

Manuscript Preparation Instructions

"Sea Lions of the World: Conservation and Research in the 21st Century"

Contact:

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Where to submit manuscripts on September 30, 2004

This proceedings book will be peer reviewed. A PDF of your complete manuscript is required at the time of the symposium 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 modifications. 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 processing files, AND (3) electronic files of the figures. "Stuff" 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. Microsoft WORD is preferred. Double-space text, references, tables, and figure captions. Number the pages at the bottom. Manuscripts must not exceed 20 double-spaced pages, including tables and figures.

Title

Limit the title to 10 words.

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. When using a degree of measurement or geographic coordinate, use the word "degree" instead of a degree sign. 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.

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. 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 full address of availability for less easily retrieved materials. 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

Peterman, R.M. 1982. Model of salmon age structure and its use in preseason forecasting and studies of marine survival. *Can. J. Fish. Aquat. Sci.* 39:1444-1452.

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.

Word Processing Preparation

All text must be in word processing software; do not use TEX typesetting language. 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.

Submit manuscripts in this order: (1) text and references, (2) Figure captions, (3) Figures, and (4) tables. The publisher requires that the figures NOT be placed in WORD 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).
- Lines should be black (NOT color or gray) and should be 0.50 pts or thicker, same density as one another.
- Orient figures to fit on the page vertically (portrait), not horizontally (landscape).
- 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.
- Size figures to a maximum of 4 1/2 × 7 5/16 inches (11.4 × 18.6 cm) including caption.
Smaller is OK if everything is readable.

Electronic

- Submit figures as separate electronic files: Excel, EPS, TIFF, or EMF. NOTE: look for the “save as EPS” option in the print menu of the software in which you created the figure.
- Save black-and-white line figures as 600 dpi (dots per inch) EPS files.
- Save photographs and art with gray pattern as 300 dpi TIFF files.
- Files can be “stuffed” to take up less space.
- Upload large files to Alaska Sea Grant FTP site (contact S. Keller, fnsk@uaf.edu for details).
- We CANNOT use figures submitted as JPEG files, PowerPoint, or inserted in WORD.

As a last resort we can scan black and white laser copies. For scanning, if your figure has screens or other patterns, **submit it the same size as the box on the page 5 of these guidelines.** (Screens and patterns cannot be reduced in size photographically.)

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. Put tables in a separate file from the manuscript text. If you cannot use WORD or WordPerfect tables, separate data with single tabs. 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 ^a		Region 2 ^b	
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

^aThe high-RNA fraction of proliferating diploid cells.

^bThe fraction of cells synthesizing DNA.

Equations

Use WORD Equation Editor or MathType for equations. If equation formatting software is not available, include hand-drawn equations if necessary to show position, symbols, italicized variables, etc. Simplify and shorten equations as much as possible. If times signs are included, use the Symbol font. 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 (including captions) must fit within this box.
4 1/2 × 7 5/16 inches (11.4 × 18.6 cm)**

