

Manuscript Preparation Instructions

A Sustainable Future: Fish Processing Byproducts

Contact:

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Overview

The proceedings of the symposium A Sustainable Future: Fish Processing Byproducts (Feb. 25-26, 2009, Portland, Oregon) will be edited by Peter Bechtel (USDA and University of Alaska) and Scott Smiley (University of Alaska), and published by Alaska Sea Grant, University of Alaska Fairbanks.

Those who give oral or poster presentations at the meeting are expected to submit a manuscript of their presentation. The proceedings will not be peer reviewed; however, the scientific and copy editors will review all papers, determine acceptability, and maintain contact with authors.

The proceedings will be published as a hardbound book. Alaska Sea Grant will copyedit, proofread, format, produce, and distribute the book. The book will be similar in style to Bechtel, P.J. (ed.) 2003. Advances in seafood byproducts: 2002 conference proceedings. Alaska Sea Grant, University of Alaska Fairbanks. 566 pp. <http://seagrant.uaf.edu/bookstore/pubs/AK-SG-03-01.html>.

Where to submit manuscripts, on or before February 25, 2009

A Word file of your complete manuscript is required at the time of the symposium (February 25, 2009). Assemble as required below.* Please send it attached to email, to Sue Keller at fnsk@uaf.edu. Graphics should be sent as well, each in a separate file.

Manuscript Preparation

All text must be in Microsoft Word. Submissions should be formatted for 8.5" × 11" or A4 paper size, with 1" (2.5 cm) margins. Number the pages at the bottom.

Use a font size comparable to Times New Roman 12-point type. Double-space the text, references, and table and figure captions. Begin each paragraph with a tab, and end each paragraph with a single paragraph return. Format the text flush left, ragged right.

Italicize scientific names and mathematical variables, but nothing else. Do not use all caps, bold, italics, or other styles anywhere else in the paper unless it is essential.

To format the reference list, use hanging indents as shown in the examples. Leave no spaces between initials in names (A.B. Cross).

***Assemble manuscripts in this order:** (1) text and references, (2) figures and figure captions, and (3) tables and table titles, all in one file. Please do NOT insert figures and tables into the text where they are cited. Manuscript must not exceed 25 double-spaced pages, including tables and figures. Shorter manuscripts are welcome.

Title

Limit the title to 10 words or fewer.

Manuscript organization

Include an Abstract, Introduction, Materials and Methods, Discussion, 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 indicate 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 the *Common and Scientific Names of Fishes in the United States, Canada, and Mexico*, Sixth edn., American Fisheries Society Special Publication 29.

Measurements

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

Equations

Use Word Equation Editor or MathType for equations. Simplify equations as much as possible.

Text footnotes

Avoid the use of footnotes. (But on tables, footnotes are encouraged as in the examples below.)

Title page

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

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, and make them succinct.

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 (see examples of Reference style below)

The author is responsible for citation accuracy. References are limited to published literature. In the text, cite references as Smith and Jones (2007) or (Smith and Jones 2007); for more than one citation, list chronologically (Jones 2003, Smith 2004, Doe 2007). For material that has not yet been accepted for publication, use "pers. comm." in the text; do not include in the reference section.

In the Reference section, list alphabetically by the first author's last name. Abbreviate journal names according to BIOSIS Serial Sources. Indicate the language in parentheses at the end, if a source is not in English. Provide a mailing address for less easily retrieved materials. Include Web addresses for references accessible only on the Web. All nonpublished sources should be cited as personal communications, with name and affiliation, e.g., (Sam Smith, Univ. of Arizona, Tucson, 2008, pers. comm.). Do not list personal communications in the reference section.

Reference styles

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 wollebaecki*. *J. Anim. Ecol.* 72:873-887.

Book in a series

Nelson, J.S., E.J. Crossman, H. Espinosa-Pérez, L.T. Findley, C.R. Gilbert, R.N. Lea, and J.D. Williams. 2004. Common and scientific names of fishes from the United States, Canada, and Mexico. American Fisheries Society, Special Publication 29, Bethesda, Maryland.

Book not in a series

Love, M.S., M. Yoklavich, and L. Thorsteinson. 2002. The rockfishes of the Northeast Pacific. University of California Press, Berkeley. 405 pp.

Chapter in a book

Arnold, G., and H. Dewar. 2001. Electronic tags in marine fisheries research: A 30-yr perspective. In: J.R. Sibert and J.L. Nielsen (eds.), *Electronic tagging and tracking of marine fisheries*. Kluwer Academic publishers, Dordrecht, pp. 7-64.

Thesis

Buckley, R.M. 1997. Substrate associated recruitment of juvenile *Sebastes* in artificial reef and natural habitats in Puget Sound and the San Juan Archipelago, Washington. Ph.D. thesis, Univ. Washington, Seattle. 320 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

Orr, J.W., M.A. Brown, and D.C. Baker. 2000. Guide to rockfishes (Scorpaenidae) of the genera *Sebastes*, *Sebastolobus*, and *Adelosebastes* of the northeast Pacific Ocean. 2nd edn. NOAA Tech. Memo. NMFS-AFSC-117. 47 pp.

Figures

- All figures should be referred to in the text; for example **Fig. 1**.
- **NO graphics downloaded from Web of PowerPoints**—the resolution is usually too low.
- In the figure caption, in brackets, name the software used for figure, e.g., [created in ArcMAP].
- Orient figures to fit on the page vertically (**portrait**), not horizontally (landscape).
- Figures must be **black and white** (not color).
- **Lines should be black** (NOT color or gray) and should be **0.50 pts** or thicker, the same density as one another.
- **Avoid fill-in patterns**—use black, gray, or white instead, 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 Arial or Helvetica**.
- Submit figures as separate electronic files: **Excel, AI, PDF, or WMF**.
- **Size** figures to a maximum of 4.5 x 7.25 inches (11.4 x 18.6 cm) including caption. Smaller is OK if everything is readable.
- Save **photographs as 300 dpi** (dots per inch) TIFF files, at their final size.
- Save **line figures as 600 dpi** AI 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 for **email or FTP**.
- Upload large files to Alaska Sea Grant FTP site (contact S. Keller, fnsk@uaf.edu for details).

Tables (see examples of Table style below)

- All tables should be referred to in the text; for example, Table 1.
- Tables should be produced using Microsoft Word table editor or Microsoft Excel.
- 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.
- Give each column a heading, with units of measure in parentheses.
- **Each piece of data must be in a cell of its own. Remove all spaces and paragraph returns from cells.**
- For numbers less than one, zeros should precede all decimal points.
- All units must represent significant figures.
- Follow the examples provided below in this document.

Table styles

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 (n = 8)		Groups without calves (n = 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.

Treatment	Age	n	Fraction of cells			
			Region 1 ^a		Region 2 ^b	
			x	SD	x	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.

Spellchecking

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

Questions on Manuscript Preparation?

Contact Sue Keller, fnsk@uaf.edu.