

ICES Journal of Marine Science

Guide for Authors

The following instructions and guidelines will assist authors preparing to submit manuscripts to the *ICES Journal of Marine Science*. For further information, see the *ICES Journal* website at Oxford University Press: <http://icesjms.oxfordjournals.org/>.

1 Submission

Articles for ordinary volumes are submitted online through the IJMS Manuscript Central website (<http://mc.manuscriptcentral.com/icesjms>) or by clicking “Submit electronically” at the Oxford Journals website (<http://icesjms.oxfordjournals.org>). Read the Instructions to Authors and follow the Online Submission Instructions; then press Submit Now! Direct questions may be sent to Søren Lund (soren@ices.dk) at the ICES Secretariat. Please note, however, that like many other respected Journals, the *ICES Journal* has a finite page budget, so we currently ask authors to limit where at all possible their ordinary manuscript submission (see 2.1. below for other categories of papers) to the following maxima (note, these are higher limits and not targets): Abstract, 200 words; core text (from Introduction to Acknowledgements), 6500 words; Core references, 50; tables and artwork together, 10 of modest size, fewer if they are large. Motivation to exceed these limits may be provided, but will need to be very strong to succeed. Appendices are generally supplanted by Supplementary material (see 5 below) as the preferred means of publishing material not suitable for the core text, though exceptions can be made given suitable motivation. During the online submission process, you will be asked to supply the following information.

- (1) In a cover letter, you must provide a written justification as to why you believe the content of the paper is relevant to the *Journal*, highlighting the paper’s research significance and particularly its innovative message, along with its primary scientific contribution.
- (2) Include names and current contact addresses (including e-mail addresses) of at least three appropriate referees who have not been associated with the research being published, or closely affiliated with any of the authors in the past five years.
- (3) Confirm that the material is original, is not submitted elsewhere, and has the full written approval of *all* co-authors to submit.
- (4) Confirm that the author has adhered to general guidelines for the ethical use of animals in research, the legal requirements of the country in which the work was carried out, and any institutional guidelines (if national certificates are available, append those).

If ethical considerations arose in the course of the study, the author should describe *in the manuscript* how those considerations were addressed. In exceptional cases, where unresolved ethical questions remain, the manuscript may be sent to appropriate experts in the ethical use of animals in research for additional refereeing. In such cases, the decision as to whether the manuscript is accepted for publication remains with the Editor or, in the final instance, the Editor-in-Chief.

Failure to adhere to these four requirements and the size criteria in the first paragraph will result in the rejection of your submission, without assignment to editor or review.

Text and figures should be in separate files. Preferably, manuscript texts should be submitted in MS Word format, although WordPerfect will also be accepted; other formats may be accepted on prior agreement, but *do not send manuscript texts in PDF format*.

2 Text

All texts should be in English, although French text may be acceptable with prior agreement. As a general guide, follow the instructions below. Note too that the *Journal* prefers text to be written in the passive voice (e.g. “An experiment on XXX was undertaken ...”) rather than in the active voice (e.g. “I undertook an experiment on XXX ...”), though modest use of the active voice is acceptable.

2.1 Categories of papers

The *ICES Journal of Marine Science* publishes papers in each of the following five categories:

- **Original** articles: traditional research papers. Text (excl. References, tables and figures) should not normally exceed 6500 words. Optimally **less than 12 printed pages** inclusive of text, appropriate references, figures, and tables.
- **Short Communications**: these should not normally exceed 2500 words of text (excl. References, tables and figures). Ideally, the methods, results, and discussion can be presented in a single (sometimes unheaded) section. They should include a shorter abstract (up to ~50 words) and present the acknowledgements and references as in an original article. Maximum **6 printed pages**.
- **Comment** articles: comments on, or replies to, papers published in the *ICES Journal of Marine Science*; approximately 2000 words. Maximum **4 printed pages**.
- **Review** articles: comprehensive reviews on topics of wide general interest within marine science, or on particularly hot topics, sometimes solicited by the editorial board. Potential authors are advised to contact the editor-in-chief regarding topic and proposed length.
- **Food for thought** articles: short (generally **up to 4 printed pages**) articles on topical issues, often provocative or innovative in nature, solicited or offered to stimulate dialogue, research, and ideas generally.

2.2 Format

Type text with *double-spacing throughout*, with a left margin of 3 cm or more, and with word processing manuscripts, turn on the option to add page and line numbers throughout the text. For hard copy, use 21 × 29.5 cm or 8½ × 11 inch paper, one side only. (Manuscripts presented at meetings may be single-spaced and printed on both sides of the paper, but must be revised before being submitted for publication.)

Set up the text of the first page of the manuscript in the following order: (1) title, (2) author(s) and their current addresses, including the contact (telephone, fax, e-mail) details of the corresponding author, (3) abstract, and (4) keywords (see the layout of the headers in a recent, 2011 on, published version of the journal), then follow with (5) core text (including Acknowledgements if deemed appropriate), and (6) References. Supplementary material is advertised before the Acknowledgements and References. Use ordinary upper- and lower-case letters throughout, except where italics is required (see below). Do not centre lines, and do not use automatic setting templates, because the latter can cause problems at editing and publication typesetting stages.

For titles, section headings and subheadings, tables, figure legends, and authors' names in the text and reference list: use ordinary upper- and lower-case letters throughout. Do not set them off with all capitals, italics, emboldening, or underlining. (The copy-editor will designate the type style and size for the publisher.) Start titles and headings at the left margin.

If you wish, you may indicate ranking of complicated section headings and subheadings with numerals (1, 1.1, 1.1.1). Try not to exceed three ranks. The *ICES Journal* does not publish these numbers, but they can be helpful to the editor and publisher when styling headings and subheadings.

Refer in the text to each table or illustration included, and cite them in numerical order, checking before submission that all are cited and in the correct chronological sequence. Do not incorporate tables or illustrations in the text, but collect them and append them after the reference list or in a separate file.

Final copy: After manuscripts and illustrations have been accepted for publication, submit the final versions as electronic files if possible (again with the page and line number option turned on); hard copy can also be supplied if appropriate. Although electronic versions of illustrations are preferred, it is advantageous that they also be submitted as workable or paper versions if they are complex. Make sure that files are not saved as read-only or with tracked changes hidden. Electronic and paper versions of material should match each other perfectly.

2.3 Abstracts and keywords

Include an introductory abstract, in one paragraph of no more than 200 words for a standard article. The abstract should be in the language of the paper itself. It should be able to stand on its own (as when cited in other publications) and accordingly should not carry footnotes, references to the literature, or unusual abbreviations.

After the abstract, add a short list of keywords, arranged in alphabetical order.

2.4 Mathematics

Papers with mathematical content should follow standards from the general mathematical literature (Higham, N. J. 1998. *Handbook of Writing for the Mathematical Sciences*, 2nd edn. Society for Industrial and Applied Mathematics, Philadelphia, PA; ISBN: 0-89871-420-6). All mathematical expressions should be typed. Avoid problems in distinguishing between the letter l and the numeral 1 and between the letters o/O and the numeral 0, for instance by making the distinction apparent by use of clearly separate characters in the type font. Differences may also be marked in hard copy, in the margin. Mathematical expressions should include punctuation consistent with the usual rules of English grammar. Mathematical symbols other than numerals in the *Journal* typically appear in italic font and should be prepared so, with the following common exceptions:

- Mathematical functions (e.g. sin, cos, exp, log, the exponential e) should appear non-italicized.
- Uppercase Greek letters normally appear non-italicized.
- Array objects, such as vectors and matrices, are designated in boldface, non-italicized font.
- The letter “d”, when referring to a derivative or a differential, should appear non-italicized.
- Subscripts to symbols, both numerals and letters (e.g. B_{MSY} , B_{max} , p_1) generally appear non-italicized, unless the subscripts are also parameters (e.g. $B_{a,y}$).

Use a *point* (0.75), not a comma, for decimals in text. Thousands, millions, etc. are divided by spaces: 2 345 678. In text, type figures up to 9999 without extra space. In tables and Figures, insert spaces: 9 999. For numbers less than unity, place a *zero* before the decimal in both text and tables: 0.34.

In text, signs and symbols with horizontal bars should be replaced by the solidus, parenthesis, or other notation: b/s , $(a+b)/s$, $\sqrt{ax^2+b}$. Avoid the use of double indices and suffixes by rewriting if possible: $x_{n,2}$, $\exp(a^2)$.

If a formula or equation set off from the text cannot fit on one line, show where it can best be broken. Brackets are used as follows: { [()] }. Add instructions in the margin if the usual sequence must be changed (as when particular brackets have a special notational sense and must be retained).

2.5 Units of measurement and technical notation

Follow the ISO *Système international d'unités* (SI) for units and abbreviations whenever possible. Give all measurements in the metric system. Note that “tonne” or “t” is the metric tonne, 1000 kg. Specify whether “billion” means 10^9 or 10^{12} . Use the form $\text{g C m}^{-2} \text{d}^{-1}$ rather than $\text{g C/m}^2/\text{d}$. For salinity, a dimensionless quantity, use psu or no unit.

NOTE: s, min, h, d, wk, month, year, Chl *a*, ^{14}C , l (litre).

For zoological and botanical nomenclature, authority for a name does not need to be given unless the text is taxonomic in nature. However, if the author prefers to give the authority, it need only be given the first time a species is mentioned. Note that genus and species names only should be italicized: *Gadus morhua* L., Gadidae, *Ceratium* spp., Ceratia.

2.6 Spelling and other conventions

Spelling: British spelling is preferred.

Dates: Day–month–year (1 May 1991). 1990–1992. 1990/1991. See Section 3 below for dates in tables.

Geographical coordinates: 35°15'N 10°72'W (space, not a comma, between latitude and longitude; minute sign, not an apostrophe).

Names of vessels: RV “Clione”.

A Word List for *ICES Journal* usage is available on the ICES Website.

NOTE: 0-group, age group, codend, cpue, year class, VPA, TACs, MSY, ICES.

2.7 References

The *ICES Journal of Marine Science* style was updated in EndNote at the end of March 2010 and amended in March 2011, so users should note that the appropriate style needs to be downloaded from <http://www.endnote.com/support/enstyles.asp>. Proceed by entering the Journal name under ‘Publication Name’ in the ‘Style Finder’ window, and click ‘Find Styles’. Then download it onto your computer into the ‘styles’ folder in the ‘Endnote’ folder in ‘Program files’. When working on a document with Endnote activated, choose the *ICES JMS* style and the correct style will be applied automatically. However, it is necessary to ‘Remove Field Codes’ (Ctrl A followed by Shift+Ctrl+F9) just prior to submitting the manuscript, because the field codes may behave differently on the editor’s computer (but please note that other formatting might change too when you apply ‘Remove Field Codes’). Notwithstanding the above, authors should always check whether their version of the Endnote style corresponds with the style in the most recent issue of the *Journal*, and if this is not the case, modify the settings in Endnote themselves, before submission.

For those who do not use Endnote, references *in text* are styled as follows: Smith (1988) or (Smith, 1988). If there are two authors, give both names. If there are three or more authors: Smith *et al.* (1988) or (Smith *et al.*, 1988). For unpublished material such as personal communications, give the author’s first initial(s): (F. Fry, pers. comm.).

The reference list at the end of the article should be restricted to work already published, or definitely accepted for publication (in press). Unpublished material, including work submitted to a journal but not yet formally accepted, should not be included.

List entries alphabetically by the first author’s surname, followed by initials. In cases of multiple authorship: Fry, F., Plie, I. I., and Soglia, I., give the names of all authors, unless there are more than seven, in which case, list the first seven authors followed by *et al.* The same applies to lists of editors of a document. For successive references to the same author, cite the name in full each time; do not use *ibid.*, dashes, or ditto marks.

Spell out names of journals in full (do not abbreviate or italicize them). Do not set off the year of publication or the volume number with parentheses or with italic or boldface type.

Check all citations in the reference list against those in the text for perfect correspondence of names and dates.

Double check the manuscript for the spelling (including accented letters) of proper names and for the accuracy of article and journal citations, particularly those in languages other than English and French.

Examples

- 1) Material published in a journal:

Pares, P., and Britain, B. 1965. Predator–prey behaviour of herring (*Clupea harengus albertus*). *International Journal of Applied Biology*, 24: 132–135.

- 2) Material published in a book:

Havfrue, D. L. 1990. Ecological implications of genetic mutation. *In Studies in Parthenogenesis*, 2nd edn, pp. 282–289. Ed. by F. Ray, and O. Lith. Thalassa Press, London. 331 pp.

- 3) Papers presented at an ICES Annual Science Conference / Statutory Meeting:

ICES. 2000. Report of the Working Group on Radioactive Contamination in the Bering Sea. ICES Document CM 2000/X: 32. 25 pp.

- 4) Book citations:

De Oliveira, J. A. A., Kell, L. T., Punt, A. E., Roel, B. A., and Butterworth, D. S. 2008. Managing without best predictions: the Management Strategy Evaluation framework. *In Advances in Fisheries Science. 50 Years on from Beverton and Holt*, pp. 104–134. Ed. by A. Payne, J. Cotter, and T. Potter. Blackwell Publishing, Oxford. xxi + 546 pp.

- 5) Frequently cited ICES publications (former and current series):

Bulletin Statistique des Pêches Maritimes du Conseil International pour l'Exploration de la Mer

Cooperative Research Report, International Council for the Exploration of the Sea (published from 1962 to 1990)

ICES Advice

ICES Cooperative Research Report (numbers published since 1991)

ICES Fisheries Statistics

ICES Journal of Marine Science

ICES Marine Science Symposia

ICES Techniques in Marine Environmental Sciences

Journal du Conseil International pour l'Exploration de la Mer

Rapports et Procès-Verbaux des Réunions du Conseil International pour l'Exploration de la Mer

3 Tables

Type *conventional tables* on separate pages; they should appear after the reference list. Do not incorporate them in the text of the manuscript. Number tables with Arabic, not Roman, numerals. Keep any *text tabulations* brief enough to fit into one column, and do not number them.

Design tables to fit within a printed page, in single or double column printed format. The maximum number of characters across full page width is 100. Allow one character for a decimal point and at least three characters for spacing between columns. Do not use vertical lines to separate columns; use extra space instead. Separate thousands, millions, etc. by spaces before and after a decimal: 1 111.111 1.

Cite dates in tables as day–month–year (31 May 1992). Refer to months by name, not number. In English manuscripts, if it is necessary on space grounds, abbreviate months in tables to three letters without punctuation: Jan, Feb, Mar, Apr, May. In French manuscripts abbreviate months of five letters or more to three letters without punctuation: jan, fév, mars, avr, mei.

Fill in blank spaces (no data) with en–rules.

Indicate footnotes to tables with superscript letters or, if few, symbols: 17^a, 17*.

Tables should not be divided into separate sections that are referred to individually, e.g. Table 1a, Table 1b.

All Table columns should have a heading that describes the information in that column. In headers of Tables, it is not necessary for the rows to have a descriptor in the left column.

4 Illustrations and figure legends/captions

Illustrations should be submitted electronically as originals or if in hard copy as prints, either as line drawings or as half-tone photographs, prepared to professional standards. Please also consult the following site for detailed instructions on size and resolution: http://www.oxfordjournals.org/for_authors/figures.html. Briefly, black line figures and photographic prints with clear contrast provide the best reproduction, but too much solid black can show through a hard copy page. Do not submit several parts of a single illustration separately; all panels should be in a single illustration, unless it is obvious that more than a single page is necessary to accommodate it. *Text* in the illustrations should be in the language of the paper, English or French only; freehand lettering cannot be accepted. The text should be Times Roman, preferably not bolded, italicized only where necessary according to this style guide, and with symbols and units shown to style as stated herein. Appropriate reduction for publication should be feasible (i.e. font size and line thickness should not be too small when reduced to single column or page width). Capital letters should, when reduced for printing, range between 2 and 4 mm in height. As a guide, illustrations should be the same size as, or slightly larger than, the final printed size, so font size and line thickness should be selected appropriately. Column width: ~7.5 cm; full page width: ~15.5 cm; full page height: ~20 cm, allowing room for the figure legend. Notwithstanding the above, avoid overloading illustrations with text; it is often better to include the information in the figure legends. Add bar scales to microphotographs and other illustrations with high magnification.

When designing illustrations, show only the relevant part of the map, chart, or diagram, and ensure that the axes in a graph do not extend appreciably beyond the curves. *All* detail—including signs, symbols, and geographic coordinates—should be *clear and sharp*. Symbols should not overlap each other. Note that the details of many computer-generated drawings, especially maps with numbers, are illegible (of poor resolution) when reduced in size for printing. Only in necessary cases will the illustrations be redrawn or re-lettered by the publisher.

Where provided, hard copy of multiple-part figures (Figure 1a, b, c, etc.) with a single legend must be pre-mounted on a single sheet, ready for photographing. If Figures 1a, b, c, etc. are on separate sheets and will not fit on one printed page, each part must have its own figure legend (Figure 1a, Figure 1b, Figure 1c, etc.).

Illustrations that are to be compared with one another should be electronically produced, drawn or photographed to the *same scale* (with matching lettering if relevant) so that they can be reproduced as a unit, or reduced by the same factor if necessary, before printing.

Scrutinize all illustrations, whether they are originals or photocopies, for spelling and completeness. Multiple-part figures [labelled (a) ... (x)] should be marked to accord with the legends, axes labelled in the same orientation as the Figure and its legend, and differentiated curves furnished with keys. Make sure that the terminology, symbols, and abbreviations correspond to those used in the text and figure legends.

If hard copy is produced, number each illustration. Add a note on the orientation (e.g. Top) if there is likely to be any misunderstanding. On the back of such hard copy, affix a label with the author's name or write the name lightly in pencil. Do not fold or roll the illustrations.

Consult the Editors of the *ICES Journal* or the ICES Secretariat before including coloured photographs or other illustrations at the revision stage. Authors may be asked to contribute to the cost of publication in colour, and it is very expensive.

Include *Figure legends* sequentially at the end of the text file (not on the illustrations). Avoid using symbols such as shaded triangles, circles, and boxes of different sizes, or dotted and dashed lines in the legends/captions. Include them in the illustrations with a key or refer to them in the legends by name.

4.1 Permission to reproduce figures

The author must obtain permission to reproduce figures that have appeared in another publication. This is the case even if the author modifies the original and the author of the original is also the author of the submitted version. Copyright law requires that permission be obtained if the substance – sense or meaning – of material is reproduced.

It is often best to go through the publisher who will have a standard procedure for dealing with permissions. More information about this can be found at http://www.oxfordjournals.org/access_purchase/permissions_guidelines.html

5 Supplementary material for online-only publication

Supplementary information and/or data, which are now preferred to Appendices, may be submitted for online-only publication if value is added to the manuscript. However, it should not contain material crucial to the understanding of the manuscript, which must be able to stand alone. The availability of online Supplementary material should be indicated at the appropriate point in the text and in a section entitled “Supplementary material”, placed immediately before the Acknowledgements section. The section should begin with a statement such as, “Supplementary material is available at the *ICESJMS* online version of the paper”, and should include a brief description of the Supplementary material. The citation of references within the supplementary section is discouraged because the references are not hyperlinked as they are in the main text. If such a citation is necessary, however, the full reference(s) should be included at the end of the Supplementary material.

Supplementary material should be presented in Word or as a single pdf file, if possible; in any case, no more than five separate files are permitted. Please include the manuscript title and list of authors on the first page and, whenever possible, include the figure legends next to Figures. Name your Supplementary material and cite it within the manuscript as Supplementary Figure S1, Supplementary Table S1, Supplementary Video S1, etc., and provide a detailed legend. Supplementary material is available to reviewers and editors during the review process, but is not proofread or copyedited by the Publisher. The minimum acceptable resolution for GIFs or JPEGs is 120 dpi.

Videos: The preferred formats for video clips are MOV, MPG, AVI, and animated GIF files. Authors are advised to create movies with a readily available program to allow easy viewing with e.g. Windows Media Player or QuickTime.

Authors should carefully check the accuracy of all Supplementary material before submission.

6 Proofs and offprints

Proofs are sent directly by the Publisher (generally electronically as PDFs) to the handling Editor and Editor-in-Chief, and to senior or corresponding authors with a request that they be read and returned promptly. Please notify the Editors or the Secretariat of any change of address (and ensure that the contact details provided in the submission/revision are correct), or designate a substitute who will be able to read and correct the proofs if the main author is going to be away for any significant time. If the proofs are not returned by the date requested, the article may be dropped or the Editors of the paper/volume may be asked to assume responsibility for them.

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Additional offprints may be purchased.

7 Information and assistance

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