

Instructions for Authors in the Preparation of Manuscripts for Scientific Council Studies

Form of Manuscript

Authors should submit the original typewritten manuscript or a good quality reproduction in English on standard letter-size paper. All typing should be double-spaced with at least 2.5 cm margins around the page. Avoid breaking words at the end of lines. Number all pages consecutively with arabic numerals in the center of the top margin. The sequence of the material should be title page, abstract, text, tables, list of figures, and figures.

Content of Manuscript

Title Page

This page should contain the name(s) and complete address(es) of the author(s), including professional affiliation. Short titles of papers are preferred.

Abstract

An informative abstract, not a summary of the contents should not exceed one double-spaced page or about 250 words, the ultimate length being dependent on the size of the manuscript.

Text

In general, papers should be organized with an Introduction, Materials and Methods, Results, Discussion, Acknowledgements, and References. Authors should be guided by papers published in the Studies and by the Council of Biological Editors (CBE) Style Manual. All measurements should be given in numerals in the metric system. If other units are essential to the material presented, equivalents in metric units must be included. Footnotes should be avoided, but where necessary they should be numbered consecutively in the text and placed below a horizontal line at the bottom of each relevant page. Only those words to be printed in italics should be underlined.

Tables

All tables must be discussed or mentioned in the text. Tables should be carefully constructed so that the data presented are readily understood. Each table should start on a separate page and be headed by a description which, together with the column headings, makes the table intelligible without reference to the text. Tables should be numbered consecutively with arabic numerals. The required positions of tables in the text should be clearly indicated in the left margin of the relevant pages.

Figures

Each photograph or drawing, described or mentioned in the text, must be on a separate sheet in a form suitable for good quality reproduction and numbered consequently with arabic numerals. Lettering must withstand reduction of the figure to page width (17 cm) or half-page (single column) width (8 cm). To avoid using excessive space, many kinds of illustrations are adequately intelligible if reduced to half-page width, provided that some thought is given to the design and lettering. Black-ink line drawings or glossy photographs are acceptable. Over-sized line drawings should be submitted as glossy photographs no larger than 17 cm wide and about 20 cm high, preferably smaller. The original drawings, if larger than 17 × 20 cm, should be retained by the author and forwarded only if requested by the editor. The figure number should be indicated on the back or in the margin of each illustration together with the name(s) of the author(s). Figure legends should be typed double-spaced on a separate sheet, which follows the tables in paging sequence. The approximate location of each figure in the text should be indicated in the left margin of the relevant page. A complete set of clear illustrations must accompany the original copy of the manuscript.

Bibliographic style

Literature references cited in the text must be by author's surname and date, viz,

It was reported that (Collins, 1960) ...

Collins (1960) reported that ...

The names of two authors may be used in a citation, but if more than two authors are involved the citation should be (Collins *et al* 1960). All papers referred to in the text must be listed alphabetically by the senior author's surname and initials in the References, followed by the initials and surnames of other authors (if any), the year of publication, full title of the paper, abbreviated name of the periodical, volume or number, and range of pages. Abbreviations of periodicals should, if possible, follow the "World List of Aquatic Sciences and Fisheries Serial Titles" published periodically by the Food and Agriculture Organization (FAO). References to monographs should, in addition to the author, year and title, contain the name of the publisher, place, and number of pages in the volume. Reference to papers submitted but not yet published should be indicated as being "In press" or "Submitted

for publication". The accuracy of all references is the responsibility of the author.

Proofs

All proofs of manuscripts must be corrected and returned to the Editor within 3 days of receipt. Only corrections of typographical errors are permitted at the proof stage. Any proposed additional alterations to the text will be at the discretion of the Editor.

Reprints

A total of 50 free reprints will be provided to the senior author and 25 free reprints to each additional

author. Additional reprints may be ordered, when proofs are returned at charges based on the length of the paper.

Submission of Manuscripts

Manuscripts for publication should be addressed to:

Editor
Northwest Atlantic Fisheries Organization
P. O. Box 638
Dartmouth, Nova Scotia
Canada B2Y 3Y9

NAFO Scientific Council Studies

Previous Issues

- No. 1. Scientific Council Studies (101 pages, published March 1981)
- No. 2. Manual on Groundfish Surveys in the Northwest Atlantic,
W. G. Doubleday, Editor (55 pages, published December 1981)

