ICES Author Guidelines for CRR/TIMES

February 2019

International Council for the Exploration of the Sea

Conseil International pour l'Exploration de la Mer

Recommended format for purposes of citation:

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Foreword

This document is intended for authors who wish to write a CRR or TIMES report. It provides:

- A complete overview of the publication process:

  a) Applying for approval to write a CRR or TIMES report by submitting a Category 1 resolution,

  b) revision process, and

  c) final approval and publication.

- A guideline on how to prepare your CRR or TIMES report using ICES Template.
- A checklist of all details the authors must consider before submission.

Your ICES contact person throughout the whole process will be ICES Editor Ruth Anderson (ruth.anderson@ices.dk). Do not hesitate to contact her with any questions on aspects not covered in this guideline.

Contents

1 Publication process

DRAFT STAGE	**1**	**Applying for approval to write a CRR/TIMES report (submitting a Category 1 resolution)**	Authors contact ICES Editor (ruth.anderson@ices.dk) and ICES WG Supporting Officer, obtain the Category 1 resolution template and prepare a draft resolution. This draft must summarize the planned contents of the CRR/TIMES report and provide other relevant information for its evaluation.
			Authors appoint a corresponding author and submit the draft to both ICES Editor and the WG Supporting Officer
			Approval by Series Editor (CRR/TIMES) and SCICOM. At times revisions of the draft may be requested. **(This process can be fast-tracked if necessary)**
			Corresponding author is notified by ICES Editor, provided with the CRR/TIMES template and access to the corresponding CRR/TIMES SharePoint site
	2	**Authors prepare draft manuscript (ms)**	**2-year time limit** If more time is needed, authors should contact ICES Editor to either obtain a small extension (up to 6 months), or re-submit the Category 1 resolution (longer extension of up to 2 years)
			ICES Editor will contact authors approximately 6 and 3 months before the deadline to check progress and search for external reviewers. If the authors are ready before their deadline, they should contact ICES Editor 2–3 months before submission.
			Final draft ms uploaded to SharePoint and ICES Editor informed
REVIEW PROCES	**3**	**External review** *(3–4 weeks)*	ICES Editor sends draft ms to external reviewers. This is a one-time revision of the scientific content by experts in the field
			Reviewed draft ms is placed on SharePoint and the authors address comments and revisions
			Revised ms uploaded to SharePoint and ICES Editor informed
	4	**Review by CRR/TIMES Series Editor** *(3–4 weeks)*	ICES Editor sends draft ms to Series Editor – broader revision of the scientific content and suitability for the series
			Reviewed draft ms is placed on SharePoint. A back-and-forth ensues with the Series Editor while authors address revisions and comments
			Revised ms uploaded to SharePoint and ICES Editor informed
	5	**Review by ICES Editor** *(3–4 weeks)*	Review of grammar, structure and clarity for non-experts (if relevant); initial formatting and figure quality check
			Revised draft ms is placed on SharePoint. A back-and-forth ensues with ICES Editor while authors approve revisions and address comments
			Revised ms uploaded to SharePoint and ICES Editor informed
FINAL	**6**	**Final formatting** *(1–2 weeks)*	Final formatting is conducted and the final document is placed on SharePoint
			Authors check and approve final document and return to SharePoint
			Final document is assigned a DOI and published online Authors will be notified when this occurs

NOTES: (i) Review process time are estimates and will depend on the size of the report and other workload; (ii) authors should expect revisions, at times substantial, from all three stages of the review process.

1.1 Deadlines, SharePoint, and communication with ICES Editor

1.1.1 The CRR/TIMES SharePoint

Once the resolution has been approved the authors are given access to a specific Share-Point folder for their report. The site serves as a platform to share the most recent version of the report and collect original figures, tables, and any other documentation relevant to the report. This SharePoint site can be accessed by all authors, the Series Editor, and ICES Editor; access will require a username and password, which will be provided by ICES Editor.

Authors are requested to designate **one corresponding author**, who will communicate with ICES Editor and be in charge of uploading/downloading the report from the SharePoint folder.

If the corresponding author is not familiar with SharePoint, please contact ICES Editor for instructions. The same applies to any other author who will need access to the SharePoint folder, e.g. to view or download specific files. Very briefly:

- To edit, the document must be "checked out" by a user.
- When "checked out", other users can view the document but not edit it. Please note that the "checked out" user's changes **cannot** be seen by others until this user has checked the document back in.
- To upload a document, drag and drop to the folder and confirm the upload by checking it in.

Important: To avoid confusion the CRR/TIMES draft ms on SharePoint should retain through the whole process the initial file name given by ICES Editor. When uploading a revision of the draft ms, authors should use this initial file name rather than "CRR_xyz_version 1", "CRR_xyz_final", or "CRR_xyz_final_final_this time it's really final".

1.1.2 Deadlines and communications with ICES Editor

There is a **2-year deadline** for submitting the CRR/TIMES final draft ms for review.

Extensions

It is possible to apply for a short extension of the deadline (up to 6 months). However, this will only be granted if the authors are sure they will be able to submit a final draft ms within the extended time frame. If a longer extension is necessary, the original resolution should be cancelled and a new one submitted.

This cancellation/resubmission process can be valuable to the authors. If the CRR/TIMES report could not be completed within the 2-year time frame the authors should evaluate whether the initial resolution was potentially over-ambitious, not ambitious enough, or too early. The reformulation of the resolution could in effect provide new energy to the project. It also reduces the chances of reports extending indefinitely due to authors retiring or moving on to other fields of interest.

Under all circumstances, please keep an open dialogue with ICES Editor.

Cancellation. A resolution can be cancelled at any time by contacting ICES Editor.

1.1.3 After publication

Once the manuscript is published authors are encouraged to help promote their publication, and they may be consulted in drafting a news item for ICES website.

2 Preparing a draft manuscript with ICES template

The following sections outline the formatting points that authors need to consider while preparing a CRR/TIMES draft ms.

On the final page of this document the authors can find a checklist summarizing the most important points.

The ICES template will be provided to the authors to draft their CRR/TIMES report. The template will automatically provide basic formatting (e.g., font type, font size, and margins). We strongly recommend using the template so the authors are aware of the constraints of ICES style (e.g., how big a figure can be). However, the authors should not spend any further time on general formatting details. Those will be carried out by the editorial team at ICES.

If authors require specific style details not found here, they can contact ICES Editor (ruth.anderson@ices.dk) or consult the more detailed ICES Style Guide (primarily meant for editors), which can be found on their CRR/TIMES SharePoint page or here:

https://www.ices.dk/publications/Documents/ICES%20Style%20Guide.pdf

Copies of the template, ICES Style Guide, and ICES Word List can also be found on the authors SharePoint page.

Important notes:

i) CRR/TIMES length – There is no set length to either type of report, but conciseness is encouraged. For reference TIMES reports are typically 10–30 pages long, while CRR reports are typically 30–100, occasionally reaching up to 200 pages.

ii) CRR/TIMES reports may have a broad audience. Reports should be written clearly and simply, taking into account non-expert readers if relevant, and readers whose first language is not English.

iii) On occasion, add-ins in Word from e.g. reference managers, can override ICES template and the commands below won't work. If this occurs, contact ICES Editor for help, or do a rough formatting and leave a comment for ICES Editor so we can finalize the formatting in-house.

2.1 Establishing text structure and section hierarchy

The structure of the text and its division into sections/subsections is decided by the authors. However, some general recommendations:

- Where possible, limit the number of subsections to the 4th level (e.g. section 1.1.2.3) or preferably the 3rd level (e.g. section 1.1.2).
- If subsections are small, consider whether bulletpoints/numbered lists could be used instead.

2.1.1 Generating headers within the template

Numbered section headers, which appear in the table of contents, can be generated with automatic formatting through the following commands:

Alt+1: 1st level (Section 1)

Alt+2: 2nd level (Section 1.1)

Alt+3: 3rd level (Section 1.1.1), ….

Unnumbered section headers, which appear in the table of contents, can be generated with automatic formatting through the following commands:

> Alt Gr+1: 1st level
>
> Alt Gr+2: 2nd level
>
> Alt Gr+3: 3rd level, …..

Unnumbered section headers that <u>do not</u> appear in the table of contents, should be formatted by the authors:

> Font: Century Gothic (bold); Font size: 11 for level 1, 10 for level 2, 9 for level 3, 8 for level 4 and lower; Left alignment; Spacing before 12/after 6

2.1.2 Generating bulletpoints/numbered lists within the template

Numbered lists – 3 styles:

- Roman numerals (i, ii, iii,…) **– Alt+i** or go to the ICES report tab in the template and select "Roman list"
- Letters (a, b, c, …) **– Alt+a** or go to the ICES report tab in the template and select "Letter list"
- Numbered lists (1, 2, 3,…) **– Alt+l** or go to the ICES report tab in the template and select "Number list". This type of list can be made hierarchical (1, 1.1, 1.1.1, …)

Bulletpoints – **Alt+b.** If not using the template command a black circle should always be used (•)

2.1.3 Use of text boxes for special sections

It is possible to highlight special sections in CRR/TIMES reports, e.g. through the use of text boxes with different background colours. This includes among others:

- Summary boxes or conclusion boxes at the start or end of sections, respectively. This can be a useful feature for the reader in very long CRRs.
- Worked examples, e.g. to explain in detail a statistical procedure.
- Information boxes, e.g. to explain important concepts without overloading the text.

2.1.4 Use of annexes and links to online material

ICES encourages the use of annexes to provide material that is useful for the author, but would unnecessarily clutter the main body of the text. Examples are:

- Glossaries and lists of acronyms;
- Very large tables;
- Templates for data collection in the field;
- Detailed protocols.

Likewise, the authors can use links to online material that guide readers to more detailed explanations (see subsequent sections for details on referencing websites). This can be relevant for e.g. complex statistical procedures.

2.2 Other aspects

2.2.1 Quotations

Direct quotations should be marked by double quotation marks ("…."), not italicized and clearly cited. The text must be identical to the original, but parts can be omitted if marked by (…)

Example:

Original text: On 7 April 1982, the Convention on the Conservation of Antarctic Marine Living Resources (CAMLR Convention) came into force after discussions began in 1975 between parties of the then-current Antarctic Treaty to limit large-scale exploitation of krill by commercial fisheries.

Quoted text: "… the Convention on the Conservation of Antarctic Marine Living Resources … came into force … to limit large-scale exploitation of krill by commercial fisheries."

Double quotation marks are also used when referring to specific titles.

Example: A four-day conference, "Our Common Future Under Climate Change", was held 7–10 July.

2.2.2 Acronyms

All acronyms should be spelled out in full on first mention in a text. This includes ICES expert groups, symposia, report series, etc., along with many other organizations names, marine areas, and scientific terms.

If many acronyms are used in the text, we recommend the authors additionally provide a full list of all acronyms and abbreviations spelled out in full at the end of a document (e.g. as an annex).

For ICES official titles, as long as the meaning is still clear, we recommend dropping full titles at subsequent mentions in the text. *Example:* the Council Steering Group on the Marine Strategy Framework Directive, could be CSG MSFD on second mention and "the steering group" in later mentions.

2.2.3 Glossary

If the CRR/TIMES contains many technical terms and is aimed partly or fully at non-experts, we recommend the authors include at the end of the text a glossary, with concise definitions of each (e.g. as an annex).

2.2.4 Website addresses

When including a hyperlink to a website within text, please hyperlink the complete sentence or phrase. For example: ICES has issued its annual call for papers.

When referencing a website or webpage, please take the issue of link rot into consideration. Links will not always be active to direct readers to the correct location years from now, so please provided detailed references accordingly:

Author. Year. The title of the specific page or report in italics, the full website address including http:// in brackets, and the access date.

E.g. ICES. 1950. *ICES Herring Atlas: Fisheries of the North-Eastern Atlantic (Fishing Ground, Landing Ports and Quality;* http://ipaper.ipapercms.dk/ICESPublications/HerringAtlas/HerringAtlas1951/), accessed 1 May 2015.

If a website address must be included in the text, please consider its length. Many website addresses are very long and depending on the circumstance, it may be easier for the reader to find their way to the report or page directly from the website home page, rather than providing the lengthy link in print.

2.2.5 Spelling

ICES uses British spelling for correction.

2.2.6 In-text referencing

When referring to other sections within the text, be specific.

Example: (Section 2.5, or next paragraph) and NOT (text above, text below, following text,…)

3 Figures and Tables

3.1 Tables

Tables should be provided embedded in the text in a format that is easy to edit in MS Word. The preferred format is a table generated in MS Word.

3.1.1 Formatting requirements

- Both portrait and landscape tables are acceptable. Preferably the table size should adjust to one or the other.
- Headers should be concise. Font: Palatino Linotype 8.5 bold and left-aligned
- Data within tables should be aligned consistently so it is easy to read. Font: Palatino Linotype 8.5.
- Insert a non-breaking space (Ctrl + Shift + spacebar) to separate thousands in four-digit and larger numbers e.g. 1 000. Do not insert full stops or commas.
- Always use figures for units of measurements and insert a non-breaking space (Ctrl + Shift + spacebar) between the figure and the unit of measurement: 5 kg; 10 l, 355 cm

3.1.2 Table numbers and captions

These should appear above the table. Table numbering is sequential and related to the main section in which it appears.

Example: Section 1: Table 1.1, Table 1.2,… ; Section 2: Table 2.1,…..

Note: the number should refer only to the main section it appears in – Example: Table 1 in section 2.3 will be Table 2.1 and NOT Table 2.3.1

When citing in the text the word "Table" should be capitalized, with a non-breaking space inserted between the word and the table number (Ctrl + Shift + spacebar).

3.1.3 Footnotes

These can be used if there is information specific to a cell.

3.2 Figures

Figures can be embedded in the text or provided as pdf or eps files.

3.2.1 Formatting

ICES allows the authors to present figures in their own selected style. However, we very strongly emphasize the importance of figures being overall uniform in their style and presentation. It significantly impacts how professionally a report is perceived.

Formatting requirements:

- Maximum size: 235 x 135mm (preferably the caption should fit in the same page as the figure).
- Lines in the figures should be 0.7pt/0.25mm black.
- We encourage the use of colour figures. However, figures must be understandable if printed in black and white, and, where possible, consideration should be given to colour-blind readers.

- Labelling of the axes should be in lower-case type, with the first letter capitalized and no full stop. The same font type and size should be used in all figures. Suggested font: Calibri 10, bold.

- All text within the figure must legible and the amount of text should be restricted as far as possible. Suggested font: Calibri 9, not bold.

- A clear figure legend must be included either in the figure or in the caption text if more than one type of line/symbol is used. Suggested font if included in the figure: Calibri 9, not bold.

- Do not use a hyphen within figures; instead, use the true minus sign (Go to: Insert > More symbols > minus sign).

- Scale bars should be used in images, where relevant, rather than magnification factors.

- Insert a non-breaking space (Ctrl + Shift + spacebar) to separate thousands in four-digit and larger numbers e.g. 1 000, 10 000. Do not insert full stops or commas.

3.2.2 Numbering and captions

Figure numbers and captions should appear below the image. Figure numbering is sequential and related to the main section in which it appears.

Example: Section 1: Figure 1.1, Figure 1.2,… ; Section 2: Figure 2.1., …

Note: the number should refer only to the main section it appears in – Example: Figure 1 in Section 2.3 will be Figure 2.1 and NOT Figure 2.3.1

Multi-panel figures should be clearly labelled.

Example: Figure 1, panels A, B and C

When citing in the text the word "Figure" should be capitalized with a non-breaking space inserted between the word and the table number (Ctrl + Shift + spacebar).

3.2.3 Quality

Figures must be clear with legible writing, and have a minimum dpi of 300. To check image quality, zoom in to 200% and see whether the image appears pixelated/fuzzy.

If you cannot obtain an image with better quality, please consider whether it is necessary or whether a higher quality alternative could be found.

3.2.4 Additional considerations for special issues (e.g. IROC)

For special issues with a more formal formatting and copy-editing process, vectorised figures must be provided in .eps of .pdf format. ICES Editor will have informed you at the start of the process your report is a special issue.

3.3 Permissions

It is important to ensure that permission has been granted for the use of any third party images, tables, or other material in a document.

A full reference or source for the photo/figure must be provided if the image has not been created by the authors themselves or if it has been previously published in another publication.

Permission is still required if the authors have modified the original figure.

4   Mathematics in type

4.1   Units of measurement

ICES uses the metric system exclusively for units of measurement.

Use figures for units of measurements and insert a non-breaking space (Ctrl + Shift + spacebar) between the figure and the unit of measurement: 5 kg; 10 l, 355 cm

Exceptions – There is no space between the figure and the sign for:

- Per cent: 10%. In addition, always write out the number and the words per cent at the beginning of a sentence. (e.g. "Ten per cent of the stock…")
- Degrees: 10°C, 90°N

4.2   Mathematical operators

There should be a non-breaking space (Ctrl + Shift + spacebar) before and after most mathematical operators when used in a mathematical operation (+, −, <, >, =)

5 + 8 = 13

Exceptions:

- When the "+" and "−" are used to indicate a positive or negative value, there should be no space. Example: The temperature increased from −5.4°C to +2.1°C.
- There should be no spaces between figures and a "division slash". 4/2

4.3   Equations

All equations should be left-justified within the text and numbered sequentially throughout the text.

Example:

$$K_P1_w = K_P2_w \ K_P1p_2 \qquad\qquad\qquad (6)$$

Always define the symbols used in the equation.

Use parenthesis when referring to equations in the same document, e.g. Equation (1) or Equations (1)–(8). Use a non-breaking space (Ctrl + Shift + spacebar) between "Equation" and the equation number.

4.4   Numbers

Insert a non-breaking space (Ctrl + Shift + spacebar) to separate thousands in four-digit and larger numbers, e.g. 1 000, 10 000. Do not insert full stops or commas.

5   References

There is no limit on the number of references authors can use for CRR/TIMES, but conciseness is encouraged.

5.1   Format for reference managers

ICES uses the same Output Style as *ICES Journal of Marine Science*.

For Endnote the output style can be found here:

https://endnote.com/style_download/ices-journal-of-marine-science/

For Zotero, Mendeley, Papers, and others the style is generally incorporated. To find it consult the specific User Guide.

Additional notes:

- Please request the reference manager to include the DOI in the bibliography. This saves the editorial team a lot of time since we otherwise have to introduce the DOIs manually.
- Remove the reference manager cases before submitting the final draft ms to ICES Editor for review.

If not using a reference manager, ICES rules apply as specified below.

5.2   In text citation

Cite references in the "name, date" format. The placement of parentheses depends on usage of the reference:

The study carried out by Adams (2006) shows…

The study lays out a framework for the programme (Adams, 2006)

Multiple works by same author:

(Adams, 2006, 2009)

Two authors:

(Adams and Branson, 2009)

Multiple authors:

(Adams *et al.,* 2001)

Listing of multiple references – chronologically first, and alphabetically thereafter for references in same year. Separate with semicolon (;).

(Branson, 1999; Adams, 2001; Bertolli *et al.,* 2001; Cranz and Adams, 2005)

5.2.1   In-text references to specific sections/elements of published material

Clearly state what you are referencing:

Example: (Table 7 in ICES, 2013) not (Table 7, ICES, 2013)

Ensure all references are listed in the bibliography.

5.2.2   In-text references to unpublished material

Clearly mark as unpublished and provide a reference to the source.

Example: … from an unpublished doctoral thesis (Hénard, 1978).

The use of information with no available source should be avoided as much as possible (e.g., personal communications, or data not available for consultation)

5.3 Reference list

5.3.1 General rules

- There must be only one reference list, located at the end of the draft ms. Reference lists at the end of each section are not acceptable.
- References should be ordered alphabetically first, and chronologically thereafter.
- For lead authors with multiple references in same year:

    Adams, P. 2001…

    Adams, P., and Branson, S. 2001…

    Adams, P., Branson, S., and Charles, D. 2001…

- List all authors unless there are more than seven authors, in which case list the first six authors followed by *et al*.
- For surnames that contain prefixes such as "de", "du", "van den", or "von" the use of capitalization should follow the author's preference. If this is not known then ensure consistency between in-text reference and end reference.
- When citing online references, provide the url and access date.

5.3.2 Published material reference format

- Articles in journals

    Weinberg, N. L. 1971. Ray tracing with non-linear sound velocity profiles. Journal of the Acoustical Society of America, 50: 101. doi.org/10.1121/1.1977431.

    Woillez, M., Rivoirard, J., and Fernandes, P. G. 2009. Evaluating the uncertainty of abundance estimates from acoustic surveys using geostatistical simulations. ICES Journal of Marine Science, 66: 1377–1383. http://dx.doi.org/10.1093/icesjms/fsp137.

- Books and other monographs

    Kerr, D. E. 1988. Propagation of Short Radio Waves, 2nd edn. Peninsula Publishing, Los Altos, CA, USA.

    Simrad. 2008. ER60 Scientific echo sounder software reference manual, Simrad Subsea A/S, Horten, Norway. 221 pp.

- Book sections or chapters

    Akaike, H. 1998. Information theory and an extension of the maximum likelihood principle. *In* Selected Papers of Hirotugu Akaike, pp. 199–213. Ed. by E. Parzen, K. Tanabe, and G. Kitagawa. Springer, New York. 434 pp.

- Other published material

    ICES advice sheet:

    ICES. 2017a. Pollack (*Pollachius pollachius*) in subareas 6–7 (Celtic Seas and the English Channel). *In* Report of the ICES Advisory Committee, 2017. ICES Advice 2017, pol.27.67. https://doi.org/10.17895/ices.pub.3209.

5.3.3   Unpublished material

Example 1 – an unpublished doctoral thesis

Hénard, D. 1978. Production primaire d'une lagune méditerranéenne – Etang de Thau (Hérault) – année 1976. Thèse Académie de Montpellier, Université des Sciences et Techniques du Languedoc. 85 pp.

Example 2 – Reference to an unpublished report from a meeting yet to be held:

ICES. 2016. Sandeel in Division 3.a and Subarea 4. Available online as Section 11 of the coming Report of the Herring Assessment Working Group for the Area South of 62°N (HAWG), 29 March–7 April 2016, ICES HQ, Denmark. ICES CM 2016/ACOM:07.

5.3.4   Electronic material

Include URL and date accessed.

5.4   Footnotes

ICES style prefers footnotes to endnotes.

Footnotes should be numbered sequentially throughout the document.

6   Author contributions

The names of the editors and authors will appear on the title page (not the front cover) of CRR/TIMES reports. However, this is subject to space constraints. When many authors have contributed, please restrict this information to only the names of the editors and/or major contributing authors. Other authors can be listed in the section detailed below. How this is organized is decided by the authors.

Include a section at the end of the draft ms which lists all authors, their specific contributions to the report (if relevant), and their affiliations. The affiliations should include address, e-mail address, and office telephone number (we will be checking the number by calling, so please make sure it actually leads to you and not a reception desk).

If the authors want to, they can mark who the corresponding author is.

If one of the authors knows that they may be changing affiliation, please also provide an e-mail address where they can still be reached if and when their affiliation changes (e.g. a "private" rather than an institutional e-mail address).

7   Reproducing ICES work

ICES work may be reused for non-commercial purposes using the recommended citation. ICES may only grant usage rights of information, data, images, graphs, etc. of which it has ownership. For other third-party material in our reports, you must contact the original copyright holder for permission. For citation of datasets or use of data to be included in other databases, please refer to the latest ICES data policy on ICES website.

For other reproduction requests please contact the General Secretary.

8   Checklist before submission

The following points should be checked by the author before final submission. They are points that the ICES editorial team may either not recognize as being wrong, or cannot easily correct without consultation with the authors, which prolongs the editorial review process.

Figures and tables

- Are all figures and tables cited in the text?
- Are all references within the text to figure/table numbers correct?
- Is the source of all figures/tables cited? If relevant, do you have permission to reproduce it?
- Are all tables inserted into the document as a word table and editable? This includes annex tables.
- Are all figures of sufficient quality? And can they be printed in black and white? This includes annex figures.
- Do the figures collectively have a uniform and professional appearance? This has a strong impact on how professionally a report is perceived, so please invest some time in this step.
- Do all figures/tables fit within the template margins?

Equations and chemical formulations

- Are all equations correct?
- Are all references within the text to equation numbers correct?
- Are all symbols and abbreviations described immediately after the formula or within the same paragraph?

Sections and subsections of the text

- If the number of sections/subsections is extensive – are all sections/subsections necessary? Could some be fused or replaced with numbered/bulleted lists?
- Are all headers concise and clear? i.e. can the content of the section be immediately understood without reading the subsequent text?
- Are all references within the text to sections/subsection numbers correct?

Internet and cross-references

- Do all links work and lead to the right place?
- Is enough information available to find the site if/when the link ceases to work?

References

- Is there one final reference list? Has it been refreshed after the different chapters were collated?
- Are all the references correct?
- Can all references cited in the text be found in the reference list?
- Do all references have DOIs?