

## Manuscript Preparation Instructions

### Resiliency of Gadid Stocks to Fishing and Climate Change

**Contact:**

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**Where to submit manuscripts, on or before October 31, 2006**

This proceedings book will be peer reviewed. A PDF of your complete manuscript is required at the time of the symposium (October 31, 2006) for review. Please send one PDF, attached to email, to Sue Keller at fnsk@uaf.edu.

**Where to submit manuscripts that have been accepted for publication**

After your editor has looked at the reviews and manuscript, he/she will contact you about revisions. After you receive final acceptance of your manuscript, please submit the following, attached to email, to Sue Keller at fnsk@uaf.edu: (1) a **PDF**, (2) Word files, AND (3) electronic files of the figures. "Zip" the files if they are too large, or ask about submitting them to the FTP site.

**Manuscript Preparation**

Submissions should be formatted for 8.5" × 11" or A4 paper size, double-spaced with 1" (2.5 cm) margins right, left, top, and bottom. Use Microsoft Word, 12-point type. Double-space text, references, tables, and figure captions. Number the pages at the bottom. Manuscript must not exceed 25 double-spaced pages, including tables and figures.

**Title**

Limit the title to 10 words or fewer.

**Organization**

Include Abstract, Introduction, Materials and methods, Results, Discussion, and References, or other divisions as appropriate.

**Headings**

Place asterisks to the left of headings to indicate level, and use upper and lower case flush left as shown below. Do not use font size, bolding, or italics to show heading levels.

\*First level heading

\*\*Second level heading

\*\*\*Third level heading

**Abbreviations, symbols, and scientific names**

The text should be understandable by readers from different disciplines. Define all symbols, abbreviations, and acronyms. Spell out chemical names when first used. Use symbol font for symbols. Use true superscripting/subscripting.

For fish names, use as reference *Common and Scientific Names of Fishes in the United States and Canada*, Fifth edn., American Fisheries Society Special Publication 20.

**Measurements**

Use metric units. The abbreviation for metric tons (tonnes) is t.

**Text footnotes**

Avoid the use of footnotes. (But on tables, footnotes are encouraged.)

**Title page**

Include title, and authors' full names and complete mailing address. Designate the corresponding author, and include phone, fax, and email address.

**Abstract**

The abstract should succinctly summarize the content of the paper in about 250 words.

**Introduction**

Limit the introduction to the scope, purpose, and rationale of the study.

**Results**

Limit the results to answer the questions posed in the purpose of the work, and make them as succinct as possible.

**Discussion**

Limit the discussion to the main contributions of the study and interpreting findings, comparing them with those of other workers.

**Acknowledgments**

As needed.

**References**

The author is responsible for the accuracy of all citations. References are restricted to published literature. Cite reference as Smith and Jones (2001) or (Smith and Jones 2001); for more than one citation, list chronologically (Smith 1991, Jones 1995, Doe 1999). If reference has been accepted but not yet published, provide the year and volume. For material that has been submitted but not yet accepted for publication, use "pers. comm." in the text; do not include them in the reference section. For journals issued more than once per year, use issue numbers ONLY if page numbering begins with 1 in each new issue.

In the Reference section list references alphabetically by the senior author's surname. Abbreviate journal names according to BIOSIS Serial Sources. Indicate if sources are in a language other than English. Provide mailing address for less easily retrieved materials. Include Web addresses for references accessible only on the Web. All non-published sources should be cited as personal communications, with name and affiliation; e.g., (Sam Smith, Univ. of Arizona, Tucson, 2003, pers. comm.). Do not list personal communications in the reference section.

Follow the reference styles below:

**Journal article**

Farina, J.M., S. Salazar, K.P. Wallem, J.D. Witman, and J.C. Ellis. 2003. Nutrient exchanges between marine and terrestrial ecosystems: The case of the Galapagos sea lion *Zalophus wolfebaeckii*. J. Anim. Ecol. 72:873-887.

**Entire issue of journal**

Gordon Jr., D.C., and A.S. Hourston (eds.). 1983. Proceedings of the Symposium on the Dynamics of Turbid Coastal Environments. Can. J. Fish. Aquat. Sci. 40(Suppl. 1):1-365.

**Book in a series**

Scott, W.B., and E.J. Crossman. 1983. Freshwater fishes of Canada. Bull. Fish. Res. Board Can. 184. 966 pp.

**Book not in a series**

LeBlond, P.H., and L.A. Mysak. 1978. Waves in the ocean. Elsevier, New York. 602 pp.

*Part of book*

Healey, M.C. 1980. The ecology of juvenile salmon in Georgia Strait, British Columbia. In: W.J. Neil and D.C. Himsworth (eds.), *Salmonid ecosystems of the North Pacific*. Oregon State University Press, Corvallis, pp. 203-229.

*Theses*

Kutty, N.M. 1966. Some studies on the respiratory quotient in goldfish and rainbow trout. Ph.D. thesis, Univ. Toronto, Toronto, Ont. 102 pp.

*Corporate author*

American Public Health Association, American Water Works Association, and Water Pollution Control Federation. 1975. *Standard methods for the examination of water and wastewater*. 14th edn. Washington, D.C. 1193 pp.

*Report*

Smith, J.E. 1981. Catch and effort statistics of the Canadian groundfish fishery on the Pacific coast in 1980. *Can. Tech. Rep. Fish. Aquat. Sci.* 1032. 90 pp.

**Preparation in Word**

All text must be in Microsoft Word. Italicize scientific names and mathematical variables, but nothing else. Do not use all caps, bold, italics, or other styles anywhere else in the paper.

Begin each paragraph with a paragraph indent or tab, and end each paragraph with a single paragraph return. Do not use more than one tab or paragraph return to format a reference; use hanging indents or format as regular paragraphs. Use one space after periods, colons, commas, and semicolons. Leave no spaces between initials in names (A.B. Cross). Format text flush left, ragged right.

Put together manuscripts in this order: (1) text and references, (2) figures and figure captions, and (3) tables, all in one file. The publisher requires that the figures NOT be interspersed with text.

**Figures**

- All figures should be referred to in the text; for example Fig. 1.
- **Figures must be black and white (not color).**
- Size figures to a maximum of 4 1/2 x 7 5/16 inches (11.4 x 18.6 cm) including caption. Smaller is OK if everything is readable.
- Orient figures to fit on the page vertically (portrait), not horizontally (landscape).
- Lines should be black (NOT color or gray) and should be 0.50 pts or thicker, same density as one another.
- Use black, gray, or white instead of fill-in patterns when possible.
- Fill-in patterns (if unavoidable) and screens should have a density of at least 10%.
- Lettering on figures should be upper/lower case in Arial or Helvetica.

**Electronic**

- In the figure caption, in brackets, name the software the figure was created in, e.g., [created in ArcMAP].
- Figures can be submitted as separate electronic files: Excel, AI, EPS, PDF, or WMF.
- Save photographs as 300 dpi (dots per inch) TIFF files.
- Save black-and-white line figures as 600 dpi AI, EPS or PDF files (AI is the best option). NOTE: look for the "save as" or "export" option in the file menu of the software in which you created the figure.
- Files can be "zipped" to take up less space.
- Upload large files to Alaska Sea Grant FTP site (contact S. Keller, fnsk@uaf.edu for details).
- We usually CANNOT use figures downloaded from the Web or from PowerPoints; the resolution is most often very low.

## Tables

Table titles should be short. Put explanatory information in table footnotes. Table footnotes should be “numbered” consecutively in letters across the page from left to right, then down.

For numbers less than one, zeros should precede all decimal points. All units must represent significant figures. Give each column a heading with units of measure in parentheses. All tables should be referred to in the text; for example Table 1.

Tables should be produced using Microsoft Word table editor. Each piece of data must be in a cell of its own. Do not separate data with spaces or paragraph returns within a cell. Put tables in the same file with manuscript text. Follow the examples below.

Table 1. Summary statistics for dive sequences of groups of Dall’s porpoises with and without calves in Puget Sound, Washington.

Variable	Groups with calves ( <i>n</i> = 8)		Groups without calves ( <i>n</i> = 9)	
	Mean	SE	Mean	SE
Number of dives/min	0.60	0.03	0.46	0.05
Percent time diving	0.62	0.03	0.70	0.03
Dive time	1.05	0.07	1.81	0.35
Surface time	0.61	0.07	0.63	0.07
CV dive time	0.61	0.06	0.49	0.05

Times are in minutes (*n* = number of groups, CV = coefficient of variation, and SE = standard error).

Table 2. Distribution of walleye pollock brain cells in two phases of the cell cycle compared to feeding regime.

			Fraction of cells			
			Region 1 <sup>a</sup>		Region 2 <sup>b</sup>	
Treatment	Age	<i>n</i>	<i>x</i>	SD	<i>x</i>	SD
Starved 2 d	10	8	0.308	0.606	0.121	0.020
Fed 3 d	11	10	0.388	0.049	0.154	0.020
Starved 1 d/fed 2 d	11	10	0.372	0.067	0.134	0.021
Starved 2 d/fed 1 d	11	9	0.439	0.098	0.124	0.026
Fed 5 d	13	10	0.507	0.044	0.152	0.020
Starved 1 d/fed 4 d	13	10	0.455	0.113	0.115	0.024
Starved 2 d/fed 3 d	13	10	0.466	0.085	0.110	0.034

<sup>a</sup>The high-RNA fraction of proliferating diploid cells.

<sup>b</sup>The fraction of cells synthesizing DNA.

## Equations

Use Word Equation Editor or MathType for equations. Simplify and shorten equations as much as possible. If times signs are needed, use the symbol font (×). Please avoid using an asterisk (\*) for times sign. Be sure that the PDF submitted shows the equations in their proper format.

## Text

Set the file to English (US) before spellchecking and saving.

## Questions on Manuscript Preparation?

If you have questions about word processing preparation, contact Sue Keller, fnsk@uaf.edu.

**All figures must fit within this box.  
4 1/2 × 7 5/16 inches (11.4 × 18.6 cm)**

