

Instructions to Authors

(Revised January 2002)

Submitting a Manuscript to ESTUARIES

- Q Send two copies of the complete manuscript and an electronic copy on 3½-inch disk (in Word, WordPerfect, or ASCII format) to:

Dr. Stephen T. Threlkeld
ESTUARIES, Managing Editor
Department of Biology
318 Shoemaker Hall
University of Mississippi
University, Mississippi 38677 USA

A cover letter should include any special instructions and address changes. Possible referees may be recommended.

- Q Detailed instructions for each manuscript section are provided below and should be followed exactly. Manuscripts that do not conform to these instructions will be returned without review. A recent issue of the journal may be consulted for format. Questions can be addressed to the office of the Managing Editor, at the address given above, by phone (662-915-5803), fax (662-915-1537) or e-mail (stt@estuaries.olemiss.edu).

General Instructions for Manuscript Preparation

- Q All paper copies of the manuscript should be printed on one side of 8½-inch by 11-inch paper.
- Q The manuscript should be double-spaced throughout, including title page, text, literature cited, figure legends, and tables.
- Q Use type or fonts with 10 or 12 characters to the inch.
- Q Leave a one-inch margin on both sides, top and bottom of each page.
- Q Do not justify the right margin.
- Q Do not use a hyphen to divide a word at the end of a line.
- Q Do not print in boldface type.
- Q Underline when italics are intended.
- Q Express concentrations and rates using the negative exponent notation (e.g., 15 mg l⁻¹, 30 mg C m⁻² d⁻¹, and 200 m³ s⁻¹).
- Q Use metric or SI units whenever possible.
- Q Place the page number together with the surname of the author(s) in the top right corner of each page after the title page.
- Q Cite all figures and tables in the text.
- Q Number figures and tables in the order of their mention in the text.
- Q Use "Figure 1" to start a sentence and "Fig. 1" (singular) and "Figs. 1 and 2" (plural) in all other places.
- Q Insert a period and a space after initials used in names. This refers to all use of names—on the title page and in the running head, text, Acknowledgments, and Literature Cited.
- Q The use of footnotes in the text is strongly discouraged except as noted for the title page and in tables.
- Q Use a semicolon to separate different elements within parentheses (Fig. 1; Table 2; Correll et al. 1992; Monbet 1992).
- Q When used for the first time, spell out expressions from which acronyms are derived (e.g., particulate organic carbon (POC)).
- Q Abbreviate common units of time without the use of periods: (s) seconds, (min) minutes, (h) hours, (d) days, (wk) weeks, (mo) months, and (yr) years.
- Q Common Latin words or abbreviations, such as i.e., e.g., in situ, in vivo, and et al., are not italicized.

Title Page

- Q The title page should include the following: running heads, title, name and address of author(s), and footnotes to the title or author(s).
- Q Left running head: initials and surname(s) of author(s); if three or more authors, initials and surname of first author followed by et al.
- Q Right running head: condensed title of no more than 45 letters and spaces.
- Q Title with scientific names must include a common name or identifying

term (e.g., "...the amphipod *Gammarus mucronatus*").

- Q For multi-authored papers, the authors are to be listed in a single column.
- Q For authors at different locations, the address of each author is to be placed directly under the name.
- Q The address of the author(s) should include postal code, and numbers for telephone and fax, and e-mail address when available.
- Q For multi-author papers, identify the corresponding author with a footnote.
- Q Footnotes to the title identifying a contribution number and footnotes identifying current addresses of authors are permissible.
- Q Use superscript numbers for footnotes and clearly distinguish footnotes at the bottom of the title page.

Abstract

- Q All articles must be accompanied by an abstract.
- Q The abstract should contain a concise statement of the objectives, methods employed, essential results, and conclusions of the study.
- Q The abstract should be composed so as to facilitate electronic searching of databases composed of titles and abstracts only.
- Q The abstract must be understandable without reference to the text.
- Q Statements such as "results will be discussed" are not acceptable.

Main Body of Manuscript

- Q The manuscript will usually consists of the following major sections: Introduction, Materials and Methods, Results, Discussion, and Literature Cited.
- Q Manuscript elements should be in the following order: Title Page, Abstract, Introduction, Materials and Methods, Results, Discussion, Acknowledgments (if any), Literature Cited, tables, figure legends, figures.
- Q Additional sections may include Study Location, Experimental Design, Statistical Analysis, Summary, Acknowledgments, and Sources of Unpublished Materials, among others as needed.
- Q Additional sections should be put in the appropriate places. For example, a section on the study location can be placed after the Introduction.
- Q Manuscripts divided into nontraditional sections are permissible.
- Q Subheadings are permitted.

Use of References Within Text

- Q All references cited in the text, tables, and figures are listed in the Literature Cited.
- Q References to manuscripts that have been accepted for publication but have not appeared in print are to be cited as "in press."
- Q Cite references within the text by surname(s) of the author(s). In the example below, a name outside the parentheses indicates the author's name(s) is(are) used as a noun within the sentence.
 - single author: Walton (1996), (Walton 1996)
 - two authors: Madden and Kemp (1996), (Madden and Kemp 1996)
 - three or more authors: Summers et al. (1996), (Summers et al. 1996)
- Q When multiple sources are cited within the text, they are to be listed in chronological order, followed by alphabetical order if they carry the same date (e.g., Reasner 1956; Kjelson and Colby 1977; Monroe 1977; Bell et al. 1992).

References Listed in the Literature Cited

- Q All references listed in the Literature Cited are mentioned in the text.
- Q Only published and in press materials are listed in the Literature Cited.
- Q Do not abbreviate the names of journals. Names of journals, states, countries, agencies, publishers, and universities are spelled in full.
- Q Underline the names of journals.
- Q References in the Literature Cited are listed in alphabetical order, followed by chronological order as necessary. An example using the same first author is given below.
 - Robblee, E. H. 1987a

Robblee, E. H. 1987b
Robblee, E. H. 1992
Robblee, E. H. and S. A. Bell. 1992
Robblee, E. H., B. H. Burton, and L. W. Leber. 1987
Robblee, E. H. and L. W. Leber. 1955.

- Q Citations of reports from government agencies and other organizations (commonly referred to as the gray literature) must contain sufficient information to allow the reader to locate the referenced material.
- Q The following are examples of the format for four different types of materials for citations in the Literature Cited.

BOOK

Snedecor, G. W. and W. G. Cochran. 1980. *Statistical Methods*, 7th ed. The Iowa State University Press, Ames, Iowa.

JOURNAL ARTICLE

Lipiatou, E. and A. Saliot. 1992. Biogenic aromatic hydrocarbon geochemistry in the Rhone River Delta and in surface sediments from the open northwestern Mediterranean Sea. Estuarine, Coastal and Shelf Science 34:515-531.

CONTRIBUTED VOLUME

Smith, S. V. 1991. Stoichiometry of C:N:P fluxes in shallow-water marine ecosystems, p. 259-286. In J. Cole, G. Lovett, and S. Findlay (eds.), *Comparative Analyses of Ecosystems—Patterns, Mechanisms, and Theories*. Springer-Verlag, New York.

REPORT

United States Geological Survey. 1985. Measurement and use of diversity indices for biological samples in water quality programs. Technical Memorandum No. 85.10. United States Geological Survey, Reston, Virginia.

- Q If a citation cannot be completed at the end of a page, put the entire citation on the next page.

Unpublished Materials

- Q Citations of unpublished information and personal communications within the text should include the source's name.
- Q Complete information (name and address) should be given in a section titled Sources of Unpublished Materials. This section follows the Literature Cited.

Figures

- Q Number figures consecutively, in the order they are cited in the text.
- Q Figures must be camera-ready when submitted. They will not be corrected or improved by the journal staff. Manuscripts with figures of inadequate quality will be returned to the authors without review.
- Q Figures should be submitted as original drawings, computer graphics, or photographs. Other reproductions of high contrast are acceptable.
- Q All lettering must be large enough to allow for reduction in size.
- Q Original figures constructed with press-on lettering or graphics, or constructed with paste-up techniques (separate sections cut and assembled with glue or tape) are not acceptable.
- Q Photographs of illustrations prepared with press-on and paste-up techniques are acceptable.
- Q All photographs of material other than line drawings are mounted on poster board.
- Q Color illustrations will only be used when absolutely necessary.
- Q Oversized illustrations (larger than 9 x 12 inches) are not acceptable. Reduce prior to submission.
- Q Figures must be identified with the figure number and author's name. The manner in which you identify the figure is critical. Do not write on or affix in a label to the back of figure within the area to be reproduced. Identify figures by writing outside the area to be

photographed, by attaching a self-adhesive note (e.g., Post-It or Highland), by attaching an onion skin sheet to cover the figure, or by photocopying the figure and writing on the photocopy.

Figure Legends

- Q Figure legends begin with "Fig." followed by the number.
- Q Figure legends are typed together on a page separate from the illustrations.
- Q Figure legends must be sufficiently detailed so that the reader can understand the figure without reference to the text.
- Q Abbreviations (as in genus names) and acronyms are not used in figure legends. Spell these in full.

Maps

- Q Maps should include geographic coordinates indicating longitude and latitude in degrees, minutes, and seconds appropriate to the resolution of the map – be sure to include hemispheric information such as N or S, and E or W with the coordinates.
- Q Maps should include geographic bearing or direction (compass or pointer) and a scale (in metric units appropriate to the resolution of the map).
- Q Land is usually best indicated by shoreline stippling, and water is best left open, especially if depth contours or sampling stations are indicated.
- Q In cases where geographic place names for land locations are required, they should not overlap with the stippling.
- Q Depth contours should preferably be in metric units.

Tables

- Q Tables are numbered consecutively, in the order they are mentioned in the text.
- Q The legend and the body of the table can be placed on the same page.
- Q The legend for each table must be sufficiently detailed so that the reader can understand the table without reference to the text.
- Q Tables may have more than one typed manuscript page in both the vertical and horizontal dimensions. Only one table is typed on a page.
- Q Do not use small fonts or other size-reducing techniques to force a large amount of data onto a single manuscript page.
- Q Abbreviations (e.g., genus names or months of the year) and acronyms are not used in table legends. Spell these in full.
- Q Footnotes used in the tables should be noted with lowercase superscript letters and placed at the end of the table.
- Q Tables are prepared without vertical lines.

Statistics

- Q Details of all statistical tests used, including summary statistical information generated by routine statistical packages, must be submitted with each copy of the manuscript. The author should include sufficient pertinent details so that referees can determine the validity and accuracy of statistical statements made in the manuscript.

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- Q Permission to use previously published tables and figures must be obtained in writing from the copyright owner and included with the manuscript if any such items are included in the manuscript.