



## Proceedings of the Institute of Marine Engineering, Science and Technology Journal of Operational Oceanography

### Guidelines for Authors

#### **AIMS AND SCOPE**

The **Journal of Operational Oceanography** will publish papers which examine the role of oceanography in contributing to the fields of:

Numerical Weather Prediction	Development of Climatologies	Implications of Ocean Change
Ocean and Climate Forecasting	Ocean Observing Technologies	Eutrophication
Climate Assessment	Shoreline Change	Marine and Sea State Prediction
Model Development and Validation	Coastal Flooding	Reducing Public Health Risks
Short-Range Ocean Forecasting	Forces on Structures	Ocean Policy
Protecting and Restoring Ecosystem health	Controlling and Mitigating Natural Hazards	Safe and Efficient Marine Operations

The **Journal of Operational Oceanography** will also publish papers which address the requirements of the:

Global Ocean Observing System (GOOS)	Global Climate Observing System (GCOS)
Global Monitoring for Environment and Security (GMES)	Global Earth Observing System of Systems (GEOSS)

The **Journal of Operational Oceanography** will also publish papers which address the needs of one or more of a wide range of end user communities including

Shipping	Marine Energy	Weather Services
Fishing	Port Management	Wastewater Management
Search and Rescue	National Security	Charting and Navigational Services
Public Health	Conservation	Insurance and Re-insurance
Recreation and tourism,	Marine Mineral Extraction	Environmental Regulation
Education	Aquaculture	Coastal Management

#### **PREPARATION OF PAPERS/ NOTES**

- a. Papers should be clear and concise.
- b. Both readers with specialist knowledge of the subject and those with only a general knowledge should be able to understand a paper.
- c. The narrative style should be objective, informal and impersonal and authors are encouraged to standardise their terminology throughout.
- d. Sources of information should be referenced, and extended extracts from previously published works should be avoided.
- e. It is recommended that an impartial opinion of a paper be sought (including suggestions for improvement) before it is submitted for consideration. All papers are refereed prior to publication.

## **LENGTH OF PAPER**

Each paper must be complete and final when submitted. Papers submitted should contain a maximum of 6000 words and up to 10 figures/tables. Notes submitted should contain a maximum of 2000 words and up to 2 figures/tables.

## **COPYRIGHT**

IMarEST requests that the copyright of all papers submitted for publication is assigned to the IMarEST, except where there is a prior copyright claim, when it is requested that the IMarEST is granted licence to publish rights without charge. However, authors may at all times request permission from the Institute for use of the copyright.

Authors are expected to give an undertaking that their papers have not been previously published in any language and that they will not permit them to be published elsewhere unless they are not accepted for publication by the IMarEST. The author must secure prior permission for any copyright material used in the paper and ensure such material is suitably acknowledged.

In accordance with the terms and conditions of the Copyrights, Designs and Patents Act, 1988, the written consent of the publisher must be obtained before publishing more than a reasonable abstract of any paper published by the Institute.

## **SUBMISSION OF MANUSCRIPTS**

Authors are requested to submit manuscripts by email or on PC compatible CD. The text, captions and tables should be in Microsoft Word format. Manuscripts submitted on disk should be accompanied by a printed paper copy and include a note of the hardware and software used to create the figures.

Figures should be separate from the text and in any of the following formats: - .jpg, .tif, .eps  
Line drawings and photos should be scanned in at 300 dpi. Reproduction will be in colour.

Please contact the IMarEST if you wish to submit your paper in hard copy format.

Documents should be submitted to:

Dr David Bartle  
Institute of Marine Engineering, Science and Technology  
80 Coleman Street  
London EC2R 5BJ

e-mail: [joo@imarest.org](mailto:joo@imarest.org)

## **MANUSCRIPT FORMAT**

Manuscripts must conform to the format (inclusions and order) detailed below.

### Title

The title of the paper should be informative but concise. It should clearly indicate to the reader the subject matter under discussion.

### Author's Name and Designatory letters etc.

The initials, surname, degrees, qualifications, honours and affiliations of the author(s) are required. These should be followed by the full name of the company(s) or institution(s) of the author(s).

### Synopsis

The synopsis should be a concise 100-word summary of the paper summarising methods and conclusions. This is not an introduction. It should be recognised that the reader may not have a detailed knowledge of the subject. First person construction should not be used and references should be omitted.

### Author's biography

This should be a brief summary (approximately 50 words) of the current work (including job title) and study/work history of the author(s).

### Main body of text

The main text should be written in the third person (ie, 'this was done' rather than 'I did this'), and set out in logical sections in an orderly manner using three levels of heading, with each point explained as it is introduced. **Please note that sections and paragraphs should not be numbered.**

### **Introduction**

The main body of the text should commence with an introduction, which describes the purpose of the paper and introduces the reader to the main subject matter, giving the reasons for writing the paper or undertaking the study reported. Where appropriate, the introduction may also be used to refer to earlier work undertaken on the subject.

### **Equations**

When equations are used, they should appear consecutively in the text and be numbered. If they are referred to in the actual text, the word 'equation' should be spelt out eg, see equation (1). Equations should preferably be set in MathType adopting factory settings. Units should be in SI with the exception of approved non-SI units of wide engineering, technical, meteorological or oceanographic usage.

### **Footnotes**

As far as possible, footnotes should be avoided and the information written into the text. However, where this is not possible they should be kept concise. Footnotes should be identified by way of the following reference marks in this order: \* † ‡

### **Concluding section**

The main body of the text should end with a concluding section to bring the main text to a close. This should summarise the results/major findings of the work reported in the paper in a logical manner and should include any recommendations made by the author.

### **Acknowledgements**

Acknowledgements should appear immediately after the conclusions and should briefly cite or acknowledge any specific help from individuals or organisations. Reference made in this section to individual people, companies or other associations would not be considered as advertisement.

### **References**

The references should appear immediately after the acknowledgements or conclusions (whichever is applicable). **All references must be cited in the text in numerical order in superscript format.** Those cited at the end of a sentence should come after the full stop. The full reference should then be added, in **numerical order**, to the References section. The IMarEST reference style for typical journal and book citations follows the general form given below. However, there are many exceptions and the IMarEST should be consulted if there is any confusion.

For a journal article: References must consist of last name and initials of author (s). year of publication of journal. *title of paper*. full title of journal volume of journal (boldface), number of issue (only if required for identification and in brackets): and first and last page numbers of the paper. For example:

32. Poore GCB, and Rainer SF. 1974. *Distribution and abundance of soft-bottom molluscs in Port Phillip Bay, Victoria, Australia*. Australian Journal of Marine and Freshwater Research **25**: 371-411

For a book: References must consist of last name and initials of author (s). year of publication of book. title of book. publisher, city or country published. total number of pages. For example:

17. Kennish MJ. 2001. Practical handbook of Marine Science 3<sup>rd</sup> edition. CRC Press, Boca Raton. 876pp.

### **Bibliography**

When an author wishes to list material not cited in the text, such as a list of articles or books for further reading, these should appear in a separate section entitled Bibliography, which should follow the references. Any material used for research etc should also be cited in the bibliography.

### **Nomenclature**

A clear definition of all symbols/physical quantities that appear in the text should be listed in the nomenclature,

which should appear after the conclusions, acknowledgements, references or bibliography (whichever is applicable).

## **Appendices**

Appendices should be used for lengthy mathematical proofs and derivations, lists of machinery and any other material, which it is felt necessary to include but which would fit uneasily in the main body of the text.

### Number figures and cross-referencing in the text

All figures must be numbered and cross-referenced consecutively as they appear in the text, eg, Fig 1, Fig 2, Fig 3, etc. Both photographs and line drawings must be included in the same number sequence.

### Figure Captions

A clear and concise caption must be provided for every figure.

### Tables

Tables must be clear and well spaced, with horizontal rules at the top and bottom separating column headings from column text, and, if applicable, footnotes from column text.

### Numbering tables and cross-referencing in the text

All tables must be numbered and cross-referenced consecutively, as they appear in the text, eg, Table 1, Table 2, etc.

### Table Captions

A clear and concise caption must be provided for every table.

## **STYLISTIC POINTS**

### **General**

Illustrations should be referred to as 'Fig' and not 'Figure', both in the text and for captions. Do not put two spaces after a full stop. Only one space should separate new sentences, commas etc.

### **Listed items**

Use numbers, ie, 1, 2, and 3 for lists. Sub-divisions within numbered items should be identified by letters, ie, a, b, c. Sub-divisions within lettered items should be identified by Roman numerals, ie, i, ii. Each Arabic number/letter/Roman numeral should be followed by a full stop. The first letter of each item should be lower case if semi-colons are used at the end of each point. It should be uppercase if full stops are used at the end of each point.

### **Numerals**

Numbers one to nine should be spelt out, unless they refer to unit measurements, eg, 5km. Numbers 10 and over should appear in numerals. No dots (other than decimal points) or commas should appear between any numbers and no spaces should occur between numbers, unless they exceed four digits, eg, 27 642, 100 000.

### **Dates**

Dates should be set out in the following order: day, month, year, without punctuation, eg, 25 December 1969. The apostrophe should not be used for 1850s, 1950s, etc. Reference to a specific period in history should be written as; the 18<sup>th</sup> century etc. Periods of time should be written as; 1s, 1 min, 1h.

### **Capital letters**

These should be used for titles, places, names etc. For titles, only the first letter of the first word appears in capitals, while the rest appears in the lower case.

### **Italics**

Latin words and phrases which are not of common use in English should be italicised, eg, *in situ et al.* The names of genera or species, which are in Latin, should be italicised, eg, *vertebrata*. Ship names should always appear in italics, eg, *Name of Ship, QM2*. Italics may also be used for mathematical variables in equations.

### **Quotation marks**

In the text, single quotation marks should be used for quotations, colloquialisms and titles. Double quotes should be used for quotes within quotes.

### **Abbreviations**

Abbreviations may be used but the titles should be given in full the first time that they appear in the text, with the abbreviation following in parentheses, eg, Antarctic Bottom Water (AABW).

### **Units of measurement**

SI units should be used but if the use of imperial units is unavoidable, then the equivalent SI unit should be given in parentheses.

Units of measurement (eg, m for metre) are regarded as symbols and not as abbreviations. They never take the 's' for the plural or have dots after each letter.

There is no space between the number and the unit of measurement eg, 1m, 10kt.

### **The Comma**

The comma is not generally used before 'and' and 'or'.

### **The Hyphen**

The hyphen may be used:

- a. After prefixes such as non or self, eg, non-negotiable, self-explanatory.
- b. To clarify an expression using adjectives, adjectival nouns and nouns simultaneously, eg, a cold water-drum would indicate a water-drum that was cold, not a drum for cold water.
- c. To indicate range in measurement, eg, 60-80kg, or time span, eg, 4-6h.

### **Dots**

Dots should not be inserted between letters in abbreviations, symbols, initials, eg, USA, PR Smith, ie, eg, etc, kg.

### **Spelling**

Americanisation of words, eg, using Zs as opposed to Ss, should be avoided.

### **Geographical names**

Lower case initials should be used for sun, equator etc, points of the compass (north, east, south, west) and all terms that are not proper names.

Initial capitals should be used for areas where there is a political division, eg, Western Australia, Europe, England, France etc, but lower case for north London, northern and southern hemispheres.

### **Greek and Cyrillic symbols**

When used in units, Greek symbols should always be in Roman (upright), eg,  $\mu\text{m}$  for micrometre,  $\Omega$  for ohm.

### **Marks of omission**

To indicate omitted words three points separated are sufficient; eg, 'It was ... on Tuesday'.