

## The Uncovered Guidelines for Authors

The following instructions and guidelines are based on the submission requirements for papers submitted to the *ICES Journal of Marine Science (IJMS)*. For further information, see the *ICES Journal* website at Oxford University Press: <http://icesjms.oxfordjournals.org/>.

### 1 Publication of the Proceedings in the IJMS

Selected papers from the Symposium will be published in the *ICES Journal of Marine Science*, subject to a full peer-review process. The Scientific Steering Committee and the four conveners will decide upon the papers to be accepted for review. However, the guest editor Niels Daan remains responsible for the review process and the ultimate decision about papers accepted for publication.

Authors intending to submit manuscripts for the proceedings should send them by email to [symposium@uncover.eu](mailto:symposium@uncover.eu). Alternatively, manuscripts can be handed to a member of the Symposium Secretariat upon arrival in Warnemünde. For the manuscript text, an electronic version is always required; a hard copy is not usually required, but may be useful if there are extensive mathematical equations. Text and figures should be in separate files: the text file should include the abstract, the main body of the paper, references, tables and figure captions, while the figure file should include only the numbered figures. Preferably, manuscript texts should be submitted in MS Word format (or simple text files), other formats may be accepted on prior agreement, but **do not send manuscript texts in PDF format**. Figures may be submitted either in one file or in separate files in any commonly readable format. However, provision of readily, editable files, such as MS Excel, may speed up the process. Authors will be informed by approximately one week after the Symposium whether their manuscript is selected for entering the review process.

Because of a strict page limit of 250 pages for the proceedings issue, manuscripts must be restricted to a maximum of 7 pages in print, so that about 30-40 papers can be included covering the full range of topics addressed. This means that the main text of a manuscript (introduction through acknowledgements) must not exceed 4000 words.

Because it is the aim of the IJMS to publish proceedings within one year after a Symposium, strict deadlines will have to be adhered to. Authors will be informed about the decision whether their manuscript is accepted and with associated requests for revision within 4 months after the symposium, and they will have 3 months to revise their contributions. To speed up the whole process, all file transfer will be exchanged by e-mail.

### 2 Text

All texts should be in English. As a general guide, follow the instructions below.

#### 2.1 Format

Type text with *double-spacing throughout*, with a left-hand margin of 3 cm or more, and with word processing manuscripts, turn on the option to add page and line numbers throughout the text. For hard copy, use 21 × 29.5 cm or 8½ × 11 inch paper, one side only. (Manuscripts presented at meetings may be single-spaced and printed on both sides of the paper, but must be revised before being submitted for publication.)

Set up the text of the first page of the manuscript in the following order: (1) title, (2) author(s), (3) abstract, (4) keywords, (5) name(s) and address(es) of author(s), plus telephone and Telefax numbers and e-mail address of the senior or corresponding author, (6) core text. Use ordinary upper- and lower-case letters throughout, except where italics is required (see below). Do not centre lines.

For titles, section headings and subheadings, tables, figure legends, and authors' names in the text and reference list: use ordinary upper- and lower-case letters throughout. Do not set them off with all capitals, italics, boldface, or underlining. (The guest editor will designate the type style and size for the publisher.) Start titles and headings at the left margin.

If you wish, you may indicate ranking of complicated section headings and subheadings with numerals (1, 1.1, 1.1.1). Try not to exceed three ranks. The *ICES Journal* does not usually publish these numbers, but they can be helpful to the publisher when styling headings and subheadings.

Refer in the text to each table or illustration included, and cite them in numerical order, checking before submission that all are cited and in correct chronological sequence. Do not incorporate tables or illustrations in the text, but collect them and append them after the reference list or in a separate file.

*Final copy:* After manuscripts and illustrations have been accepted for publication, submit the final versions as electronic files if possible (again with the page and line number option turned on); hard copy can also be supplied if appropriate. While electronic versions of illustrations are welcome, it is advantageous that they also be submitted as paper versions. Make sure that files are not saved as read-only or with tracked changes hidden. The electronic and paper versions of material should match each other perfectly.

## 2.2 Abstracts and keywords

Include an introductory abstract, in one paragraph of no more than 200 words. The abstract should be in the language of the paper itself. It should be able to stand on its own (as when cited in other publications) and accordingly should not carry footnotes, references to the literature, or unusual abbreviations.

After the abstract, add a short list of keywords, arranged in alphabetical order.

## 2.3 Mathematics

Papers with mathematical content should follow standards from the general mathematical literature (Higham, N. J. 1998. Handbook of Writing for the Mathematical Sciences, 2nd ed. Society for Industrial and Applied Mathematics, Philadelphia, PA; ISBN: 0-89871-420-6). All mathematical expressions should be typed. Avoid problems in distinguishing between the letter l and the numeral 1 and between the letters o/O and the numeral 0, for instance by making the distinction apparent by use of clearly separate characters in the type font. Differences may also be marked in hard copy, in the margin. Mathematical expressions should include punctuation consistent with the usual rules of English grammar. Mathematical symbols other than numerals in the *Journal* typically appear in italic font and should be prepared so, with the following common exceptions:

- Mathematical functions (e.g. sin, cos, exp, log) should appear non-italicized.
- Uppercase Greek letters normally appear non-italicized.

- Array objects, such as vectors and matrices, can be designated in boldface, non-italicized font.
- The letter “d”, when referring to a derivative or a differential, should appear non-italicized.
- Subscripts to symbols, both numerals and letters (e.g.  $B_{MSY}$ ,  $p_1$ ) generally appear non-italicized, unless the subscripts are also parameters (e.g.  $B_{a,y}$ ).

Use a *point* (0.75), not a comma, for decimals in text. Thousands, millions, etc. are divided by spaces: 2 345 678. In text, type figures up to 9999 without extra space. In tables, insert spaces: 9 999. For numbers less than unity, place a *zero* before the decimal in both text and tables: 0.34.

In text, signs and symbols with horizontal bars should be replaced by the solidus, parenthesis, or other notation:  $b/s$ ,  $(a+b)/s$ ,  $\sqrt{ax^2+b}$ . Avoid the use of double indices and suffixes by rewriting if possible:  $x_{n,2}$ ,  $\exp(a^2)$ .

If a formula or equation set off from the text cannot fit on one line, show where it can best be broken. Brackets are used as follows: { [ ( ) ] }. Add instructions in the margin if the usual sequence must be changed (as when particular brackets have a special notational sense and must be retained).

#### 2.4 Units of measurement and technical notation

Follow the ISO *Système international d’unités* (SI) for units and abbreviations whenever possible. Give all measurements in the metric system. Note that “tonne” or “t” is the metric tonne, 1000 kg. Specify whether “billion” means  $10^9$  or  $10^{12}$ . Use the form  $g\ C\ m^{-2}\ d^{-1}$  rather than  $g\ C/m^2/d$ . For salinity, a dimensionless quantity, use *psu* or no unit.

NOTE: s, min, h, d, wk, y, Chl *a*,  $^{14}C$ , l (litre).

For zoological and botanical nomenclature, authority for a name does not need to be given unless the text is taxonomic in nature. However, if the author prefers to give the authority, it need only be given the first time a species is mentioned. Note that genus and species names only should be italicized: *Gadus morhua* L., Gadidae, *Ceratium* spp., Ceratia.

#### 2.5 Spelling and other conventions

*Spelling*: British spelling is preferred.

*Dates*: Day–month–year (1 May 1991). 1990–1992. 1990/1991. See Section 3 below for dates in tables.

*Geographical coordinates*: 35°15'N 10°72'W (space, not a comma, between latitude and longitude; minute sign, not an apostrophe).

*Names of vessels*: RV “Clione”.

A Word List for the *ICES Journal* is available on the ICES Website.

NOTE: 0-group, age group, codend, cpue, year class, VPA, TACs, MSY, ICES.

#### 2.6 References

*In text*, references are styled as follows: Smith (1988) or (Smith, 1988). If there are two authors, give both names. If there are three or more authors: Smith *et al.* (1988) or (Smith *et*

*al.*, 1988). For unpublished material such as personal communications, give the author's first initial(s): (F. Fry, pers. comm.).

*The reference list* at the end of the article should be restricted to work already published, or definitely accepted for publication (in press). Unpublished material, including work submitted to a journal but not yet formally accepted, should not be included.

List entries alphabetically by the first author's surname, followed by initials. In cases of multiple authorship: Fry, F., Plie, I. I., and Soglia, I. Give the names of all authors (use *et al.* in the reference list only if there are more than seven names). For successive references to the same author, cite the name in full each time; do not use *ibid.*, dashes, or ditto marks.

Spell out names of journals in full (do not abbreviate or italicize them). Do not set off the year of publication or the volume number with parentheses or with italic or boldface type.

Check all citations in the reference list against those in the text for perfect correspondence of names and dates.

*Double check the manuscript* for the spelling (including accented letters) of proper names and for the accuracy of article and journal citations, particularly those in languages other than English and French.

## Examples

- 1) Material published in a journal:

Pares, P., and Britain, B. 1965. Predator-prey behaviour of herring (*Clupea harengus albertus*). *International Journal of Applied Biology*, 24: 132–135.

- 2) Material published in a book:

Havfrue, D. L. 1990. Ecological implications of genetic mutation. *In* *Studies in Parthenogenesis*, 2nd edn, pp. 282–289. Ed. by F. Ray, and O. Lith. Thalassa Press, London. 331 pp.

- 3) Papers presented at an ICES Annual Science Conference / Statutory Meeting:

ICES. 2000. Report of the Working Group on Radioactive Contamination in the Bering Sea. ICES Document CM 2000/X: 32. 25 pp.

- 4) Frequently cited ICES publications (former and current series):

*Bulletin Statistique des Pêches Maritimes du Conseil International pour l'Exploration de la Mer*

*Cooperative Research Report, International Council for the Exploration of the Sea (published from 1962 to 1990)*

*ICES Advice*

*ICES Cooperative Research Report (numbers published since 1991)*

*ICES Fisheries Statistics*

*ICES Journal of Marine Science*

*ICES Marine Science Symposia*

*ICES Techniques in Marine Environmental Sciences*

*Journal du Conseil International pour l'Exploration de la Mer*

*Rapports et Procès-Verbaux des Réunions du Conseil International pour l'Exploration de la Mer*

### 3 Tables

Type *conventional tables* on separate pages; they should appear after the reference list. Do not incorporate them in the text of the manuscript. Number tables with Arabic, not roman, numerals. Keep any *text tabulations* brief enough to fit into one column, and do not number them.

Design tables to fit within a printed page, in single or double column printed format. The maximum number of characters across full-page width is 100. Allow one character for a decimal point and at least three characters for spacing between columns. Do not use vertical lines to separate columns; use extra space instead. Separate thousands, millions, etc. by spaces before and after a decimal: 1 111.111 1.

Cite dates in tables as day–month–year (31 May 1992). Refer to months by name, not number. In English manuscripts, if necessary abbreviate months in tables to three letters without punctuation: Jan, Feb, Mar. In French manuscripts abbreviate months of five letters or more to three letters without punctuation: jan, fév, mars.

Fill in blank spaces (no data) with n–rules.

Indicate footnotes with superscript letters or, if few, symbols: 17<sup>a</sup>, 17\*.

Tables should not be divided into separate sections that are referred to individually, e.g. Table 1a, Table 1b.

### 4 Illustrations and figure legends/captions

Illustrations should be submitted as originals or prints, either as line drawings or as half-tone photographs, prepared to professional standards, electronically and in hard copy. Please also consult the following site for detailed instructions on size and resolution: [http://www.oxfordjournals.org/for\\_authors/figures.html](http://www.oxfordjournals.org/for_authors/figures.html). Briefly, black ink figures and photographic prints with clear contrast provide the best reproduction. *Text* in the illustrations should be in the language of the paper, English or French only; freehand lettering cannot be accepted. The text should be Times Roman, generally not emboldened, and italicized only where necessary according to this style guide, and appropriate reduction for publication should be feasible (i.e. font size and line thickness should not be too small). Capital letters should, when reduced for printing, range between 2 and 4 mm in height. As a guide, illustrations should be the same size as, or slightly larger than, the final printed size, so font size and line thickness should be selected appropriately. Column width: ~7.5 cm; full-page width: ~15.5 cm; full-page height: ~20 cm, allowing room for the figure legend. Notwithstanding the above, avoid overloading illustrations with text; it is often better to include the information in the figure legends. Add bar scales to microphotographs and other illustrations with high magnification.

When designing illustrations, show only the relevant part of the map, chart, or diagram and ensure that the axes in a graph do not extend appreciably beyond the curves. *All* detail—including signs, symbols, and geographical coordinates—should be *clear and sharp*. Symbols should not overlap each other. Note that the details of many computer-generated drawings,

especially maps with numbers, are illegible (of poor resolution) when reduced in size for printing. Only in exceptional cases will the illustrations be redrawn or re-lettered by the publisher.

Hard copy of multiple-part figures (Figure 1a, b, c, etc.) with a single legend must be pre-mounted on a single sheet, ready for photographing. If Figures 1a, b, c, etc. are on separate sheets and will not fit on one printed page, each part must have its own figure legend (Figure 1a, Figure 1b, Figure 1c, etc.).

Illustrations that are to be compared with one another should be electronically produced, drawn or photographed to the *same scale* (with matching lettering if relevant) so that they can be reproduced as a unit, or reduced by the same factor if necessary, before printing.

*Scrutinize all illustrations*, whether they are originals or photocopies, for spelling and completeness. Multiple-part figures should be marked to accord with the legends, axes labeled, and differentiated curves furnished with keys. Make sure that the terminology, symbols, and abbreviations correspond to those used in the text and figure legends.

If hard copy is produced, number each illustration. Add a note on the orientation (e.g. Top) if there is likely to be any misunderstanding. On the back of such hard copy, affix a label with the author's name or write the name lightly in pencil. Do not fold or roll the illustrations.

Consult the guest editor before including colored photographs or other illustrations at the revision stage. Authors may be asked to contribute to the cost of publication in colors, and it is expensive.

Include *Figure legends* sequentially at the end of the text file (not on the illustrations). Avoid using symbols such as shaded triangles, circles, and boxes of different sizes, or dotted and dashed lines in the legends/captions. Include them in the illustrations with a key or refer to them in the legends by name.

#### **4.1 Permission to reproduce figures**

The author must obtain permission to reproduce figures that have appeared in another publication. This is true even if the author modifies the original. Copyright law requires that permission be obtained if the substance – sense or meaning – of material is reproduced.

It is often best to go through the publisher who will have a standard procedure for dealing with permissions. More information about this can be found at [http://www.oxfordjournals.org/access\\_purchase/permissions\\_guidelines.html](http://www.oxfordjournals.org/access_purchase/permissions_guidelines.html)

## **5 Proofs and offprints**

Proofs are sent directly by the Publisher (generally electronically as PDFs) to senior or corresponding authors with a request that they be read and returned promptly (within five working days). Please notify the Guest Editor or the Symposium Secretariat of any change of address (and ensure that the contact details provided in the submission/revision are up to date), or designate a substitute who will be able to read and correct the proofs in the required time. If the proofs are not returned by the date requested, the article may be dropped or the Editors of the paper/volume may be asked to assume responsibility for them.

Authors can request their 25 gratis offprints of printed articles (to be shared by the authors) by completing the request form found at (please make sure to tick the correct box for gratis offprints when asked):

[http://www.oxfordjournals.org/our\\_journals/icesjms/for\\_authors/offprint.pdf](http://www.oxfordjournals.org/our_journals/icesjms/for_authors/offprint.pdf)

Additional offprints may be purchased.

## **6 Information and assistance**

For further information, see the *ICES Journal* website at Oxford University Press:  
<http://icesjms.oxfordjournals.org/>.

*or*

contact the Guest Editor [niels.daan@xs4all.nl](mailto:niels.daan@xs4all.nl)