

# Instructions for Contributors to *The Bulletin*

Original papers and reviews in any field of science are considered for publication in *The Bulletin*. Submit three clear copies of the manuscript and all illustrations to Dr. Michael Kennish, Editor, Institute of Marine & Coastal Sciences, Rutgers University, 71 Dudley Road, New Brunswick, NJ 08901. A manuscript comprising approximately six or more typed pages will appear as a regular article; a shorter manuscript will usually appear as a "Brief Communication" that lacks the section headings as outlined below.

## Editorial Procedures

Manuscripts will be sent by the Editor to an Associate Editor in the appropriate specialty area who will arrange for at least two reviews. After receiving the reviews, the Associate Editor will make a recommendation to the Editor concerning the suitability of the manuscript for publication. In the event of a disagreement among reviewers, the Editor will make the final decision. Articles will be published in the approximate order of their acceptance. After a manuscript has been accepted, the author will receive page proofs, a form for ordering reprints, and an invoice for charges. The Academy requires authors to pay a \$25 processing fee plus applicable page charges. There are no page charges for NJAS members unless the paper exceeds 12 printed pages, in which case an additional fee may be charged. (An author can estimate 3 manuscript pages per printed page.) Page charges for non-members are \$100 per printed page. A letter confirming that the author or the author's institution will honor the applicable charges must accompany each manuscript submitted.

## General Requirements

The manuscript should be typed on one side of standard size white paper with a minimum 2.5 cm margin on all sides. Do not break words at the right margin. Double space ALL typed material including "Literature Cited," tables, table titles and legends, and footnotes.

A. **Style and format.** Use accepted standards of English style and usage such as that given in the latest edition of the CBE Style Manual (AIBS Council of Biological Editors). Use the International System of units (metric) throughout. Where English units are necessary, follow with metric equivalents.

**B. Abbreviations.** Where possible, symbols, abbreviations and units of measure should conform to those listed in the CBE Style Manual. In general, abbreviations (other than those common in international usage) are to be avoided in the text.

**C. Tables.** Each table should contain a concise title and should be comprehensible without reference to the text. If desired, large or complex tables can be submitted as camera-ready figures, in which case do not double space except where double spaces would normally occur.

**D. Illustrations.** Designate all illustrations, whether line drawings or photographs, as figures (abbreviated Fig. except at the beginning of a sentence). In addition to line-drawn graphs, also treat complicated formulas, flow diagrams and metabolic schemes as figures. Line drawings must be neatly drawn and intensely black on white; photographs must have good contrast and be in sharp focus throughout. In general, figures should be sent unmounted at a size not more than twice the publication size. For review purposes, authors should submit copies of figures if the quality is sufficiently high and should not send originals until asked to do so; however, electrostatic copies of photographs are usually unsatisfactory for review purposes.

**E. Literature Cited.** Papers should be cited by author(s)' name(s) and year of publication as in the following example:

Smith (1971) reported that this work supported the results of previous studies (Brown and Johnson, 1985; Jones et al., 1990). (The last reference indicates the style to be used for papers with more than two authors.)

All references should be listed alphabetically in the Literature Cited section. Use a long underline to indicate repeated author(s)' name(s). The following are examples of the most common forms of citation (note capitalization, spacing, abbreviations and use of italics.)

Author, A. B., and C. D. Author. 1996. Title of article. *Abbrev. J. Title* 21:123-125.

\_\_\_\_\_, and \_\_\_\_\_. 1990. Title of article. *Abbrev. J. Title* 22:456-458.

Author, E. F., and G. H. Author. 1997. Title of Book. Publisher, City. 444 pp.

Author, I. J., and K. L. Author. 1998. Title of article in edited book. Pp. 321-333 in Smith. A. and B. Jones (eds.). Title of Book, Vol. 3. Publisher, City.

Title of Pamphlet Without an Indicated Author or Editor. 1999. Publisher (or Company or agency), City.

Author, M. N., O. P. Author, and Q. R. Author. 2000. Title of article in press or abstract. Abbrev. J. Title 44: 123. (Abstr.). or (In press).

Cite an article as "in press" only if it has been accepted for publication; cite the journal in which it will appear. Do not list unpublished data, articles in preparation, articles in review, and personal communications in the "Literature Cited," but refer to them parenthetically in the text. Verify a personal communication with its author and obtain approval for its use.

### **Components of the Manuscript**

Arrange the manuscript as follows, numbering all pages consecutively:

1. **Page 1:** Running head not to exceed 45 letters and spaces; name, address and telephone number of author to whom all correspondence should be sent.
2. **Page 2:** Title of article with each letter capitalized; all authors' full names, institution(s) and address(es) including zip code; and footnotes containing present address(es) of authors if different from heading. Titles containing scientific names must contain a common or identifying term, e.g. "... the slime mold *Fuligo septica*."
3. **Page 3:** An abstract of not more than 250 words (no more than 100 words for Brief Communications) that succinctly summarizes the content and conclusions of the paper. The abstract consists of one paragraph beginning with the word "ABSTRACT." flush with the left margin. Immediately following the abstract on a separate line flush with the left margin should appear "Key Words:" followed by a list of three or four words that identify the content of the manuscript as an aid to abstracting journals and indexing.
4. **Page 4 and following:** Text separated by each of the following headings (centered and with all letters capitalized): introduction, materials and methods, results, and discussion. When appropriate the latter two sections can be combined into a single "RESULTS AND DISCUSSION." Secondary headings should be typed on a separate line but flush with the left margin.

Tertiary headings should appear at the beginning of a paragraph and should be followed by a period. Brief Communications do not require any of these headings.

5. **Acknowledgment(s)**, if any.

6. **Literature Cited**. See details above.

7. **Figure captions and legends** numbered consecutively in arabic numerals in the order in which they appear in the text.

8. **Tables** numbered consecutively with roman numerals in the order in which they appear in the text, one table per page.

9. **Figures** identified on back with figure number, author(s)' name(s) and indication of top, if necessary.