

# JOURNAL OF THE MARINE BIOLOGICAL ASSOCIATION

## INSTRUCTIONS FOR THE PREPARATION OF MANUSCRIPTS

### Editorial Policy

The *JMBA* publishes papers on all aspects of marine biology and oceanography. Papers should report the results of original research and must not have been published, or be under consideration for publication, elsewhere.

### General

Papers should be written in English and should be as clear and succinct as possible. If there is a particular reason why rapid publication is desirable this should be stated with the submission. If acronyms are used they must be specified in full on their first occurrence. SI units should be used. Sentences must not start with an abbreviation. Only the scientific names of species should be italicized, and their first mention should be followed by the authority except where reference is made to a work in which the authority appears. Footnotes must not be used.

A total of three copies of the typescript should be provided, **double-spaced throughout**, on one side of A4 paper. Tables, and legends for illustrations should be typed separately at the end of the manuscript. All pages should be numbered serially (title, main text, acknowledgements, references, figure legends, tables). The originals and two copies of the illustrations should be provided. Whenever possible a copy of the text, once the paper has been accepted, should also be provided on a floppy disc (see below).

Short communications, which may also report on new methods or techniques, should not exceed four printed pages, including tables and illustrations. These papers must start with an abstract but are not otherwise divided into sections.

Page proofs only will be sent. One hundred reprints will be provided free of charge and up to 200 extra copies may be purchased if ordered when the proofs are returned.

### Title

Each paper must have a unique title and not be one of a numbered series. The title should be kept as short as possible (maximum 18 words), and if specific names are included the authority should be omitted. A running head of not more than 43 characters should be suggested.

### Abstract

Each paper (including short communications) must start with a brief abstract summarizing the main results and conclusions of the work, and such other information as make it suitable for publication without change in abstracting journals. No references should be given in the abstract. If the title includes specific names, the abstract must include the taxonomic group to which the species belongs (e.g. *Pholoe minuta* (Annelida: Polychaeta)). The abstract must be intelligible to a reader who is not a specialist in the subject of the paper.

### References

References should be kept to an essential minimum and must be listed alphabetically at the end of the paper. Care should be taken to ensure that all those quoted in the text are included, but no others. The full title of the paper and all the authors must be given. Where a volume appears in parts the part need be specified only where each has separate pagination. Titles of journals are given in full and references to books should include the place of publication and publisher. Citations in the text to be given as 'Smith & Jones (1964)', or '(Smith & Jones, 1964)', or 'Smith et al. (1964)' if there are more than two authors, except where this is ambiguous.

#### Examples:

Goldberg, E.D., 1965. Minor elements in sea water. In *Chemical oceanography*, vol. 1 (ed. J.P. Riley and G. Skirrow), pp. 163-196. New York: Academic Press.

Marshall, S.M., Nicholls, A.G. & Orr, A.P., 1939. On the growth and feeding of young herring in the Clyde. *Journal of the Marine Biological Association of the United Kingdom*, **23**, 427-455.

Russell, F.S. & Yonge, C.M., 1928. *The seas*. London: Frederick Warne.

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## Figures

Figures should be in black ink on white paper no larger than A4, and must be suitable for reproduction. Figures will normally be reduced as much as possible to save space (to one-third of a page on average), and the lines and lettering should be of a suitable size and thickness. After reduction the maximum size for a figure or photograph is 134 x 200 mm, including legend. Lettering, numerals etc. should conform to *JMBA* style (Helvetica 8 point after reduction). Symbols should be kept to a minimum and must be clearly explained in the legend.

Half-tone photographs will be reproduced in the text pages and should be supplied as glossy prints with suitable labelling on the originals. Sizes should be indicated by a scale line on the print (parallel to the side or bottom) and not by a magnification factor in the legend. Three sets of glossy prints are required.

Legends for figures must be typed all together on a separate sheet. All illustrations, including photographs, are numbered in Arabic numerals and referred to in the text as 'Figure 1', etc. Where a figure comprises two or more distinct components they must be given a single Figure number and be distinguished by capital letters (e.g. Figure 1A).

Please ensure that multiple diagrams are lined up correctly, with as little space between parts as possible, and labelled 'A', 'B', etc. If graphs have been plotted using a computer package the scales must be labelled in sensible intervals.

Coloured illustrations can be included but only at the author's expense (about £1000 per page).

## Tables

Tables should be numbered in Arabic numerals, and given a concise heading.

## Word-processor discs

All manuscripts should be provided on a floppy disc after the paper has been accepted. It is not necessary to send the disc when submitting the paper initially, as it will almost certainly need revision after refereeing.

It will speed the publication of your paper if you can send a copy of the text on a Macintosh or IBM-type disc; 3.5-inch discs are preferred, but 5.25-inch double density (but not high density) are also acceptable. The disc will be returned to you.

If you are unable to provide an appropriate disc please ensure that the typescript is clearly printed.

### **Please follow these instructions exactly:**

1. Ensure that the disc you send contains only the final version of the paper and is identical to the typescript.
2. Label the disc with author's name, title of paper, machine and word-processing package used.
3. If you have used a common PC or Macintosh word-processing programme send the file as a fully-formatted document.
4. Use italics not underlining for specific names etc. Make sure you distinguish numerals from letters, e.g. zero (0) from O; one (1) from l and I.
5. Type names of authors in the reference list in lower case, except for the initial letter.
6. Tables must also be included as computer files, either in a word processor or spread sheet. If they are too wide to print directly then please include the basic data in one or more separate tables, which we can use to make up the complete Table.
7. If the diagrams have been prepared on a Macintosh it may be advantageous to send copies of these on disc as well, saved in PICT format.

**Authors are requested to see that their manuscripts are in finished form and completely ready for publication so that corrections may be reduced to a minimum. Alterations to the text at the proof stage will be charged to the author.**

*Cover:* The photograph on the outside of the cover was taken by David Nicholson at Pedney Beach, Cornwall

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# JMBA

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