

ICES Journal of Marine Science

Guidelines for Guest Editors

Publication of ICES Symposium Proceedings

1. The proceedings of an ICES Symposium are eligible for publication in an issue of the *ICES Journal of Marine Science* as one of the nine numbers produced annually in each volume. The decision regarding publication of a Symposium Proceedings in the *Journal* is made by the ICES Consultative Committee in consultation with the ICES Publications Committee, the ICES Secretariat and the *Journal's* Editor-in-Chief, and is covered by a Council Resolution. In principle, three numbers per volume are reserved for Symposia, and up to 250 pages are allocated to each of these. Symposium proceedings have the usual *ICES JMS* cover, labelled with the appropriate identification and, on the title page of each, in smaller type, "ICES Marine Science Symposia, Vol. X" to indicate that they also retain a place in the consecutive numbering system of that series.

2. A Guest Editor (or Editors) should be appointed by the Symposium Convener(s) in consultation with the Scientific Steering Committee, ICES, and a member of the *ICES JMS* Editorial Team. Any costs associated with such an appointment need to be covered out of the Symposium budget. A member of the *ICES JMS* Editorial Team will, early on, be assigned to the relevant issue to advise the Guest Editor and to help steer the manuscripts through the publication process. It is the responsibility of the Guest Editor to determine the contents, collect manuscripts and send them to referees, accept or reject the contributions on the basis of the reviews and his/her perception of their scientific content, and have them revised by authors. The Guest Editor is also expected to carry out a first copy-edit (ensuring that the material is to *ICES JMS* format, style, and standards of English grammar). The Guest Editor therefore takes over many of the tasks and responsibilities of the Editorial Team of the *ICES JMS*. However, the Editorial Team retain full responsibility for the scientific quality of everything published in the *Journal*, including Symposium proceedings, so reserve the right to reject manuscripts or request additional revisions after the work of the Guest Editor has been completed.

3. Symposium issues contain up to 250 pages, and the actual allocation will be stipulated when a symposium issue is sanctioned. The Guest Editor should closely monitor the expected published length of each paper to ensure that the proceedings keep within the page allocation. If more than the maximum pages are required, the cost of the extra pages (£32 per page) must be paid from the Symposium budget or by the home institutes of the authors concerned. It is therefore imperative that a system be put in place before the meeting to facilitate such cost over-runs. The member of the Editorial Team assigned to the issue will advise on this. Oxford University Press allows one free colour-containing page per manuscript, up to a maximum of 17 free colour figures per Symposium issue, and this allowance can be carried over from papers with no colour figures. If this number is exceeded, the conveners will be charged £350 per colour figure. Note that, although it is possible to place more than one colour figure on a page, it cannot be guaranteed that the page layout will permit this in every case. These extra costs may have to be covered by the Symposium budget or by the home institutes of authors.

Twenty-five offprints are sent to authors free of charge, and extras can be ordered and purchased in the same way as for regular papers. If an issue larger than the formally assigned allocation is anticipated, contact the assigned *ICES JMS* editor and the Editor-in-Chief, as well as Ian Sherman (ian.sherman@oup.com) and Caroline Bracken (caroline.bracken@oup.com) at Oxford University Press.

4. In addition to the proceedings published as an integral part of each nine-issue volume, it is possible to publish additional proceedings as supplements. In each such case, mutual

agreement between the organizers of the Symposium, the Editorial Team, the ICES Secretariat, and Oxford University Press must be reached beforehand about the precise conditions for publication, stipulated in writing. Additional proceedings issues can be arranged at a cost of £8000 for a volume of normal size, plus £32 per page for each page over the allocation. An honorarium for the responsible *ICES JMS* Editor should also be paid from the Symposium budget, as partial compensation for the additional workload. If the conveners wish to consider bearing the entire cost of an additional symposium issue, contact the Editor-in-Chief as well as Ian Sherman (ian.sherman@oup.com) and Caroline Bracken (caroline.bracken@oup.com) at Oxford University Press.

Ordering Copies of the Symposium Proceedings: Copies of the symposium proceedings can be ordered for participants at the reduced rate of £15 + £5 postage, for a standard size issue. (Ordinarily, this cost is included in the participant registration fee.) Three months before hard-copy publication, conveners must send the Publishers an estimate of the number of participant copies and a geographical breakdown for distribution purposes. One month before publication, conveners must send either address slips or a comprehensive address list of all registered participants. The Publisher will invoice the convener(s) for participants' copies once they have been sent; this must be settled immediately directly with Oxford University Press. Contact Jill Paterson at Oxford University Press Special Sales Department, jill.paterson@oxfordjournals.org.

In rare cases, ICES may be able to give some financial support for the cost of publishing the proceedings or subsidizing the participants' copies.

5. Symposium contributions should typically be limited to 3500 words and including figures, tables, references, etc. – eight printed pages. This would allow some 25–30 articles per standard size volume. The proceedings should include a synthesis by the Conveners (generally printed as an Introduction). A list of the referees who contributed to the review process is also printed at the back of the symposium issue.

6. To emphasize the importance of page allowances and to help in accurately judging the likely length of the proceedings, an estimate should be made of the principal elements for each individual paper.

(a) Title, abstract etc: Allow half a page.

(b) Text: A full page of printed text in the *ICES Journal* holds ca. 900 words. The number of words per manuscript page varies greatly in word-processing output, but most programs furnish word counts, and asking authors to provide these is a great help.

(c) Figures: While each figure is of course a different size, it is best to allow 1/4, 1/2, or 1 page per figure. Appropriate scaling may help considerably in saving space. Authors should also be strongly encouraged to reduce the number of figures to a minimum and to rationalize several in a single figure whenever feasible.

(d) Tables: Similar to figures, so allocate 1/4, 1/2, or 1 or more pages per table.

(e) Mathematical equations: Ignore one or two lines of mathematics. Allow 1/2 line or a multiple of that for longer workings.

(f) References: Allow one printed page for each 45 entries.

(g) Add the elements for each paper and round up to the nearest page. Add the pages for each paper to reach the total.

7. As emphasized in 2 above, the Guest Editor must ensure that the *ICES JMS* format is strictly followed, because significant deviations may lead to considerable delays in processing.

Authors wishing to submit precisely to style and format, which is encouraged, can find more-detailed instructions in the *ICES JMS* "Guide for Authors" and the *ICES JMS* "Word List", on the ICES Website. Authors should be encouraged to submit hard copies of both figures and text in addition to the plain text file to facilitate further processing. However, the practice of zipping electronic files for transmission ultimately to the responsible *ICES JMS* editor is not recommended.

8. After revision, the accepted manuscripts (including copies of figures) are sent, generally in small batches, by the Guest Editor to the responsible *ICES JMS* Editor, who may contact authors for further modifications as deemed necessary. It is emphasized again that the *ICES JMS* Editor reserves the right to reject manuscripts at any stage. In all cases, the Guest Editor will be informed about such decisions. However, the *ICES JMS* editor may return manuscripts to the Guest Editor not deemed in his/her opinion to be complete in terms of response to reviews or standards of copy-editing.

9. After scrutiny by the *ICES JMS* Editor, the final electronic files (and, if necessary, clear hard copies of illustrations) are passed to the ICES Secretariat for final technical editing and acceptance. After being reviewed for references to ICES activities and publications, they are subjected to final copy-editing, brief but at ICES expense, and returned to the *ICES JMS* Editor, who will oversee their submission to the Publisher for final control, coordination, and production.

10. Proofs of symposium manuscripts are sent to authors, the *ICES JMS* Editor, the *ICES JMS* Editor-in-Chief, the ICES Secretariat, and others as necessary, generally as PDF attachments. Corrected proofs or annotations should be returned by the date designated, by e-mail, fax, or courier post.

11. The tentative publication date will be set by the *ICES JMS* Editor-in-Chief and ICES in consultation with the Convener(s) of the Symposium. Although there is some flexibility for publication of the proceedings issue within a volume, transfer between volumes will be avoided, because it compromises the planning for publication of regular papers. A collective publication depends on the entire chain of actions between first submission of manuscripts and proofreading, so strict deadlines must be observed. The Guest Editor should ensure that publication is not delayed when individual authors do not meet the deadlines set. In such cases, it is appropriate to reject the contributions. Those authors may still submit their work as regular papers for publication, in which event the standard review process will be followed.

12. The Guest Editor should keep the *ICES JMS* Editor and the ICES Secretariat informed about the list of manuscripts submitted, the dates of submission, names of referees, their status in the review process, the verdicts, and ultimately the appropriate sequence of publication in the issue.

13. The tentative schedule below allows proceedings to be published within 13 months of the Symposium Date (SD). It requires that the following deadlines be strictly enforced:

- (a) Manuscripts to be submitted before or at the meeting.
- (b) Manuscripts to referees by SD + 1 month.
- (c) Scrutiny by referees and provisional decision on acceptability completed by SD + 4.
- (d) Revision by authors completed by SD + 6.
- (e) Scrutiny by *ICES JMS* Editor, ICES Secretariat, and editorial service by SD + 9.
- (f) Publication by Oxford University Press by SD + 13.

14. If manuscripts are submitted well in advance of the Symposium so that they can be peer-reviewed and revised by that date, the time-lapse between the meeting and the date of publication can be reduced by several months. The appropriate schedule can be fixed for each individual Symposium by agreement between the Guest Editor and the *ICES JMS* Editor.