

## **Guidelines for contributors of formal papers for the symposium proceedings**

(Note that, apart from the use of 1.5-spacing instead of double-spacing, this set of guidelines is presented in the format required for the submission of manuscripts.)

<hr/>		Page
Contents		
1.	Deadline for submission of manuscripts	2
2.	Peer review—who reads the manuscript before it is accepted?	2
3.	Text guidelines—what rules must I follow?	2
4.	References	8
5.	Tables	11
6.	GIS maps and figures	12
7.	Writing tips	15
8.	Submission of manuscripts	17
9.	Proofs	17
10.	Publication	17
Appendix A	Table format (example)	18

---

# 1. Deadline for submission of manuscripts

The deadline for submission of manuscripts is October 31, 2014. Regrettably, manuscripts submitted after this date cannot be accepted.

# 2. Peer review

Your manuscript will be read by at least two referees, who will recommend whether it should be accepted for publication. The decision, the referees' reports, and editorial comments on your manuscript will be sent to you as soon as possible.

# 3. Text guidelines

## 3.1 General requirements

Please follow the guidelines. All text (including text in tables and figure captions) is to be double-spaced. Use ordinary upper- and lower-case letters in 11-point font throughout, and without bold, underlining or other highlighting. Leave all formatting to the printer. You might like bold-font headings, indented first lines for paragraphs, different font sizes, etc.; but do not use them in your manuscript—such formatting will be stripped before the text is given to the printer, and so important text might be deleted accidentally in the process.

Set up the manuscript in the following order:

- 3.1.1 Title
  - 3.1.2 Author(s); or group's name if specific authors' names are not used
  - 3.1.3 Address of author (including telephone, telefax and email); when there are more than one author, the full address and contact details of the first/senior/corresponding author should be presented, but only the institution of the remaining author(s).
  - 3.1.4 Abstract
  - 3.1.5 Key words
  - 3.1.6 Core text
  - 3.1.7 Acknowledgements (if needed)
  - 3.1.8 References
  - 3.1.9 Appendix (if needed)
  - 3.1.10 Tables
  - 3.1.11 Figure/map captions
  - 3.1.12 Figures
  - 3.1.13 GIS maps
- (If necessary, send tables, figures and maps in separate files (see Section 3.3.7 and Section 5).

### **3.2 Language**

Provide your manuscript in English. Use either English (UK) or English (USA) spelling consistently; do not mix British and American styles.

### **3.3 Format**

Examples for manuscript structure and layout can be seen in the published papers available in the previous proceedings of the symposia (but if you use them as a guide to structure, please remember not to copy the bold heading-fonts, reference-list indents and captions italics; leave these for the printer to apply). The most recent printed proceedings is :

Nishida, T., and Caton, A.E. (Editors). 2013. **GIS/Spatial Analyses in Fishery and Aquatic Sciences (Vol. 5)**. Proceedings of the Fifth International Symposium on GIS/Spatial Analyses in Fishery and Aquatic Sciences (Wellington, New Zealand, August 22–26, 2011). International Fishery GIS Society, Saitama, Japan. 246 pp. (ISBN: 978-4- 9902377-3-8).

To obtain this publication, refer to <http://www.esl.co.jp/Sympo/publication.pdf>.

#### 3.3.1 Font

Manuscripts must be written in Microsoft Word or WordPerfect using 11-point Times New Roman, Arial, or Century font, double-spaced throughout, with a 3-centimetre margin all around so that the text is justified.

‘Double spacing’ means that each line of print has a blank line above and below it. The editors and printer need this space for technical reasons. ‘Justified’ means that the text of each complete line extends to the left and right margins—as it does in this paragraph. These guidelines use one-and-a-half spacing, but do not use it, or single spacing, anywhere in your manuscript. During page-setting, the printer will apply special formatting to all manuscripts accepted for publication.

#### 3.3.2 Page breaks

It is optional to use page breaks to ensure that your text layout is clear, but use page breaks to ensure that all parts of a table or figure are on the one page.

### 3.3.3 Page size and layout

Use A4-size paper, and portrait layout. Print on one side only. Start titles, headings, sub-headings, etc. at the left margin; do not use indents.

### 3.3.4 Page limit

Space in the proceedings is at a premium. Referees will be instructed to pay special attention to the length of manuscripts. Omit material that is not strictly related to the symposium theme, needless detail of methods, and unnecessary tables, figures, and references. Your complete manuscript (title, abstract, text, references, tables, figures, GIS maps, corresponding captions and any other material) must not exceed 5000 words. A maximum of three colour pages of GIS maps may be included (but if you place more than one map on a page remember to ensure that the map text will be legible in the printed proceedings—see Section 6 below).

### 3.3.5 Lettering and numbering

Use ordinary numerals and letters throughout for: titles, section headings and sub-headings; tables; figure captions; and the reference list. Do not use a range of different font sizes. Do not use background shading. Do not colour anything. Except as noted below (e.g. scientific names—Section 3.6.2), omit all decorative touches. Leave all formatting to the printer.

Indicate the rank of section headings and sub-headings with numerals—not with different fonts, indentation, etc. Do not exceed three ranks. These guidelines are set out using ranked numerals for the headings and sub-headings.

### 3.3.6 Use of italics

Italics are used only for scientific names (genus, species) and non-English words. For example: 'Ark shells, *kaikoso* (Fijian) are harvested by village women at low tide.'

### 3.3.7 Illustrations

Do not embed tables or figures in the body of the text. If you do, they will be moved and text might inadvertently be deleted. Append tables and figures in separately after the reference list (see Section 3.1). Number each table, figure or GIS map with Arabic numerals, in separate sequences: Table 1, Table 2..., Figure 1, Figure 2..., Map 1, Map 2.... Refer in the text to each table, figure or GIS map. Cite them in numerical order, i.e. do not refer in the text to Figure 2 before referring to Figure 1. When referring to a figure or table in the text, write the whole word, and with a capital

letter (Figure; Table). Do not write ‘Fig.’, ‘/fig.’, ‘Tbl’, ‘/tbl’. If necessary, supply figures and maps in separate files, but consult the Editor-in-Chief first.

### **3.4 Abstract and key words**

An abstract must be no longer than 350 words and preferably should be in the form of a single paragraph. It must be able to stand on its own (as when cited in other publications), and accordingly it must not contain footnotes, literature citations, or abbreviations.

After the abstract, add a list of not more than eight key words/phrases, arranged in alphabetical order. Choose key words or phrases likely to be detected correctly by search engines.

### **3.5 Mathematical notation**

The use of 11-point font is required throughout your manuscript; but we allow one exception, namely make sub- and super-scripts large and easy to read. Default exponents are 5 points smaller than the main-text font. For example: this [  $x^2$  ] uses the superscript ‘2’ in default 11-point Times New Roman; but this [  $x^2$  ] uses 16-point for the superscript, which looks similar in size to the 11-point ‘x’ and is much clearer than the default size.

Always ensure that the letter ‘l’ and the numeral ‘1’, and the letters ‘o/O’ and the numeral ‘0’ can be clearly distinguished.

Avoid handwritten characters or unusual fonts. To assist the printer, spell out Greek letters and other special characters the first time they occur. Put such comments in square brackets, for example ‘... where  $\alpha$  [Printer:  $\alpha$  is lower-case Greek ‘alpha’] signifies ...’.

Use a point, not a comma, for decimals: 0.75; not 0,75. Thousands, millions, etc. are divided by spaces [use ‘hard-spaces’ (Shift+Control+Space) so that the number does not wrap around the end of a line: 2 345 678]. In the text, print numbers up to 9999 without an extra space. In tables, insert spaces: 9 999. For numbers less than unity (one), place a zero before the decimal in the text, tables and figures: e.g. 0.35.

In the text, replace signs and symbols that have horizontal bars. Instead, use the solidus ( / ), parentheses, or other notation. For example:  $b / s$ ,  $(a + b) / s$ ,  $\sqrt{(ax^2 + b)}$ .

Please do not insert formulas in the text in a frame (which, in effect, would be the same as embedding figures). Write formulas as separate lines of text, such as:

$$Y = \beta + \text{Vessel} + \text{FP} + \text{Depth} + \text{latitude} + \text{DC} + \text{Month} + \text{Vessel} * \text{Effort}$$

[Printer:  $\beta$  is lower-case Greek 'beta']

If your formulas contain symbols that are not available from your keyboard options and you must develop them in a frame, do not embed frames in the text. Instead, append them at the end of the manuscript after tables but before figures, and place a note to the printer in square brackets where they are to appear in the text:

[printer: Formula (1) is to be inserted here in the text]

If a formula or equation cannot fit on one line (100 characters, including all spaces), show where it can best be broken. Put any such advice in square brackets on the next line after the equation, not within the equation.

Use brackets as follows: { [ ( ) ] }. Insert instructions if the usual sequence must be changed (as when particular brackets have a special notational sense and must be retained).

### **3.6 Units of measure and other conventions**

#### 3.6.1 Units

Follow the ISO *Système International d'Unités* (SI) for units and abbreviations wherever possible. Give all measurements in the metric system. Note that 'tonne' is the metric tonne, 1000 kg, symbol 't': do not use the Imperial ton of 2000 lb, about 909.1 kg.

'Billion' signifies  $10^9$  and not  $10^{12}$ . To avoid misunderstanding, do not use 'billion'.

Use the form  $\text{gCm}^{-2}\text{d}^{-1}$  rather than  $\text{gC}/\text{m}^2/\text{d}$ . Do not use '%' with salinity (which is a dimensionless quantity); instead state 'parts per thousand'.

Consult the ISO system (above) for recommended abbreviations. Some of these are: S (second); min (minute); h (hour); d (day); yr (year); Chl a (Chlorophyll a);  $^{14}\text{C}$  (Carbon 14); and l (litre).

Even so, you must write out the whole word(s) the first time you use these abbreviations (see Writing tips, below).

Common Latin or Greek abbreviations used in English writing (for example, *ibid.*, *op. cit.*, *etc.*, *i.e.*, *e.g.*) should be written in Roman type, not in italics. The exception is *et al.*, which is italic.

One species (*sp.*), two or more species (*spp.*); and only the scientific-name portion is italic—*Cyprinus* spp.

### 3.6.2 Scientific names

For zoological and botanical nomenclature, authority for a name need only be given, if at all, the first time a species is mentioned. Genus and species names only should be italicised: pike eel: *Muraenesox cinereus*; (Muraenesocidae); Ceratia; *Ceratium* spp.

If you wish to state the authority of the scientific name, make sure that you write the author's name correctly—*i.e.* with parentheses ( ), or without. Absence of parentheses means that the species is (still) in the genus in which it was first described (*e.g.* *Mugil cephalus* Linnaeus), but presence of parentheses means that the species has been moved into a different genus from that in which it was first placed [*e.g.* *Valamugil buchanani* (Bleeker)]. In other words, parentheses attached to a scientific name mean something ... their absence does not indicate that the writer forgot them.

Sometimes writers 'get friendly' with their taxon, moving it out of scientific formality to familiarity. The following examples demonstrate the change in status: 'The Serranidae are targeted for the live-reef-fish food trade' compared with 'The serranids are targeted for the live-reef-fish food trade'.

### 3.6.3 Dates

Day–month–year (1 August 2001). Refer to months by name and not by number. Write spans of years using an en-dash (which would represent an abbreviation for 'to'), not a hyphen (which joins a qualifier to a noun) or a solidus (which is an abbreviation for 'or'). For example, use '2000–2002', not 2000/2002 (which would mean '2000 or 2002'), or 2000-2002 (which would mean 'the 2000 type of 2002').

### 3.6.4 Names of vessels

RV 'Clione'.

## 4. References

### 4.1 Citations in texts

In the text, cite references as follows: Smith (1998) or (Smith, 1998). If there are two authors, give both names. If there are three or more authors, write Smith *et al.* (1998) or (Smith *et al.*, 1998). For unpublished material such as personal communications, give the author's first initial: (F. Fry, pers. comm.).

### 4.2 Reference-list format

Restrict the reference list to work already published, or accepted for publication ('in press'). Omit unpublished material (which includes work submitted to a journal but not yet formally accepted). Use the same format style as stated under Section 3.3 (above). Italicise genus and species names (see Section 3.6.2). Do not use hanging indents or other special formatting. They will be stripped, and text might accidentally be deleted in the process.

List entries alphabetically by the first author's surname, followed by initials. In cases of multiple authorship (e.g. 'Fry, F., Plie, I.I. and Soglia, I.') give the names of all authors. For successive entries for the same author(s), cite the name(s) in full each time—do not use *ibid.*, dashes, or ditto marks.

Capitalise the first letters in the title of the actual publication. So, a journal title would have capitals (e.g. 'Journal of Important Manuscripts') but a paper in it would not (e.g. 'A paper on important GIS things.'). In the case of a book, its title is the actual publication title (e.g. 'A Book on Important GIS Things').

Spell out names of journals in full; do not italicise journal names (so, for example, do not use 'Can. Bull. Fish. Aquat. Sci. '); use 'Canadian Bulletin of Fisheries and Aquatic Sciences'). Do not highlight the year of publication or the volume number with parentheses or with italic or bold-face type. Omit issue number unless necessary for correct page reference. Insert a colon after the volume number then a space before the page reference. Give full, inclusive page ranges (e.g. 241–249; not 241–9); and note the use here of an en-dash ('–', meaning ' to ') as the separator, not a hyphen ('-').



Check that the reference list includes each reference cited in the text, and that there are no un-cited references in the list. Check all entries in the reference list against citations in the text for perfect correspondence of names and dates.

Double check for the spelling (including accented letters) of proper names and for the accuracy of article and journal citations, particularly those in languages other than English. We recommend you check a hard copy, where small errors may be easier to see than on the screen.

### **4.3 Reference-list examples**

#### 4.3.1 Journal article

Following the above guidelines:

Branstetter, S. and Stiles, R. 1987. Age and growth of the bull shark, *Carcharhinus leucas*, from the northern Gulf of Mexico. *Environmental Biology of Fishes*, 20: 169–181.

and not, for example:

Branstetter, S. and Stiles, R. (1987) Age and Growth of the Bull Shark, *Carcharhinus leucas*, from the Northern Gulf of Mexico. *Env. Biol. Fish.*, **20**(3): 169–81.

The following examples show different citation formats for one, two or more authors:

Smith, P. 1990. Give full title of article not capitalised. Give Capitalised Journal Name in Full, 00: 000–000. [one author]

Smith, P.P. and Jones, B. 1985. Full title of article not capitalised. International Journal of Some Discipline or Other Capitalized, 00: 000–000. [two authors]

Smith, P., Williams, J.J. and Jones, F.X. 1960. Full title of article not capitalised. Journal of Splendid Findings Capitalised, 00: 000–000. [three or more authors]

Smith, P., Williams, J.J. and Smith, R.R. 1958a. Title of first paper by these authors in 1958 not capitalised. Journal of Astonishing Results Capitalised, 00: 000–000. [use a, b, etc. to distinguish papers published by the same author(s), in the same combination of authors, in the same year]

Smith, P., Williams, J.J. and Smith, R.R. 1958b. Title of second paper by these authors in 1958 not capitalised. Capitalised Proceedings of the Royal Society of Distinguished Researchers, 00: 000–000.

#### 4.3.2 Book chapter

Author(s) and year. Chapter title in full not capitalised. In Book Title in Full Capitalised, and edition (if not the first). Editor(s). Publisher, and city where published: inclusive page numbers for the chapter. Do not state how many pages are in the complete volume (unless the publication is cited in full as outlined in Section 4.3.3). For example:

Srivastava, S.K., Sarkar, U.K. and Ponniah, A.G. 2001. Arrangement of habitat information on a GIS platform to identify optimum and degraded areas of Golden Mahseer (*Tor putitora* Hamilton) habitat. In Proceedings of the First International Symposium on Geographic Information Systems (GIS) in Fishery Science. Nishida, T., Kailola, P.J. and Hollingworth, C.E. (Editors). Fishery GIS Research Group, Saitama, Japan: 302–314.

#### 4.3.3 Report, book, thesis, or similar large document, cited in full

Author(s) and year. Capitalised Title of Publication in Full, and edition (if not the first). Publisher, and city where published. Total number of pages. For documents that might be difficult to identify or to retrieve (such as certain government reports having limited distribution) give any other information that might be helpful (e.g. identification number). For example:

Cairns, S.D., Calder, D.R., Brinckmann-Voss, A., Castro, C.B., Fautin, D.G., Pugh, P.R., Mills, C.E., Jaap, W.C., Arai, M.N., Haddock, S.H.D. and Opresko, D.M. 2002. Common and scientific names of aquatic invertebrates from the United States and Canada: Cnidaria and Ctenophora, 2nd edn (American Fisheries Society Special Publication 28). American Fisheries Society, Bethesda, Maryland, USA. 115 pp.

(note that in this case, because it is one volume of a formal publication series, the name capitalised is ‘Special Publication 28’ rather than the title of the volume )

Lowe-McConnell, R.H. 1987. Ecological Studies in Tropical Fish Communities. Cambridge University Press, Cambridge, UK. 382 pp.

Van den Berg, C. 1993. Filter-feeding in Common Bream (*Abramis brama*), White Bream (*Blicca bjoerkna*) and Roach (*Rutilus rutilus*); Structures, Functions and Ecological Significance. Doctoral thesis, Wageningen Agricultural University (Landbouwwuniversiteit te Wageningen), Wageningen, The Netherlands. 147 pp.

#### 4.3.4 Electronic source

Do not include any electronic source that is likely to be ephemeral, such as personal websites (which may be erased if the owner changes jobs). ‘Immortal websites’ (such as those maintained by large museums) are more likely to be reliable references because they are likely to be permanent. As far as possible, format any electronic source (websites etc.) as you would for a hard copy. At the end, state the full location within angle brackets < > and state the most recent date on which you accessed the site. For example:

National Institute of Water and Atmospheric Research (NIWA) and International Fishery GIS Society 2010. First Announcement and Call for Papers. Fifth International Symposium on GIS/Spatial Analyses in Fishery and Aquatic Sciences, Wellington, New Zealand, August 22 (Mon) – 26 (Fri), 2011.

<[http://www.esl.co.jp/Sympo/5th/first\\_announcement.pdf](http://www.esl.co.jp/Sympo/5th/first_announcement.pdf)> last accessed 10 April 2013.

## **5. Tables**

Put tables on separate pages, and append them after the reference list. Do not incorporate them in the text other than by citation: 'The findings (Table 1) reveal....' The example table that is appended to these notes demonstrates some of the following guidelines. It is 96 characters wide (in the requisite 11-point font). Please follow these guidelines when preparing tables. You might be tempted to submit them in a different format, but note that it will simply cause delays because your tables will be returned to you to re-format.

Number tables with Arabic (1, 2, 3, 4 ...) not Roman (I, II, III, IV ...) numerals.

Double space all tables and use normal-size print. Design each table to fit on one printed page. Use portrait layout only; the proceedings do not include tables printed in landscape format. The

maximum number of 11-point characters across a full page is 100. The printer will not set your table in smaller font. If your table is too wide, re-design it or break it down into smaller tables.

Do not use the Microsoft Word 'Insert Table' command that embeds columns and rows in cells (text might become misaligned or lost because the printer has to remove the cell formatting during page-setting).

Establish columns using tabs (not the space bar). Allow one character for a decimal point and at least three characters for spacing between columns. Use extra space (not vertical lines) to separate columns. Separate thousands, millions, etc. by spaces (before and after a decimal): 1 234.567 8; 0.567 89; 3 126.1. Where decimal numbers of varying length are tabulated, insert a note advising the printer to align numbers by the decimal point; make allowance for this alignment when determining column spacing. Place a dash in any empty cell (no data).

Cite dates in tables as day–month–year (31 Jul 1992). Refer to months by name, not number. Abbreviate all months to three letters without punctuation; for example, Jan, Feb, Mar.

Indicate footnotes with superscript letters; for example, 17<sup>a</sup>.

Check carefully that entries are correctly aligned, both horizontally and vertically. Do not place headings or entries mid-way between rows.

Remember, do not ignore the guidelines and try to fit all the data in the world into a single table. The editors will return it to you to revise. Avoid the temptation to submit it: twice as many characters wide as allowed; single-spaced; in a font so small as to be unreadable; and with vertical lines as column separators.

## **6. GIS maps and figures**

Please read these guidelines carefully. An example GIS map with many of the features mentioned below may be found in the proceedings of the Second symposium:

Nishida, T., Kailola, P.J. and Hollingworth, C.E. (Editors) 2004. GIS/Spatial Analyses in Fishery and Aquatic Sciences (Volume 2). Proceedings of the Second International Symposium on GIS/Spatial Analyses in Fishery and Aquatic Sciences (University of Sussex, Brighton, UK, 3–6 September 2002). Fishery–Aquatic GIS Research Group, Kawagoe, Saitama, Japan. 735 pp.

Submit GIS maps and figures in individual electronic files such as Excel, BMP or other forms that can produce good-quality prints. Also, send to the Editor-in-Chief by air mail or courier three top-quality camera-ready prints of each GIS map. Pack the prints so that they cannot become creased in transit. Do not fold or roll prints. Affix a label with the author's name (or write the name in pencil lightly) on the back of each map.

Tables and figures must not be in colour. We prefer figures to be submitted electronically. If you are obliged to submit hard copy, do so as camera-ready originals or prints, either as line drawings or as 'half-tone' photographs, prepared to professional standards. Illustrations with clear contrast provide the best reproduction. Submit original drawings or photographs without text and accompanied by a set of photocopies of them, marked as precisely as possible with the text that the printer should insert.

Always keep in mind that for all text, figures and maps, the maximum actual width that they can occupy on a printed page of the proceedings is 12 cm. Look at your figure or map at that size and check if the information you seek to convey is legible. Few things are more frustrating for a reader than text in a font too small to read. Rather than helping clarify a figure it distracts a reader from what you intend the figure to convey.

You may submit a maximum of three colour pages of GIS maps. They may consist of more than one map per page. Call them Map 1 Map 2 and Map 3 (or 1a, 1b, 1c; 2a, 2b; etc, if there are more than one map on a page).

Ensure that colours are distinct when printed onto a hard copy—colours that look suitably different on screen might not print effectively. Always check a hard copy.

You must put coordinates on the map—longitude and latitude. Ensure there are two latitude notations on one vertical axis, and two longitude notations on one horizontal axis. Mark them appropriately (N, S, E, W).

Design illustrations so that only the relevant part of figures or maps is included. In graphs, the axes must not extend appreciably beyond the data. Symbols should not overlap each other. All details—including signs, symbols, and geographical coordinates—must be clear and sharp.

Text in the illustrations must be in English. Freehand lettering cannot be accepted. Keep the lettering as uniform and conservative as possible.

When printed, capital letters must range between 2 mm and 4 mm in height. Therefore letters and numbers that look large enough on computer-generated drawings may need to be much larger than they ‘should’ be: this is because details of many computer-generated drawings, especially maps with numbers, are illegible when reduced in size for printing (remember—12 cm maximum actual width). Similarly, when drawings are reduced in size, lines become shorter—as you would expect—but also thinner. Do not use thin lines or delicate lettering styles.

Number each figure, and add a note on the orientation (e.g. 'Top').

Avoid putting a lot of text and keys on the figures (i.e. ‘overloading’ them). Put such information in the figure legends. Add bar scales to microphotographs and other figures with high magnification. GIS maps may include keys, but they must be clear and sharp, with large lettering.

Multiple-part figures (Figure 1a, b, c, etc.) with a single legend must be arranged on a single sheet, ready for the printer. If Figures 1a, b, c, etc. are on separate sheets and will not fit on one printed page, each part must have its own figure legend (Figure 1a, Figure 1b, Figure 1c, etc.).

Figures that are to be compared with one another should be drawn or photographed to the same scale (with matching lettering if relevant) so that they can all be reproduced as a unit, or reduced by the same factor, before printing.

Scrutinise all figures, whether originals or photocopies, for spelling and completeness. Mark any multiple-part figures so they accord with the legends. Ensure axes are titled and labelled, and differentiated curves are clearly identified. Make sure that the terminology, symbols, and abbreviations correspond to those used in the text and figure legends. Check again that all symbols and lettering are big enough and all lines are thick enough.

List figure captions, double-spaced, on a separate page or pages, several to a page, and place this list after any tables. Do not write the captions on the figures.

The caption should give the figure number, explain what the figure shows, and explain symbols, statistical features etc. so the figure can be understood without the reader having to refer to the text. For example: 'Figure 1. Significant change in gonadosomatic index (GSI) with age in female rainbow trout ( $r = 0.2$ ,  $P = 0.03$ ).'

In the captions, omit symbols such as shaded triangles, circles, boxes of different sizes, or dotted and dashed lines. Refer to them by name (e.g. 'open triangles, zone A; filled triangles, zone B; circles, zone C; squares, zone D; crosses, zone E; curve depicts five-year running mean beginning in 1990').

## **7. Writing tips**

The time that editors require to correct manuscripts will be reduced if a few simple conventions (or rules) are followed. You will identify the results of our applying these conventions in the symposia proceedings. They are:

### **7.1 Keep it simple (KISS)**

Authors (or groups) know their subjects better than anyone, but they must convey that knowledge clearly to readers. Split long, or complicated, sentences into short, simple sentences. These can be used effectively to impart knowledge.

### **7.2 Abbreviations and acronyms**

The first time you use each of these, you must spell it out, with the abbreviation/acronym put in parentheses after it. From then on, you may use just the abbreviation, or acronym. For example: geographic information system (GIS); metres (m); hectares (ha). 'Catch per unit of fishing effort' is abbreviated with capital letters (CPUE).

### **7.3 Punctuation marks**

These are not underlined.

#### **7.4 Numbers**

Numbers less than and including ten should be spelt out ('I saw 3 pigs fly' should be written as 'I saw three pigs fly') unless the sentence contains other numerals not spelt out ('I saw 3 of the 14 pigs fly').

#### **7.5 Capital letters**

Usually, capitals begin a word when the word is a proper noun, i.e. the name of something. For example: Hudson River, Mississippi River, Table 1, Table 8. But when we refer to these proper nouns in a group, they lose their capital letters. For example: Hudson and Mississippi rivers, tables 1 and 8.

#### **7.6 Hyphens and dashes**

A hyphen joins words, and helps clarify meaning (for example, a cold-water fish). An en-dash is longer than a hyphen, and is an abbreviation for 'to', 'and' or such (for example, 1999–2003); a hyphen is not a substitute for an en-dash. An em-dash (the length of two en-dashes) is used like parentheses, or to introduce a qualifier. Note that it has no space on either side of it. For example, 'Care is needed in the use of en-dashes, em-dashes and hyphens—when used incorrectly in a manuscript they may cause friction at the author–editor interface'. A hyphen in the last phrase would be wrong—the editor is not an 'author type of editor'; instead, the text refers to the interface between author and editor.

#### **7.7 Quotation marks**

Only one inverted comma should be used at the beginning and the end of words. For example: 'Billion' signifies  $10^9$  and not  $10^{12}$ . To avoid misunderstanding, do not use 'billion'. Double inverted commas are used only in certain circumstances, and editors will apply them when appropriate.

#### **7.8 Colons and commas**

When you write 'as follows', or 'for example', and/or provide a list of phrases etc., you must separate the phrases by a semi-colon if you preface the list with a colon, or with a comma if you do not use a colon. The differences are demonstrated below.



'The aims of this study were to: record Fiji's fish diversity; describe Fiji's fish habitats; and compare Fiji's fish fauna with the fish fauna of other Pacific islands.'

or

'The aims of this study were to record Fiji's fish diversity, describe Fiji's fish habitats, and compare Fiji's fish fauna with the fish fauna of other Pacific islands.'

## **8. Submission of manuscripts**

Before submitting your manuscript, have it read by an expert colleague (to check interpretation, key references, etc.), an inexpert colleague (to spot unexplained jargon) and, if possible, someone whose first language is not English (to ensure that it is easy to comprehend).

Send your manuscript in Microsoft Word by E-mail, or by air mail or courier to:

Tom Nishida (e-mail: [fish-gis@world.odn.ne.jp](mailto:fish-gis@world.odn.ne.jp)),

International Fishery GIS Society

c/o Environment Simulation Laboratory, 2F, Noble Building

2-4-1, Arajuku-Cho, Kawagoe-city, Saitama-ken, Japan 350-1124

## **9. Proofs**

If your manuscript is accepted for publication, you will be requested to modify it according to the referees' and editors' comments, and then to send the final version back to the editors. The editors will then make the final checks and will send proofs to you (or the senior or corresponding author; or the contact person in your group) with a request to check and return them promptly. If you have moved, please notify your change of address, or nominate someone else who will be able to read and correct the proofs. If you do not return the proofs by the date requested, the editors or their appointee(s) will assume responsibility for them.

## **10. Publication**

We intend to publish the proceedings by the end of 2015. This will mean tight deadlines and require fast responses from authors (Groups), referees and editors. The International Fishery GIS Society will again act as publishers.

## Appendix A: Table format (example)

Table 1. Put the table caption at the top and include information applying to the table as a whole (put information applying only to certain rows, columns, or cells in footnotes).

Year	No. of schools	Statistic <sup>a</sup>	Height (m)	Length (m)	School area (m <sup>2</sup> )	School biomass (t)	School density (t km <sup>-2</sup> )
1984	203	X <sub>min</sub>	0.80	2.00	2.70	1.70	0.05
		X <sub>max</sub>	35.80	184.30	1 264.90	3 322.12	3.21
		X	5.60	15.10	96.20	191.20	0.35
		S(x)	4.70	16.20	155.50	402.90	0.13
		g[SE(g)] <sup>-1</sup>	12.40	35.90	5.10	30.00	3.62
		CV(x)	0.84	1.07	1.62	2.11	0.37
Total	1 127	X <sub>min</sub>	0.80	2.00	1.70	1.00	0.00
		X <sub>max</sub>	35.80	349.00	3 480.80	3 934.00	3.21
		X	7.20	22.70	184.50	137.50	0.23
		S(x)	4.70	21.40	271.10	296.00	0.09
		g[SE(g)] <sup>-1</sup>	—	—	—	—	—
		CV(x)	0.65	0.94	1.47	2.15	0.39

[Printer: Use decimal point as reference for column alignment]

Table adapted from part of Table 1 in Castillo, J. and Robotham, H. 2004. Spatial structure and geometry of schools of sardine (*Sardinops sagax*) in relation to abundance, fishing effort, and catch in Northern Chile. ICES Journal of Marine Science, 61: 1113–1119.

<sup>a</sup> Maxima, minima, and mean of sardine school descriptors, coefficient of variation (CV), skewness (g), and its standard error (SE(g)) by survey. The symmetry of distribution is rejected if the statistic {g[SE(g)]<sup>-1</sup>} is outside the range [-2.2].