



GCFI requires a record of your contribution to the conference to be included in the annual Proceedings of the Gulf and Caribbean Fisheries Institute. The Proceedings serves as a written record of the meeting as well as a record of your participation, which facilitates later communication among people with shared interests. **For the GCFI75 proceedings, we require the submission of either an extended abstract, a full manuscript, or a manuscript for peer review under [Gulf Caribbean Research](#) for all presentations.**

## **GUIDELINES FOR AUTHORS — EXTENDED ABSTRACTS**

We are sensitive to the issue that publishing in a symposium or conference proceedings may sometimes jeopardize subsequent publication of the same material in a front-line scientific or technical journal. An acceptable compromise is the publication of an “**extended abstract**” within the Proceedings, which provides the opportunity to share your work without jeopardizing future publication. Extended Abstracts may be in English, Spanish, or French, and must be accompanied by titles in the three languages.

Your Extended Abstract should be **no more than 1,000 WORDS** in length **excluding titles, authors, affiliations, key words and literature cited**, and conform to the following format:

**Title: Times New Roman, 12 point font, Bold, Centered, Capitalize important words only**  
(in 3 languages: English, Spanish and French)

AUTHORS: ALL CAPITALS, TIMES NEW ROMAN, 10 POINT FONT  
(Linked to affiliation details via superscript numbers)  
*Affiliation, Mailing, and email addresses*  
(Times New Roman, 10 point font, Capitalized, Italics, email address to be underlined)

KEYWORDS: (Up to five words; Times New Roman; 10 point font, same language as manuscript text)

**EXTENDED ABSTRACT** (All capitals, Times New Roman, 10 point font, Bold, and centered on the page)

The extended abstract should be consistent with the brief abstract that was submitted for your GCFI Presentation. 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 without subheadings 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.

An extended abstract should cover:

- 1) Introduction,
- 2) Methodologies (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.  
(Conclusions should be limited to the study's main outcomes.)

This should be followed by Literature Cited (Please note there is a limit of 5 citations for the Literature Cited Section)

Data displays should be placed at the end of all the text and should not exceed two elements (tables, figures, or images) in addition to text. Each display should itself be a summary, containing no more information than necessary to illustrate the conclusions with a concise descriptive legend.

The complete extended abstract should fit on two pages, but pages should not be numbered.

## **GUIDELINES FOR AUTHORS — MANUSCRIPTS**

As a conference Proceedings, only work presented at the GCFI conference are accepted for publication. 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. Your manuscript should not exceed 12 pages from the abstracts through the literature cited including all figures and tables and should conform to the following format:

**Title: Times New Roman, 12 point font, Bold, Centered, Capitalize important words only**  
(in 3 languages: English, Spanish and French)

AUTHORS: ALL CAPITALS, TIMES NEW ROMAN, 10 POINT FONT  
(Linked to affiliation details via superscript numbers)  
*Affiliation, Mailing, and email addresses*  
(Times New Roman, 10 point font, Capitalized, Italics, email address to be underlined)

KEYWORDS: (Up to five words; Times New Roman; 10 point font, same language as manuscript text)

The manuscript should be consistent with the brief abstract that was submitted. The 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. Scientific names should be italicized (*Aliger gigas*) as well as all foreign abbreviations: *sensu, in vitro, in vivo*.

Text should generally follow the order of introduction, methods, results, discussion, and acknowledgements). Other headings and subheadings will be accepted when appropriate. This should be followed by Literature cited, Tables and Figures

## LITERATURE CITED

Citations: Author(s) Last name, initials. Publication year. Title. Publisher. Paragraphs should be set to hanging with a 0.25 inch indent.

For citations with more than two authors use, et al. (not italicized): (Coppi et al. 1996).

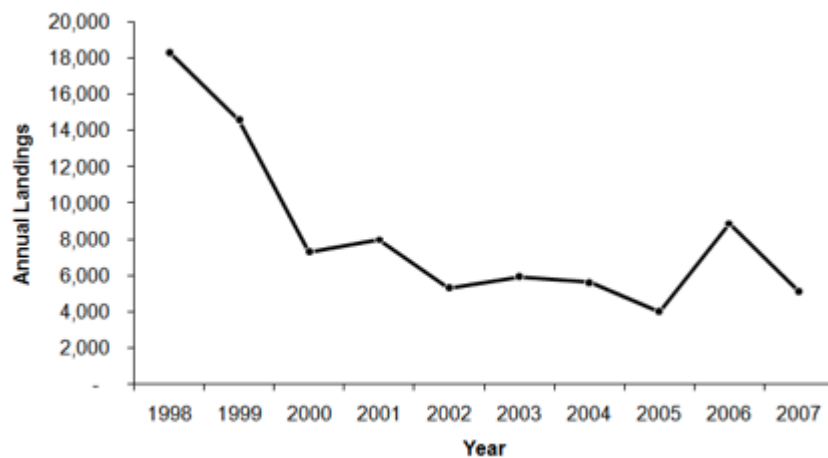
Unpublished data should only be referenced parenthetically within the text using the last name and first initial (L. Creswell, unpublished data). Personal communications should be referenced in the text using the full name of the contact and their affiliation (Steven Roche, Society for the Conservation of Plesiosaurs, personal communication).

1. Books: Book titles are italicized and important words capitalized.  
Ricklefs, R.A. 1973. *Ecology*. Chiron Press, Newton, Massachusetts USA. 861 pp.
2. 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.
3. Articles in Journals: (note journal title is italicized, spelled in full [**not abbreviated**], the volume is boldfaced, and the issue is in parenthesis: followed by pages)  
Losee, E. 1979. Relationship between larval and spat growth rates in the oyster *Crassostrea virginica*. *Aquaculture* **16**(23):123-126.
4. 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.
5. Articles, Books, or Journals in Press or Preparation:  
Creswell, L. [In press]. *Aquaculture Desk Reference*. CRC Press, Boca Raton, Florida USA. 202 pp.  
Glazer, R. [In press]. Status of queen conch (*Aliger gigas*) in the Florida Keys. *Florida Scientist* 25:in press. (include volume number of journal if known).  
Boidron-Metairon, I.F. [In preparation]. Influence of food quality on length of larval period and development sequence for *Strombus gigas* larvae reared in natural sea water.
6. Proceedings  
Author, A.B. and C.D. Author. 1995. Title of article. Proceedings, Name of Conference, City, ST, Country, Date (day(s) Month year), p. 00-00.
7. Reports  
Author, A.B. 1995. Title of report. WHO 65-07789. Final/Technical Report. Agency (spelled out), City, ST, Country. 000p. If no authors are listed, put name of agency first.

## 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). Font for tables and figures and their captions should be 9 point Times New Roman. Tables should only have lines at the top, bottom, and to distinguish the header

**Table 1.** Table Header (Font Times New Roman 9)



**Figure 1.** Figure Header (Font Times New Roman 9)

Figures (graphs) constructed in EXCEL or POWERPOINT can be submitted in their original format (XLSX or PPT) so minor formatting changes can be made if necessary, or as images (JPG, TIFF, PDF). The use of gridlines on graphs is discouraged.

Ideal sizing would allow for formatting in one column (3.5 inches wide) or across the full page width (7 inches wide) of a US letter page, while retaining legibility.

As the Proceedings are now electronic, with each article as an individual PDF file, figures (graphs and maps) may be in color. However, it is always useful for figures to also be distinguishable in grey-scale, or via stippling or lines.

## **SUBMISSION**

Extended abstracts and 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; your manuscript will not be peer-reviewed. Therefore, **your adherence to these guidelines will facilitate the timely publication of the proceedings.** If extensive formatting changes are required (figures, tables, literature cited), the manuscript will be returned for the author to make those changes. As a non-peer reviewed Proceedings, extended abstracts and manuscripts will not be returned to the author prior to publication unless the editors feel that major revisions are necessary for the sake of clarity.

**All electronic files should be labelled as LastName\_FirstName\_Title and uploaded to Dropbox no later than 23:59 EST December 17 2022.**

If you have any issues submitting or have any questions, please get in touch with [Alejandro.Acosta@gcfi.org](mailto:Alejandro.Acosta@gcfi.org) and [Fadilah.Ali@gcfi.org](mailto:Fadilah.Ali@gcfi.org)