.g. Bureau of Rural Sciences (BRS), Executive Steering Committee for Australia's Vegetation Information (ESCAVI) should be used as little as possible. Instead, full names of organisations and committees should be used. It is not a requirement that a list of acronyms be produced.

There are some instances where it is acceptable to abbreviate: eds, Ltd, pp, ed, km, i.e., e.g., et al., etc.

### Glossary

A glossary should be provided at the back of the report.

# Technical Specifications

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## Supplying Graphics

It is essential that ALL graphics (including Excel graphs and tables) be provided separately to the body text of the report. You can email graphics (if less than 5 MB) or save them to CD/DVD and send them to your NLWRA project manager. Where a graphic is available in digital form, it should be provided in the original application file format and version in which the graphic was created (e.g. ARCInfo Project with associated data files; Adobe Illustrator 7.0; Corel Draw 5.1; Microsoft Excel 97 etc).

It should be noted within the Word document where graphics should appear. Within the body of the Word document you should write where graphics are to be inserted e.g. “Insert Figure 1: [Insert title]”. The corresponding image file should be saved with this identical name e.g. Figure 1: [Insert title]). Your CD/DVD or email must state the topic of your report e.g. Status of Natural Resource Information Booklet—Land Salinity, so the images can easily be referenced to your report.

Graphics will need to be of a high quality.

## Graphs

- For graphs it is best to supply both the raw data as well as the graph itself. The raw data is best supplied in a common format such as Excel.

## Computer generated diagrammatic

- Soft copy in vector format (e.g. .eps or .ai but NOT .cgm or .wmf files) for any computer-generated diagrammatic whether they are automatic or created by hand; if only raster (bitmap) files are available then a high resolution raster file (preferably .tif).

## Flow diagrams

- Please provide .eps vector files for flow diagrams.

## Hand drawn graphics

- Hand-drawn graphics should be supplied as hard copy on good quality paper.

## Photographs

You are encouraged to provide high quality, relevant photographs with your report. Photographs may be used to illustrate a point; they may also be used as a design element, .tif or .jpg are the preferred formats. If .jpg is used, ensure the compression is set to 'high quality'. Photos should be at least 300 dpi resolution irrespective of the file format. Any photograph

which accompanies a report should meet the following criteria (listed in relative order of importance):

- Copyright to the image is owned by the NLWRA, or where copyright is not owned by the NLWRA, copyright ownership has been identified and permission has been granted (in writing) by the owner for reproduction both in print (for the report and other related products such as fact sheets or publicity items) and on the NLWRA WebSite (and other relevant web sites). **See attachment 1: Image Permission.**
- The image is an excellent visual representation of the subject material e.g. if the image represents a salinity assessment project, then the image should show the subject of the project (e.g. an area of salinisation) clearly. If the image is of a person, then it should not contain distracting backgrounds or cut off a part of their body.
- The image is of high technical quality i.e. it is sharp, correctly exposed, and colours and tones are correctly rendered.
- The image is of high aesthetic quality e.g. it is well composed, with vivid colour and tone, and showing imagination and thought in composition.
- The image is in excellent condition i.e. it is not scratched or marred by fingerprints or dust, it is free from creases or tears, colours have not faded.

**Note:** We cannot guarantee that your photos will be used in the publication/s.

#### Physical specifications

- Original photographs—Photographs supplied must be originals. Duplicates are generally unacceptable due to the poor quality of such duplicates. The only duplicates that are acceptable are those which have been specifically made as ‘reproduction-quality’ duplicates.
- Digital photographs—If you are using a digital camera, the shots need to be at least 300 dpi in resolution. The preferred media for the supply of digital images is CD-ROM formatted to ‘ISO 9660 Joliet’ (supports both Windows (including extended character file names) and Apple Macintosh platforms).
- Colour transparencies—The preferred format is colour transparency (6 x 7 cm being the most preferable format, although smaller transparencies and 8 x 10" black and white prints are also acceptable). Colour prints are acceptable where transparencies are not available.
- Medium format size—The ideal format and size of the transparencies is medium format (6 x 4.5 cm or 6 x 6 cm or 6 x 7 cm), although 35 mm slides are acceptable. Most field officers/consultants will have access to 35 mm cameras, while commercial photographers have access to medium format cameras.
- Professional film—Where possible, professional film should be used such as the Fujichrome professional range (Velvia and Sensia) and Kodak’s professional Ektachrome range.

## Metadata (See attachment 1: Image Permission)

It is essential that each photograph is accompanied by the following minimum information:

- Photographer's name and organisation, where appropriate (e.g. Judy Smith, NLWRA).
- Name of © owner.
- Copyright conditions/restrictions (if any).
- Short description/caption of what is happening in the photo including a description of people/objects in the image (from left to right), including name, title, organisation/ property name, town, State, relationship to project) including whether people who are identifiable in the image have granted permission for the photograph to be reproduced and for what purpose/s.
- Date the photograph was taken.

In the case of photographs, this information must be recorded on each image. This could either be written on the slide mount or the back of the print—permanent black ink is preferable for slides, and soft (e.g. 5B) pencil is preferable for prints.

## Maps

Maps should be provided as .eps vector files. If using ARCGIS 9 export it as an eps. The following provides a checklist for the production of maps.

Mandatory elements to be included on maps:

Title	A descriptive name of the map.
Publisher	The name of the publisher, place of publication and date of publication.
Copyright	A statement indicating who holds copyright for the map and the year of publication.
Acknowledgments (Source)	The origin and nature of the information shown on the map, including derived or interpreted data. The statement should also indicate the currency of the data.
Scale	A scale bar with optional representative fraction in the form of "Scale 1: XXX XXX".
Legend	Clearly depict colouring and display characteristics for the information shown on the map. The legend should display symbols or coloured boxes with a brief description of each.
Symbols	Use established symbols wherever possible. Simple and clear symbols that create a mental image of the object or concept represented is preferred; symbols portraying related objects or concepts should have common characteristics.
Colours and shading	In general for large areas on the map use light colours. For small areas use dark colours. Ensure that readers of the map are able to easily distinguish between colours on the map.
Font	The number of different fonts and font sizes used should be kept to

a minimum. Fonts that are sans (without) serifs are recommended. The NLWRA's preferred sans serif font is Gill Sans MT.

Projection and Datum	Australian continent: Users need to compare areas → Albers Equal Area Users need to compare distances / angular relationships → Lambert Conformal Conic Small local areas of the Australian continent use the Australian Map Grid. Data are mapped using the Geocentric Datum of Australia (GDA).
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Optional elements for inclusion on maps:

Map number	Should be included if the map is part of a numbered series. Normally grouped with Title.
Contact	Use the format "For further information contact [name or position], [phone], [e-mail]."
Status and constraints	The status of the map may be draft, working map, version number etc. Access constraints may include "confidential", "internal use only", etc.
Caveats	A caveat, statement of the reliability and restrictions on use.
Graticule	If a global coordinate system is being used to geo-reference the map, the minimum requirement to delineate geographical co-ordinates (latitudes and longitudes) is to display labelled graticule 'tics' (short lines) around the borderline of the map sheet.
North arrow	Only show if the clear delineation of north will be advantageous. If a graticule is used then a north arrow is redundant.
Projection	If a global coordinate system is used to geo-reference the map, then show information about the type of projection and a full description of any parameters.
Additional text	Additional text should generally be the same font, size and colour as text for the publication block.
Logos	Should not be overly prominent on the map. Where more than one logo is included, the logos should be the same size and prominence and would generally be grouped together. Where a number of organisations have been responsible for the content and publication of a map, each organisation should receive equal prominence.

## Scanning

- When scanning images, ensure images are scanned at the correct resolution (see below) and as RGB. Scanned images should be saved either as an uncompressed .tif, .jpg or .eps file with a PC preview.
  - **line diagrams** should be scanned at the resolution of the final printing size up to 1200 dpi;
  - **pictures** should be scanned at high resolution (300 dpi) suitable for glossy colour (or black and white if this is how it is being published) reproduction, with a final size of up to 18 cm wide;
  - **original photographs** should be scanned at high resolution (300 dpi at the final size required). A high quality scanner (e.g. a drum scanner) should be used. If no reproduction size has been specified at the time of scanning, then the image should be scanned at sufficient resolution to allow reproduction at A4 size at 300 dpi.

## Data

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The NLWRA's three key information delivery mechanisms for data are the Australian Natural Resources Data Library ([http://adl.brs.gov.au/anrdl/php/basic\\_search.php](http://adl.brs.gov.au/anrdl/php/basic_search.php)), the Australian Natural Resources Atlas ([http://audit.ea.gov.au/ANRA/atlas\\_home.cfm](http://audit.ea.gov.au/ANRA/atlas_home.cfm)) and Australia's Resources Online (under development). It is important that relevant data associated with your report be provided in a format which can be easily uploaded to these sites, and data must comply with relevant Australian data standards. All data produced by the project will be accompanied by metadata conforming to, at the minimum, ANZLIC standards. Metadata will be published on the Australian Spatial Data Directory. Contact your NLWRA project manager for details.

## Further information

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For further information regarding preparing and providing information to the Audit, contact the Audit's communication officer on 02 6263 6081 or alternatively you can contact your Audit project manager.

## Attachment 1: Image Permission

The purpose of this form is to provide the National Land & Water Resources Audit (Audit) with further information so that they can use your image/s in publications, on the web, or in the media.

Images of 300 dpi (generally 1 MB) are of suitable quality for publication.

The sharing of your images is a valuable resource and is much appreciated.

Thank you.

Title/Subject	Short descriptor for the image
Caption for the image	
Photographer	(include contact details and signature)  <b>Signature and date:</b>
Ownership	(Who actually owns the image, provide contact details)
Was the image purchased	Yes/ No If yes: When? From? By? How much? Do special conditions apply? Yes / No If yes provide details
Keywords	
Date	
Place	
Names of people identifiable in the image?	
Permissions obtained from those identifiable?	Yes / No Details: Preferably a written permission. See below standard text (*). If written permission is difficult verbal permission may be considered.

\* Permission to use image/s

**Please Note:** Obtaining the following permission from people in your image/s is required by the Privacy Act.

I give permission for the National Land & Water Resources Audit (Audit) to publish image/s taken of myself at ..... (place/event) on ..... (date) for the purposes of reporting on or promoting the research and development activities managed by the National Land & Water Resources Audit (Audit).

Signed: ..... Date: .....

Name: .....

I agree that my name may be printed with the photograph (YES/NO)

I wish to be informed if the photograph is to be published (YES/NO)

Preferred method of contact (Phone/Fax/Email/Post)

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