

ICES Style Guide

May 2018



ICES

International Council for
the Exploration of the Sea

CIEM

Conseil International pour
l'Exploration de la Mer

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1 Introduction

In general, consistency within a document is key. ICES Style Guide provides guidelines on ICES preferred style, and authors, editors, etc. are asked to adhere to this to the extent possible. As a living document, this guide will be updated as required by ICES Publications department to reflect evolving formatting and style conventions.

ICES style generally follows that of the Oxford English Dictionary, except in cases of spellings or phrases specific to ICES (found in [ICES Word list](#)).

As with all good rules, it is recognized that there will be instances where individuals are required to divert to personal preference and judgement. When in doubt, please contact ICES Publications with any inquiries. Questions or comments regarding the Style Guide are welcomed by the team, as we endeavour to create a comprehensive overview of the accepted ICES style.

2 Punctuation

2.1 Commas

ICES documents use the series or Oxford comma. This should be used before the word “and” in a series of three or more names or units (A, B, and C). Do not use a comma if there are only two names or units (A and B).

Commas are not used after i.e. or e.g.

When introducing individuals within written text, commas are required after the title/around the individual’s name. For example:

ICES General Secretary, Anne Christine Brusendorff, visited Helsinki on 23 May 2016.

Anne Christine Brusendorff, ICES General Secretary, visited Helsinki on 23 May 2016.

2.2 Dashes

The en dash is used to separate periods of time or groups of numbers when you might otherwise use the word “to”. For example:

1959–2000, January–June, 50–75°F, page numbers in a literature citation

Do not use an en dash if you introduce a range of numbers or dates with words such as “from” or “between”. In these cases, you should use “to” or “and” instead of the en dash. For example:

“This report looks at the available data from 1969 to 2012”

En dashes are also used when combining open compounds (two words or phrases of equal importance that may for example represent conflict, connection, or direction as opposed to multiple-word adjectives). For example:

“...upsetting predator–prey relationship...”

“...an emphasis on science–policy interactions...”

“...situated on the England–Scotland border...”

An en dash should not have spaces on either side of it. However, spaces may be included when used to combine a compound consisting of multiple words (e.g. Central Norwegian Sea – Gimsøy section – Atlantic water).

2.3 Hyphens

Hyphens are generally used with multiple-word adjectives to eliminate ambiguity (e.g. warm-water species, spring-spawning herring, state-of-the-art method, 50-year cycle).

Repeat the hyphen for clarity in a series e.g. long-, medium-, and short-term analysis

Prefixes and suffixes with or without hyphens

[ICES Word List](#) contains a list of prefixes and suffixes that should and should not use hyphens. To determine this for words not included in the Word List, consult the Oxford English Dictionary (OED). If OED doesn’t give the spelling of a word with a prefix or suffix, the following list shows OED’s tendency.

Generally, OED favours the following prefixes **without** hyphens:

along	mis
auto	multi
bi	over
bio (but bio-indicator)	pair
co (but co-author, co-host, co-pilot, co-occur, co-sponsor, co-tidal line, co-worker)	post
de	pre (but pre-date: be earlier in time <i>vs.</i> predate: prey on; pre-war)
eco (but eco-label(ling))	pseudo
inter	re (but re-creation: create something again <i>vs.</i> recreation: enjoyable lei- sure activity; re-emerge)
intra	
long	stereo
macro	sub
meso	tri
micro	ultra
mid (but mid-ocean, Mid-Atlantic Ridge, mid-January, mid-1950s)	under

Generally, OED favours the following prefixes **with** hyphens:

non-

semi-

Use a hyphen with “time-”, i.e. time-series.

Use a hyphen with “-based”, i.e. family-based.

Use a hyphen with “-wide”, i.e. shelf-wide.

These recommendations are not absolute, and care should be taken. Add a hyphen when necessary to avoid confusion. Some words are hyphenated to distinguish them from other words that would otherwise be homographs, such as “recreation” (fun or sport) and “re-creation” (in forensics), or “predate” (what a predator does) and “pre-date” (to be of an earlier calendar date).

2.4 Full stop

When using abbreviated titles such as Dr, do not include punctuation. Note that the preferred usage of Prof is to spell it out in full i.e. Professor.

2.5 Lists and enumerations

Lists in ICES publications and on ICES website follow various styles.

The following list styles may also be used in more formal documents where a hierarchy in the list may be needed. Numbered lists may also be needed for reports containing guidelines or methods to be followed chronologically.

Numbered list

- 1.
- 1.1.

When working with ICES publication report template, select “Number list” style.

Letters list

- a)
- b)

When working with ICES publication report template, select “Letter list” style.

Roman numerals list

- i)
- ii)

When working with ICES report template, select “Roman list” style

Below are some examples to help further clarify ICES standard for lists.

Example 1

On the first level (1–4), the four points are individual entities and therefore all end with a full stop. The second level points (1.1–1.4) are of a continuous nature and therefore are separated by commas and “and” in the penultimate point.

1. Relevant expert groups are requested to:
 - 1.1. list the category 1 and 2 stocks that are to be considered candidates for less frequent assessment, applying the criteria given in Table 1,
 - 1.2. provide comments as appropriate to the list referred to under point a,
 - 1.3. complete the catch table (Table 2) for the stocks identified from the criteria in Table 1, and
 - 1.4. provide additional information of relevance for the decision on stocks to be assessed biennially or triennially.
2. The Secretariat compiles the information from the expert groups.
3. The ACOM Leadership prepares a list proposal for when stocks are assessed and a proposal for how the advice for stocks not subject to annual assessments should be presented.
4. ACOM agrees on the frequency of assessments as part of the adoption of the ToR for expert groups for 2016.

Example 2

In this example, each bullet point continues the introductory sentence without directly connecting to the next bullet point. In such cases, a semicolon is used at the end of each bullet point, with a full stop after the last bullet point. The “and” in the penultimate bullet point is optional.

Whenever a consultation is initiated, advice is sought, or recommendations are being formulated, administrative procedures and practices should ensure that:

- there is consistency between the purpose of a given activity and the MSP planning objectives and that these are consistent with the feedback, advice, and expectations of the competent authorities, industry, and stakeholders;

- there is clarity in purpose of the MSP planning objectives and process in that people involved in the process understand what they are expected to provide as feedback and advice as well as understand what they are trying to achieve;
- the actions and decisions taken during the process are demonstrably connected to the objectives and that people involved in the process understand the context of the decisions in addressing the objectives;
- the consultation, scientific, and technical advisory processes address questions and concerns raised in planning and that deliberations reflect views and opinions of the constituencies represented at the table;
- the process has defined steps and expected outcomes to provide certainty and transparency as to the progress being made during the planning process; and
- periodic reviews and reporting are conducted to verify whether there is clear line of sight between the objectives initially established and the ongoing results of the planning providing a forum for adjustments and improvements.

2.6 Quotation marks

Double quotation marks (“...”) should be used around direct quotations. Direct quotations are not normally italicized. Note that typically punctuation is placed outside of the quotation marks. For example:

“All this work will be reflected in ICES delivering more integrated scientific advice”, said Hammer.

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

A four-day conference, “Our Common Future Under Climate Change”, was held 7–10 July.

An exception to this occurs when a title is included within a direct quote. In such a case, the internal title is within single quotation marks, while the whole quote is within double quotation marks. To illustrate, below is an example of a title that includes a quotation:

David Secor opened Tuesday’s proceedings with his presentation, “Mapping migrations onto dynamic seascapes: ‘The most essential things are invisible to the eye’”.

Single quotation marks (‘...’) In general, ICES prefers to use double quotation marks and refrains from single quotation marks. However, single quotation marks can be used to denote a common phrase or a phrase that one wants to highlight. For example, in ICES Annual Report 2015, we refer to an informal ‘career chat’.

2.7 Slashes

A forward slash can be used in place of “or”, to form abbreviations, to indicate a connecting or conflicting relationship, or within fractions, You should not insert spaces before or after the slash. For example:

The third ICES/PICES Early Career Scientist conference will take place in Busan.

In 2003, WGITMO restructured the report to address transfers/introductions of pathogens, disease agents, and parasites.

3 Acronyms

ICES uses many acronyms. ICES expert groups, symposia, report series, etc., along with names of many other organizations, marine areas, and scientific terms that are all often referred to by their acronym. However, all group names and other acronyms should be spelled out in full on first mention in a text.

Too many acronyms and official titles can lead to texts being very heavy with capitalization. Where possible, and as long as the meaning is still clear, we recommend dropping full titles at subsequent mentions in the text. For 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.

If appropriate, authors should provide a full list of all acronyms and abbreviations spelled out in full at the end of a document.

4 Referring to ICES in text

4.1 Possessive

No apostrophe should be used after ICES in the possessive, e.g. ICES headquarters.

4.2 No definite article

Do not use the word “the” before “ICES” when ICES is used as an adjective (as “ICES” becomes the definite article in place of “the”). Some examples of this include: “Neil Holdsworth, responsible for ICES Data Centre...”, “For more details, please visit ICES website.”, “ICES ASC takes place on an annual basis.”

By reducing the repetitiveness of full titles in the text, it also reduces the amount of potential “the” and “ICES” conundrums. You might, for example, refer to ICES Council at first mention, and later refer to the Council.

No definite article before:

ICES Secretariat

ICES Council

ICES Bureau

ICES Strategic Plan

ICES Journal of Marine Science

ICES Annual Science Conference

ICES Workshop on ...

ICES Working Group on ...

5 Distinctive treatment of words

5.1 Titles and headings

ICES standard for all titles and headings is sentence case, not title case.

5.2 Author names and affiliations

Generally, ICES does not use academic or other titles when mentioning experts within our community.

However, when abbreviated titles such as Dr are used, do not include punctuation. Note that the preferred usage of Prof is to spell it out in full, i.e. Professor.

5.3 Capitalization

Many authors believe that capitalizing words and idioms will highlight them, but in a text that already has more than its share of capitalization through expert group and other acronyms this simply makes for unsmooth reading. Use capitalization as sparingly as possible so that it is really only used when absolutely necessary. Examples of words and phrases that do *not* require capitalization are:

marine protected area (MPA)

maritime spatial planning (MSP)

good environmental status (GES)

integrated ecosystem assessment (IEA)

vessel monitoring system (VMS)

early career scientists (ECS)

Note, however, that Marine Strategy Framework Directive (MSFD) is in title case, as are the official working group names.

When referring generically to ICES expert groups, steering groups, strategic initiatives, etc., capitalization is not used.

ICES Prix d'Excellence and Outstanding Achievement Award are both capitalized. When referred to in general or in plural, ICES service and merit awards are not capitalized (however the individual awards, Best Poster and Best Presentation, are always capitalized). For example:

ICES merit awards are presented at the closing ceremony of the Annual Science Conference.

To recognize their achievements and contributions, service awards are presented to outgoing chairs of various expert groups, SCICOM steering groups, operational groups, and science and advisory committees, as well as all outgoing conveners of ASC theme sessions and ICES symposia..

If a colon is used within the body of a text, and the text that follows the colon is a full statement on its own, then capitalize the first word after the colon.

When referring to a specific ICES ecoregion, capitalize the word ecoregion (for example Baltic Ecoregion). However, when referring to more than one, then ecoregions should be in lower case, for example:

The Baltic Sea and Azores ecoregions are expected to experience...

The same rule applies when referring to more than one sea, basin, etc. For example:

Surveys were carried out in the North, Norwegian, and Barents seas.

When dealing with naming, divisions higher than genus (i.e. phylum, class, order, and family) are capitalized, but not italicized. Genus names like *Salmonell* should be capitalized and italicized (see section 5.1).

5.4 ICES subareas, divisions, and subdivisions

From 2016 onwards, ICES statistical areas are denoted by Arabic numbers (not Roman numerals). If quoting texts that are pre-2016, then you must use the previous system of Roman numerals.

For area divisions, ICES bases its standard on the FAO Fishing Areas. ICES main area lies in FAO Area 27 and a full standard would thus be:

ICES Subarea 27.6 or ICES Division 27.7.c or ICES Subdivision 8.e.1.

In most cases “ICES” and “27” are implied and should therefore only be included when other FAO Fishing Areas, like the Mediterranean (Area 37), are referred to. ICES standard is to capitalize Subarea, Division, and Subdivision when referring to one specific area. Apart from when they occur at the beginning of a sentence or, e.g. as a table column heading, lower case is used in all other cases:

- Subarea 6, but subareas 6, 7, and 10.
- Division 6.a, but divisions 6.a, 6.b, and 7.c. Do not use divisions 6.ab or 6.a,b. For a range of neighbouring divisions, you can use divisions 7.b–j (Note: The dash is not a hyphen but an en dash).
- Subdivision 8.e.1, but subdivisions 8.e.1 and 8.e.2. Do not use subdivisions 8.e.1,2 (same rules as for divisions).

5.5 Ecoregions

ICES standard is to capitalize ecoregion when referring to one specific area but apart from when it occurs at the beginning of a sentence or, e.g. as a table column heading, lower case is used in all other cases. For example:

ICES 2016 Report of the Working Group for the Celtic Seas Ecoregion

Special advice requests have increased, especially for the Baltic Sea and Icelandic Waters ecoregions.

Our advice is divided by ecoregions, allowing for further development of an ecosystem approach in European waters.

5.6 Marine areas

Generally, ICES follows FAO standards for marine area names.

5.7 Italics

All Latin words are italicized.

<i>ab initio</i>	<i>in toto</i>
<i>ad hoc</i>	<i>in utero</i>
<i>ad libitum (or ad lib.)</i>	<i>in vacuo</i>
<i>a priori</i>	<i>in vitro</i>
<i>de facto</i>	<i>in vivo</i>
<i>El Niño</i>	<i>La Niña</i>
<i>et al.</i>	<i>per capita</i>
<i>ex ante</i>	<i>per se</i>
<i>ex officio</i>	<i>post hoc</i>
<i>ex post</i>	<i>sensu</i>
<i>in situ</i>	<i>sic</i>
<i>inter alia</i>	<i>status quo</i>

When using taxonomic terms, **genus** and **species** are italicized but divisions higher than these are not (See section 6.1 on Genus and species).

Always italicize the x and y in *x*-axis and *y*-axis, and t in *t*-test.

The titles of ICES published material are also in italics: *ICES Journal of Marine Science*, *ICES Annual Report 2016*, etc.

Direct quotations are not normally italicized.

5.8 Spelling

ICES uses British spelling. [ICES Word list](#) offers a little style guidance. In particular, use z-spelling for endings -ize, -iza-, and -izi- (see Oxford University Press dictionaries).

Examples: Standardized, finalized, realized, organization, etc.

5.9 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](#). Avoid using phrases such as, 'Follow this link: ...', 'Click here....' 'Available here....', 'More info available here...'. When writing text for the website, consider what other relevant links can be provided.

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

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

Example:

ICES. 2017. VME data on coral reefs off the coast of Norway. *In* DATRAS, <http://www.ices.dk/marine-data/data-portals/Pages/vulnerable-marine-ecosystems.aspx>, accessed 15 December 2017.

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.

6 Names and Terms

6.1 Genus and Species

Divisions higher than **genus** (i.e. phylum, class, order, and family) are capitalized, but not italicized.

Genus names like *Salmonella* should be capitalized and italicized; their species are lowercased and italicized: *Salmonella enterica*.

The use of author names in taxonomic nomenclature follows the [International Code of Zoological Nomenclature](#). Please see sections on correct use of parentheses with author names.

6.2 Place names

In most cases, an officially accepted name in the original language is perfectly good to use in English. For some publications, and for names with many special characters, it may be advantageous to avoid the use of special characters and punctuation marks, using instead an international version of the name as close to the original as possible. A few examples of accepted replacements:

ORIGINAL NAME	ACCEPTED REPLACEMENT
København	Copenhagen
Brügge	Bruges
Øresund	Oresund
Storebælt	Storebaelt, or the Great Belt
Köln	Cologne

When using country names and acronyms, ICES uses UK for the United Kingdom and US for the United States of America (both 'UK' and 'US' without 'the' preceding them).

Unless it appears at the beginning of a sentence, the Netherlands does not use a capital "t".

Note the use of Russian Federation rather than Russia, Republic of Korea instead of South Korea, and Taiwan (Province of China).

7 Numbers

7.1 Expressing numbers

All numbers that begin a sentence must be written out in full.

In text, whole numbers from one to ten should be written out in full, using figures for 11 and above. When numbers in the same sentence fall above and below the limit, use figures for both.

Ordinal numbers should be written out in full from first to ninth and then using numbers from 10th, etc. An exception can be made if they are being used in a list in a sentence, e.g. "The samples were taken during the 1st, 2nd, and 4th quarters." Note that superscript is not used for ordinal numbers, i.e. 10th not 10th.

In text, there should be no thousands separator in a four-digit number, e.g. 1000. In tables and figures a thousands separator (a non-breaking space) is used, e.g. 1 000. In text, tables, and figures, a non-breaking space is used to separate thousands in five-digit and larger numbers, e.g. 10 000 and 2 873 227. Do not use full stops or commas as thousands separator.

Latitude and longitude should be separated by a space and not a comma:

55°22'N 7°23'W

7.2 Large numbers

One million = 1 000 000 or 10⁶

One billion = 1 000 000 000 or 10⁹

7.3 Time

The 24-hour system is used.

second(s) abbreviated as s

hour(s) abbreviated as h; (12-h period, etc.)

day(s) abbreviated as d; (5 d; but an 8-day old fish; fish were 7–8 days old)

Examples:

The lecture will last from 08:30 to 14:30.

7.4 Dates

Dates should be written in the order "day month year": 19 July 2001

1990s

1991/1992

19–23 July or From 19 to 23 July (not From 19–23 July)

7.5 Range of numbers

Ranges of numbers should always be written out in full: 2005–2007 (not 2005-7)

A range of numbers can be expressed in different ways

- Using an en dash: 2005–2007
- From...to...: from 2005 to 2007 (not from 2005–2007)
- Between...and...: between 2005 and 2007 (not between 2005–2007)

7.6 Units of measurement

Always use numbers for units of measurement and insert a non-breaking space between the number and the unit of measurement:

5 kg; 10 l, 355 cm

7.7 Currency

Use capitals when denoting a currency. For example:

DKK

GBP

USD

EUR

8 Mathematics in type

8.1 Units of measurement

Note ICES spelling of “gramme” (g), “kilogramme” (kg), and tonne (t).

Always use numbers for units of measurements and insert a non-breaking space between the number and the unit of measurement:

5 kg; 10 l, 355 cm

(Percentage and degree symbols are an exception to this rule, with no space between number and unit.)

8.2 Percentage

Always write out the number and the word percent at the beginning of a sentence. Other than this instance, always use a number and the percentage sign. There is no space between the number and the percentage sign: 10%

8.3 Degrees

There should be no space between the number, degree sign, and unit of measurement: 10°C, 90°N

8.4 Mathematical operators

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

5 + 8 = 13

When the ‘+’ and ‘-’ are used to indicate a positive or negative value, there should be no space:

The temperature increased from -5.4°C to +2.1°C.

There should be no spaces between numbers and a ‘division slash’.

Note that ICES style prefers to use ‘more than’ instead of ‘over’ and ‘less than’ instead of ‘under’ when referring to greater or lesser numerical quantity.

8.5 Equations

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

$$K_{p1w} = K_{p2w} K_{p1p2} \quad (6)$$

$$\text{LDPE} \quad \log K_{pw} (\text{L kg}^{-1}) = 1.08 \log K_{ow} - 0.67 \quad (7)$$

$$R^2 = 0.93, n = 93, (s \text{ not specified})$$

Use parenthesis when referring to equations in the same document, e.g. Equation (1) or equations (1) – (8). Use a non-breaking space between ‘Equation’ and the equation number.

9 Tables

9.1 General

A number of different styles are used for creating and formatting tables. Choosing which style is correct depends on whether the table will be used in a scientific publication, an advisory sheet, or a data product.

Once you have created a table in an ICES report template, highlight the table and choose the “Format table” option on the ICES – Report ribbon.

Choose the page layout, portrait or landscape, that best displays your table.

9.2 Numbering and captions

Table numbers and captions should appear above the table. Table numbering is sequential and related to the main section in which it appears. For example:

Section 1: Table 1.1, Table 1.2, Table 1.3, etc.

Section 2: Table 2.1, Table 2.2, Table 2.3, Table 2.4, etc.

Insert a non-breaking space between the word ‘Table’ and the table number.

Captions should provide information on the contents of the table.

You can format the caption text by choosing the ‘Caption’ option on the ICES – Report template.

9.3 Headings

Table headings should be clear and concise.

When formatted, headings should be Palatino Linotype 8.5 bold and left-aligned.

9.4 Data within tables

Align information in cells consistently so that the data are clear and easy to read.

Insert a non-breaking space to separate thousands in four-digit and larger numbers, e.g. 1 000, 10 000. Do not use full stops or commas as thousands separator.

9.5 Footnotes

If there is information specific to a cell, mark the cell and insert this information in a footnote to the table.

9.6 Advice sheets

Rounding is used to ease comparison of values within tables in ICES advice sheets. The rounding rules are found in [ICES Technical Guidelines](#).

10 Figures

10.1 Permission

It is important to ensure that permission has been granted for the use of any third party images 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.

10.2 Quality

Figures must be clear. Authors should use the best quality available to them. Photos should have a minimum dpi of 300.

Consider the content of the figures and graphs. Do they contain a lot of text? Is the font and size of the text legible?

ICES publications are available online and therefore authors are encouraged to use colour figures and images. However, consider that many readers print in black and white. If you have used colour-coded references, are they still understandable?

10.3 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. For example:

Section 1: Figure 1.1, Figure 1.2, Figure 1.3, etc.

Section 2: Figure 2.1, Figure 2.2, Figure 2.3, Figure 2.4, etc.

Insert a non-breaking space between the word 'Figure' and the figure number.

Captions should provide information on the contents of the figure.

Multi-panel figures should be clearly labelled with an accompanying figure caption.

You can format the caption text by choosing the 'Caption' option on the ICES – Report template.

11 Documentation

11.1 References to other sections within the same document

When referencing other sections within the same document, it should be absolutely clear to the reader which section you are referring to. In some cases it may be better to cite a proper reference in the Sources/Reference section.

11.2 References to other published material

Clearly state what you are referencing, for example:

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

Ensure all references are listed in the reference list at the end of the document.

12 Reference style

12.1 In text

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:

Should be chronologically first, and alphabetically thereafter as needed for references in same year

(Branson, 1999; Adams, 2001; Adams *et al.*, 2001)

12.2 Footnotes

ICES style prefers footnotes to endnotes.

Footnotes should be numbered sequentially throughout the document.

12.3 Reference list

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 seven 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.

The country rules are as follows:

De: In accordance with French practice de should not have an initial capital except when anglicized, or at the beginning of a sentence. Names prefixed with a lower-case de or d' should be alphabetized under the surname (rather than d/de). In Dutch the prefix de is generally not capitalized. Prefixes in Italian names are capitalized and are the basis for alphabetization. In Spanish names de is lower case and omitted in bare surname references and does not form the basis for alphabetization.

When citing online references, provide the DOI or the URL and access date.

In ICES template, select reference, press 'Alt' + 'r' to format reference to ICES style.

List titles exactly as they appear in the original/official document, even if this contravenes current ICES style.

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There are different ways to add a DOI to your reference but ICES prefers:

<https://doi.org/10.xxxx/xxxxx>

12.4 Articles in journals

Examples:

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

Wuillez, 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.

12.5 Books and other monographs

Examples:

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.

12.6 Chapter in a book

Example:

Holst, J. C., Shelton, R., Holm, M., and Hansen, L. P. 2000. Distribution and possible migration routes of postsmolt Atlantic salmon in the North-east Atlantic, *In The Ocean Life of Atlantic Salmon: Environmental and Biological Factors Influencing Survival*, pp. 65–74. Ed. by D. Mills. *Proceedings of a Workshop Held at the Freshwater Fisheries Laboratory, Pitlochry, on 18 and 19 November 1998*. Blackwell Scientific, Fishing News Books. 228 pp.

12.7 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>.

12.8 Unpublished material

In text:

Systematic observations of physical (temperature, salinity) and chemical (nutrient concentrations) properties have been made since 1972, and of biological (phytoplankton > 5 µm) properties since 1987, with some monthly additional data for 1975–1976 from an unpublished doctoral thesis (Hénard, 1978).

Reference list:

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.

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. [Add link to online site if known]

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- Figure and table captions Palatino 8.5 pt bold

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