



GUIDELINES FOR AUTHORS — EXTENDED ABSTRACTS

GCFI requires a record of your contribution to the conference to be included in the annual Proceedings of the Gulf and Caribbean Fisheries Institute, but we are sensitive to the issue that publishing in a symposium or workshop proceedings may sometimes jeopardize subsequent publication of the same material in a front-line scientific or technical journal. However, the Proceedings provides a written record of the meeting and a record of participation, which facilitates later communication among people with shared interests. 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 **1000-1500 WORDS** in length **excluding titles, authors / affiliations, and key words, but including the 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)

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 the e-poster. 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.

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.

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

LITERATURE CITED

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

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 (*Lobates 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. 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). Font for tables and figures and their captions should be 9 point Times New Roman.

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

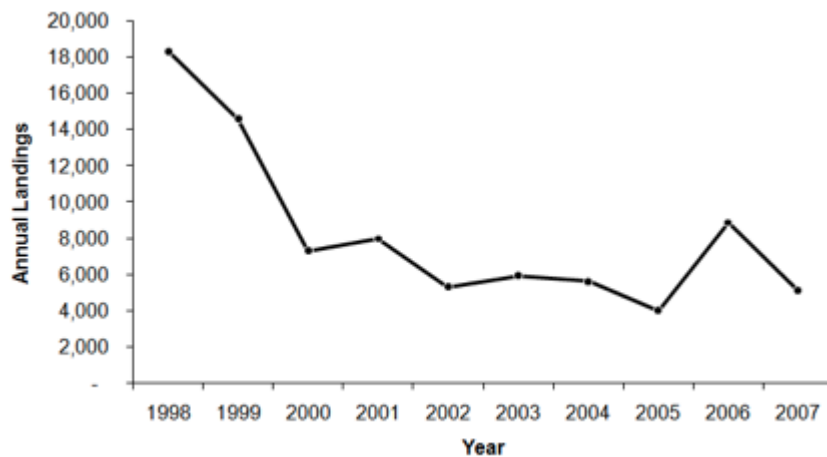


Figure 1. Figure Header (Font Times New Roman 9)

Figures (graphs) constructed in EXCEL or POWERPOINT can be submitted in their original format (XLXS or PPT) so minor formatting changes can be made if necessary, or as images (JPG, TIFF, PDF).

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 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.** As a non-peer reviewed Proceedings, extended abstracts will not be returned to the author prior to publication unless the editors feel that major revisions are necessary for the sake of clarity.