

# BULLETIN

# OF MARINE

# SCIENCE

## INSTRUCTIONS TO authors



The *Bulletin of Marine Science Instructions to Authors* manual is intended for use by all persons planning to submit manuscripts coordinated and published by the *Bulletin of Marine Science*.

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# INSTRUCTIONS TO AUTHORS



The *Bulletin* accepts monographs (16–30 printed pages), reviews and articles (up to 15 printed pages), notes (up to 5 printed pages), discussions and replies (up to 3 printed pages), and informative stand-alone photographs with legends (1 page). Generally, 2.5 double-spaced manuscript pages equal 1 printed page.

## **Manuscript Submission**

The *Bulletin* accepts manuscripts via an online submission and peer-review process. The submission of a manuscript will be taken to imply that the manuscript is original and has not been submitted or published elsewhere in its present or modified form. Other matters should be sent to the Editorial Office, *Bulletin of Marine Science*, Rosenstiel School of Marine and Atmospheric Science, University of Miami, 4600 Rickenbacker Causeway, Miami, Florida 33149-1031 U.S.A. or e-mailed to [bms@rsmas.miami.edu](mailto:bms@rsmas.miami.edu).

# Formatting Requirements

## Language:

Only papers in English will be accepted. Spelling, word division, and geographical names should follow either the *Concise Oxford Dictionary of Current English* or *The Merriam-Webster's Dictionary*.

## Content:

Authors are strongly advised to consult a recent issue of the *Bulletin* and follow the style and general layout of articles. All manuscripts should be typed in 12-point, Times or Times New Roman font, and double-spaced.

The sequence of the material should be:

- Title Page
- Abstract
- Text
- Acknowledgments
- Literature Cited
- Author addresses
- Tables
- Figure legends
- Figures
- Appendix (if included)

## Title Page:

The full title of the manuscript in 20 words or less. If applicable, the geographical location of the research should be referenced along with the full name of any particular focal species (authority credited with naming the species usually should not appear as part of the title).

A running title (eight word limit).

Authors' names directly under the title.

## Abstract:

Single paragraph of not more than 250 words.

Briefly states the reason for the research and summarizes the significant findings.

At first mention, a scientific (binomial) name should be written in its entirety including the authority credited with naming the species; i.e., *Palythoa caribbaeorum* (Duchassaing and Michelotti, 1861). Thereafter in the abstract, it is only necessary to abbreviate the species name (i.e., *P. caribbaeorum*) except when the species name starts a sentence in which case the genus must be spelled out in full (i.e., *Palythoa caribbaeorum*).

## Text:

Cite all tables and figures in the order in which they are numbered.

Do not abbreviate state, province, or country names.

All scientific (binomial) names written in the text of the manuscript should include the authority

credited with naming the species at first mention only. Throughout the remaining text, it is only necessary to abbreviate the species name (i.e., *P. caribbaeorum*). An exception is when the species name starts a sentence in which case genus must be spelled out in full (i.e., *Palythoa caribbaeorum*).

If there are more than 15 species listed in the manuscript, an alternative is to list species authorities (and common names if applicable) in a table or appendix.

Footnotes are discouraged. Such ancillary information should appear in the text set off in [brackets] or incorporated into the text.

Works in progress (i.e., manuscripts in preparation or review) cannot be cited in the text, and should instead be cited as unpublished data: (J. Smith, University of Miami, unpubl. data). Works in press may be cited as such in the text and in the Literature Cited as (J. Smith, in press). When referencing unpublished data or a personal communication, include the name and institution of the person being referenced (i.e., J. Smith, University of Miami, pers. comm.).

Common abbreviations and symbols such as %, mm, m, g, ml, mg, °C,  $\mu\text{m}$ , d (day), hr (hour), yr (year), and so forth, should be used. Measurements are to be given in metric units only. Other equivalents may be given in parentheses if necessary, with the permission of the Editor. Abbreviate units of measure only when used with numbers (i.e., 45 cm, 14 mg, 30 d, etc.). Symbols for “male” ( $\sigma$ ) and “female” ( $\varphi$ ) will be inserted during typesetting upon request of the corresponding author.

**Boldfaced** type should only be used when noting a new species. Otherwise, the use of boldfaced, scripted, and underlined text is discouraged.

All first and second headings (i.e., METHODS, RESULTS, DISCUSSION) should be in small caps. All third headings should be set in *italics*.

All text should be aligned to the left. Do not double space after each sentence. Do not use tools such as “Track Changes,” and also refrain from inserting text boxes, headers, footers, and any other formatting devices.

Superscripts and subscripts should be used when necessary (i.e.,  $\text{cm}^2$  or  $\text{CO}_2$ ).

Numbers one through nine should be spelled out when not associated with units of measure. Thereafter, use number keys (10, 11, 12, etc.).

When referencing literature within the text of the manuscript use chronological order (i.e., Jones et al., 1979; Smith, 1980; Reilly, 1981). If years are the same organize alphabetically (i.e., Jones et al., 1979; McManus, 1980; Smith et al., 1980). Literature cited within the text must be cited in the Literature Cited section and vice versa.

### **Acknowledgments:**

Individuals should be acknowledged using their first initial and last name (i.e., J. Smith).

Include a brief statement recognizing funding agencies, institutions, reviewers, permits, and any contributors to the work.

### **Literature Cited:**

Please refer to a recent issue of the *Bulletin of Marine Science* for guidance on citing literature according to *Bulletin* standards.

All literature referenced in the text must be included in the Literature Cited section and vice versa.

Authors are responsible for the completion and accuracy of the Literature Cited.

All periodical names should be abbreviated: i.e., Smith, J. 1997. Article title. Bull. Mar. Sci. 44: 13–44. Journal abbreviations should be according to the *Council of Science Editors Style Committee's CSE Manual for Authors, Editors, and Publishers, Seventh Edition*. All that JAS: *Journal Abbreviation Sources* may also be used.

When citing a book, the editor(s), publisher, publisher's city, and total pages should be included; i.e., Smith, J. 1997. Book title. Murphy Publishing, New York. 124 p.

When citing a specific article within a book, the format is as follows: Smith, J. 1997. Article title. Pages 11–14 *in* R. M. Howard, ed. Book title here. Murphy Publishing, New York.

Literature cited should be in alphabetical order. When multiple works are cited by the same author, chronological order is followed. A line should indicate where the name of the author is the same as the above reference. When the first author is the same but coauthors differ, order the citations by the total number of authors first, then alphabetically, then chronologically. An example is as follows:

Smith, J. B. 1987.

\_\_\_\_\_ and B. J. Carter. 1999.

\_\_\_\_\_ and W. A. Quail. 1979.

\_\_\_\_\_, \_\_\_\_\_, and S. J. Rum. 2001.

\_\_\_\_\_, \_\_\_\_\_, and \_\_\_\_\_. 2003.

\_\_\_\_\_, R. M. Best, S. P. Roberts, and Y. H. Aki. 2000.

In the Literature Cited, only capitalize proper nouns, and special names of countries or regions of countries, cities or sections of cities, rivers, bays, oceans, mountains, islands, and other geographical names. Do not capitalize or italicize the titles of books, reference volumes, etc. Do not use ampersands (“&”) in citations.

For articles, cite only the volume of the journal in which the article appears. Do not cite the issue numbers unless essential to locating the reference.

Please keep citation of non peer-reviewed material (“gray literature”) to a minimum.

If multiple authors, spell out the first 10, then follow by “et al.” Example:

Maragos, J., J. Miller, J. Gove, E. DeMartini, A. Friedlander, S. Godwin, C. Musburger, M. Timmers, R. Tsuda, P. Vroom, et al. 2008. U.S. coral reefs in the Line and Phoenix Islands, Central Pacific Ocean: history, geology, oceanography, and biology. Pages 595–641 *in* B. Riegl and R. E. Dodge, eds. Coral reefs of the world Vol. I. Coral reefs of the USA. Springer, Berlin.

We strongly encourage limiting the number of references to a ratio of 1:4 (about one page of citations for every four pages of text).

### **Electronic and Internet sources:**

For a complete list of all types of electronic citations please refer to the *National Library of Medicine Recommended Formats for Bibliographic Citation* (2001) available online at [www.nlm.nih.gov/pubs/formats/internet.pdf](http://www.nlm.nih.gov/pubs/formats/internet.pdf).

### **Electronic-journal articles:**

Last Name and Initial(s) of Author, [followed by last names and initials of other authors]. Year of Publication. Title of article. Abbreviated Journal Title [medium]; Volume: Inclusive Page Numbers [if available]. Availability Information. Date of Access.

Dahlgren, C. and J. Marr. 2004. Back reef systems: important but overlooked components of tropical marine systems. *Bull. Mar. Sci.* [serial online]; 75: 145–152. Available from: <http://www.ingentaconnect.com/content/umrmsas/bullmar/2004/00000075/00000002/art00002> via the Internet. Accessed 14 March 2005.

### **Electronic books or monographs:**

Last Name and Initial(s) of Author, [followed by last names and initials of other authors]. Year of Publication. Title of monograph [monograph online]. Place of Publication: Publisher; [Update Information, if applicable]. Availability Information. Date of Access.

### **Databases:**

Last Name and Initial(s) of Author, [followed by last names and initials of other authors, if any]. Title of Database. Version. Place of Publication: Publisher. Date of Publication [Date of Update/Revision; Date of Citation].

### **Entire web pages:**

Last Name and Initial(s) of Author; Title of Webpage [Internet]. Place of Publication: Publisher; Date of Publication [Date of Update/Revision, Date of Copyright, Date of Citation]. Available from: (Insert URL)

Bulletin of Marine Science [Internet]. Miami, FL: Rosenstiel School of Marine and Atmospheric Science, University of Miami; c2005, 14 March 2005. Available from: <http://www.rsmas.miami.edu/bms> (or [rsmas.miami.edu/bms](http://rsmas.miami.edu/bms))

### **Discussion lists:**

Author of Message. Title of Message. In: Title of List. [Place of Publication: Publisher]; Date of Publication; Date of [Citation date]. Numeration of Message. Available from: Insert URL

### **Author(s) Addresses:**

Addresses of author(s) should be listed after the Literature Cited section of the manuscript in italics.

All addresses should be prefaced by the initials of each author.

E-mail addresses should be set inside angle brackets: <[bmsassistant@rsmas.miami.edu](mailto:bmsassistant@rsmas.miami.edu)>.

### **Table and Figure Formatting (for final version submission to BMS after acceptance)**

Figures and tables, with their legends and headings, should be self-explanatory and should not require reference to the text. Species names should not be abbreviated in either figure or table legends.

Figures should be clear and legible, with 1-inch margins. The dimensions and the thickness of the individual lines, spaces, and letters may also be reduced proportionally.

Each table and figure should start on a separate page. Consistency in headings and format is desirable. Vertical rules or horizontal gridlines should be avoided.

### **Tables:**

Only Excel® spreadsheets and Word® tables are accepted. When using Word, insert a table by using the “Table” menu. Do not use tabs or spaces to separate columns. Do not submit tables as image files.

Do not add extra spaces in rows within or between table columns. Spaces prevent proper column alignment and require reformatting during typesetting.

Do not break up tables as continuation pages (i.e., Table 1 continued).

If a table is large, and consists of numerous pages, the number of columns must be the same for all rows even if cells are blank.

There should be no shading, boldfacing, underlining, or box-line formatting in tables.

Brief table legends should be included immediately above each table.

## Figures:

*Bulletin of Marine Science* accepts EPS, TIFF, and high resolution PDF images only (consider using the predefined “Press Quality” Adobe PDF preset in Acrobat’s “File” menu. This preset contains flattener settings appropriate for complex figures intended for high-resolution output). Refrain from submitting electronic images in Word or any other word processing application.

Please make sure each figure is properly labeled before submission (Figure 1, Figure 2, etc.).

The resolution must be 360 dpi for color, grayscale, or continuous tone images and 1200 dpi for bitmap or line art strictly composed of black and white.

Size your images: 29 picas (12.28 cm, 4.833 inches) maximum for portrait images, 42 picas (17.78 cm, 7 inches) maximum for landscape images.

All lines must be at least 0.5 point. Avoid the use of very small print, fine lines (hairlines) or very light stippling — these fade or disappear during final printing, or in the case of text, become unreadable.

Remove gridlines from all figures.

Color graphics are not published unless the author agrees in advance to pay \$600 for each color plate (first plate only). Additional plates will be charged at a discounted rate, depending on the number of color plates submitted. Please contact the Editorial Office for an estimate of color charges.

If a color image is going to appear in the print version of the journal, it should be saved as CMYK color (and not RGB color).

If a figure has shading or texture, it should be saved as a TIFF file to insure the patterns and shading are maintained.

If a figure is divided into parts, and these parts are denoted with letters (A, B, C, etc.), please write or draw these letters in capital case. All tables and figures pertaining to a manuscript published in the *Bulletin* appear in text with capital letters as Fig. 1A, Figure 2C, etc. (not Fig. 1a, Fig. 2c) irrespective of how they appear in the illustration itself. For a match, make sure all figures use capital letters.

Choose fonts for their readability (Helvetica, Times, Arial are good examples). Font size should not be less than 8 point in the final layout size.

Figures with errors will either be returned or printed with the errors. The *Bulletin* does not redraw or modify figures. Please proof carefully.

Figure legends must not be included on the figure. All figure legends should be included separately, in the text following the Literature Cited and tables.

### **Important! Avoid these common errors when submitting your figures:**

1. **Format:** *Bulletin of Marine Science* accepts EPS, TIFF, and high resolution PDF images only (consider using the predefined “Press Quality” Adobe PDF preset. This preset contains flattener settings appropriate for complex figures intended for high-resolution output). Refrain from submitting electronic images in Word or any other word processing application.
2. **Resolution and size:** The resolution must be **360 dpi** for color, grayscale, or continuous tone images and **1200 dpi** for bitmap or line art strictly composed of black and white. At this resolution (360 or 1200 dpi depending on format) all figures must be sized to fit within the printed page dimensions of 19.4 × 12.5 cm.
3. **Use of fine lines and/or small print:** All lines must be at least 0.5 point. Avoid the use of very small print, fine lines (hairlines) or very light stippling — these fade or disappear during final printing, or in the case of text, become unreadable.

## Proofs

Following online submission of the final manuscript, the manuscript will be copy-edited and typeset for publication and a PDF galley proof returned to the author via e-mail for final proof reading. Please check your proofs carefully. The author will be responsible for any errors that appear in the final printed version.

## “FastTrack” Publication

The *Bulletin of Marine Science* will publish all articles and notes in its online FastTrack section following the return of the galley proof to BMS. In most cases, the paper will be “live” within 72 hours after the galley proof is received. This enables your research to be available to the scientific community as soon as possible, and reduces the risk of delay that may be caused by the print process. FastTrack articles will have a full citation coinciding with the citation in the print and online editions of the *Bulletin*. Authors will be notified by e-mail that their paper is available in FastTrack.

## Page Charges

The following page charges apply to all published manuscripts: US\$70 per printed page (2.5 manuscript pages is roughly equal to 1 printed page) and US\$600 per color page (first page only). Additional color pages will be charged at a discounted rate, depending on the number of color pages submitted.

Student authors who conducted the work as part of their thesis or dissertation and do not have access to page charge funds may request a partial waiver of page charges. Student is required to be the leading author and student proof of enrollment will be required. All discounts have to be requested at time of original submission of manuscript.

## Open Access

Authors of any article may pay a surcharge of US\$1,000 to make their paper freely available through the *Bulletin* “open access” option. All articles are free online after three years.

Authors will be billed before publication at the time galley proofs are prepared.

## Formatting questions?

Contact the Assistant Editor, Rafael J. Araújo, at <raraujo@rsmas.miami.edu>.

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