



GUIDELINES FOR AUTHORS – MANUSCRIPTS

Revised 2015

CONTENT

Oral presentation at the annual meeting of the Gulf and Caribbean Fisheries Institute requires publication in the Proceedings. Poster presentations are encouraged for submission in the Proceedings but not required. GCFI will however, publish all abstracts from the poster session(s). Papers may be on ecology, biology, socio-economics, fisheries management, aquaculture, and other topics concerning marine resources and having demonstrable applicability or relevance to the Gulf and Caribbean region. **Manuscripts may be published in English, Spanish, or French – with the abstract written in the same language as the full manuscript. All manuscripts must be accompanied by titles in English, Spanish AND French.**

FORMATTING

- i. Single spaced, single side of page. Margins 0.75 inches (2 cm) top, bottom, left and right.
- ii. **The submission must not exceed 12 pages from the abstracts through the literature cited including all figures and tables.** The cover sheet is not included in this page count.
- iii. Font should be Times New Roman 10 point.
- iv. Units of measure are in metric (mg/L, ind./m²).
- v. Scientific names should be italicized (avoid footnotes).
- vi. Literature citations in the text should be as follows: (Poulidor and Merckx 2000b, Zootelmek 2004). References should be in alphabetical order; references with the same first author should be in chronological order (oldest first).
- vii. For citations with more than two authors use, et al. (Coppi et al. 1996) not italicized.

- viii. Italicize all foreign abbreviations including *sensu*, *in vitro*, *in vivo*.
- vii. Unpublished data and personal communications
Unpublished data should only be referenced parenthetically within the text using the initials of the author to be contacted (R.L.C., unpublished data). Personal communications should be referenced in the text using the name of the contact and their affiliation (Steven Roche, Society for the Conservation of Plesiosaurs, personal communication).
- ix. The sequence of sections in the manuscript should be:
 - a. Title in English, Spanish AND French
 - b. Authors (**provide FULL NAMES for all authors**), full addresses for all authors.
 - c. Abstract followed by five key words. (English and Spanish or French – same language as full text of manuscript).
 - d. Text should generally follow the order of introduction, methods, results, discussion, and acknowledgements). Other headings and subheadings will be accepted when appropriate.
 - e. Literature cited
 - f. Tables
 - g. List of figure captions
 - h. Figures

LITERATURE CITED

- i. Books (**note book titles are italicized and important words capitalized**)
Ricklefs, R.A. 1973. *Ecology*. Chiron Press, Newton, Massachusetts USA. 861 pp.
- ii. Articles in Chapters in Books (**note placement of editors' names**)
Teal, J.M., A. Giblin, and I. Valiela. 1982. The fate of pollutants in American salt marshes. Pages 357-366 in: B. Gopal, R.E. Turner, R.G. Wetzel and D.F. Whigham, (eds.) *Wetlands: Ecology and Management*. Proceedings First International Wetlands Conference. New Delhi, India. (**page numbers of reference should be included**)
- iii. Articles in Journals (**note journal title is italicized, spelled in full [not abbreviated], the volume is boldfaced, and the issue is in parenthesis**)
Losee, E. 1979. Relationship between larval and spat growth rates in the oyster *Crassostrea virginica*. *Aquaculture* **16**(23):123-126.
- iv. Thesis or Dissertation (**note dissertations are italicized and important words capitalized but theses are not**)
Waddell, J.E. 1964. The effect of oyster culture on eelgrass (*Zostera marina*) growth. M.S. Thesis. Humboldt State University, Arcata, California USA. 48 pp.

Whiting, M.C. 1983. *Distributional Patterns and Taxonomic Structure of Diatom Assemblage in Netarts Bay, Oregon*. Ph.D. Dissertation. Oregon State University, Corvallis, Oregon USA. 138 pp.

- v. Articles or Books in Press
Creswell, L. [In press]. *Aquaculture Desk Reference*. CRC Press, Boca Raton, Florida USA. 202 pp.
- Boidron-Metairon, I.F. [In. prep.]. Influence of food quality on length of larval period and development sequence for *Strombus gigas* larvae reared in natural sea water.
- vi. Unpublished manuscripts (note brackets around dates)
Jones,A.C. [1984]. Effects of noise on spiny lobsters (*Panulirus argus*) in aquaria. Unpubl. M.S. National Marine Fisheries Service, Miami, Florida USA. 25 pp.

TABLES AND FIGURES

Tables and Figures should be placed at the end of the manuscript **AND** as separate files (Tables and Figures should not be placed within the body of the text). Tables and Figures should be sized to fit into a blank space in the formatted manuscript. **Font for tables should be 8 point Arial**. Figures (graphs) constructed in EXCEL or POWERPOINT should be submitted in their original format (.xls or .ppt) so minor formatting changes can be made if necessary. For bitmap files, TIFF format is preferred at a minimum of 360 dpi.

IMPORTANT NOTICE ABOUT COLOR FIGURES

Figures (graphs and maps) are published color in the PDF version and in black and white in the printed Proceedings (submitted to libraries). More than one figure can be presented per page, but it must be appropriately placed within the text of the article.

REPRINTS

PDF files will be made available as reprints to authors upon request.

SUBMISSION

All electronic files of the manuscript can be submitted prior to the Institute to the GCFI Editorial Office at:

LeRoy Creswell
GCFI, Inc.
2199 South Rock Road
Fort Pierce, FL 34945-3138leroy.creswell@gcfi.org

Or at the annual meeting **prior to the beginning of the technical session.**

Electronic files can be submitted on CDs, USB drives, or uploaded to computer at the time the Powerpoint presentation is submitted. The manuscript should include original versions of all figures as separate files from the text and included in a folder labeled with the first authors name. Files should be labeled with the authors' last names followed by the word Manuscript, CoverSheet, or FigX. [e.g., HinaultFignonManuscript1.doc, HinaultFignonManuscript2.doc, HampstenCoversheet.doc, LeMondFig1.tif).

Manuscripts will be edited for grammatical and typographical errors, consistency of format, and literature citations. However, please remember that GCFI does not employ an editorial staff. Therefore, **your adherence to these guidelines will facilitate the timely publication of the proceedings** As a non-peer reviewed Proceedings, manuscripts will not be returned to the author prior to publication unless the editors feel that major revisions are necessary..

GUIDELINES FOR AUTHORS – EXTENDED ABSTRACTS

Publication of a paper in a GCFI symposium or workshop proceedings can jeopardize subsequent publication of the same material in a front-line scientific or technical journal. However, some coverage of the work in the Proceedings provides a record of participation and facilitates later communication among people with shared interests. An often-acceptable compromise between publication and communication imperatives is an "extended abstract" for the Proceedings.

Your Extended Abstract should be **NO MORE THAN 1500 WORDS (@TWO PAGES)** in length and conform to the following format:

TITLE (in 3 languages: English, Spanish and French)

(Times New Roman, 12 point font, Bold, capitalize important words only)

AUTHORS (All Capitals, Times New Roman, 10 point font)

Affiliation, Mailing, and Email Addresses (Times New Roman, 10 point font, Capitalized, Italics)

Email address shall be underlined

KEYWORDS: (*Maximum five words*) Times New Roman; 10 point font)

The Main Heading shall read: EXTENDED ABSTRACT (All capitals, Times New Roman, 10 point font, Bold, and centered on the page)

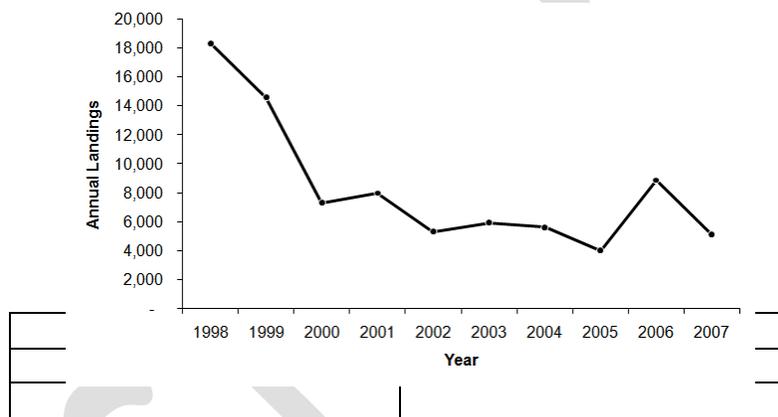
The extended abstract should be written in accordance with the brief abstract that was submitted per oral or poster presentation requirements. The body of the extended abstract should give a clear indication of the objectives, scope, results and conclusions of your work. The abstract text shall be written in Times New Roman, 10 point font, single line spacing, and full justification. Page margins are 0.75 inches (2 cm) top, bottom, left and right. **The text of the abstract should be limited to 2 pages in length (approximately 1500 words of text excluding titles, authors and affiliations, but including the Literature Cited).** Pages should not be numbered.

- Data displays should not exceed two elements (two tables, two figures, or one of each) in addition to text.
- Each display should itself be a summary, containing no more information than necessary to illustrate the conclusions.

- An extended abstract should include 1) an introduction, 2) Methodologies (including statistical methods and site descriptions should be limited to the minimum necessary for an understanding of the study's design), 3) results of the work, discussion, arguments, conclusions and recommendations, 4) literature cited, and 5) a figure and/or table.
- Conclusions should be limited to the study's main outcomes.

FIGURE AND TABLE

Data displays should be placed at the end of the manuscript AND as separate files (the table and figure shall not be placed within the body of the text). They should be sized to fit into a blank space in the formatted manuscript. The font for tables should be 8 point Arial. A figure (graph) constructed in EXCEL or POWERPOINT shall be submitted in original format (.xls or .ppt) so minor formatting changes can be made if necessary. For bitmap files, jpg, TIFF format is preferred at a minimum of 360 dpi. See the following example:



LITERATURE CITED

Examples for formatting:

i. Books (note book titles are italicized and important words capitalized)

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