



SPC Special Interest Group newsletters and bulletins *Guidelines for authors and editors*

The Secretariat of the Pacific Community's (SPC's) Fisheries Information Section produces a series of Special Interest Group (SIG) bulletins covering a range of marine resource subject areas. These SIGs include: *Beche-de-mer*, *Fisheries Newsletter*, *Fisheries Training and Education*, *Live Reef Fish*, *Pearl Oyster*, *Traditional Marine Resource Management and Knowledge*, *Trochus*, and *Women in Fisheries*. The following guidelines have been prepared by SPC's Publications Section to assist authors and editors in writing and preparing papers for publication in SIGs.

Text (General)

Please review the latest issue of the SIG you are interested in writing for to become familiar with its format, article length and subject matter. If you are in doubt about whether your article is suitable, contact the managing editor. All SPC SIGs can be found online at:

<http://www.spc.int/coastfish/News/news.htm>

After you submit your contribution to the managing editor, he or she will determine whether or not to accept it for publication, or if further work needs to be done first.

As you write, please keep in mind that English is not the first language for many readers of SPC SIGs. Therefore, ensure your contribution is written clearly, concisely, and without unnecessary words, phrases and jargon. Spell out all abbreviations and acronyms the first time they appear in your article.

Spelling: In general, SPC uses UK English spelling in its publications.

English usage and punctuation: Please refer to the SPC/SPREP style guide (see <http://www.spc.int/ftp>, then scroll down to the folder called "SPC Style Guide", which also contains the latest changes), but a few guidelines are listed here:

- Use the term "such as" instead of "like" (e.g. Many kinds of invertebrates are found on the reef, such as crustaceans, corals and clams.)
- Write compare with, not compare to (e.g. The density of holothurians on reef A is high compared with reef B.)
- The word "since" should be used with reference to time and not as a substitute for the word "because".
- Use double quotes, rather than single (e.g. "quotes", NOT 'quotes')
- Do not use apostrophes in dates (e.g. 1970s, NOT 1970's)
- Do not use a comma in either e.g. or i.e.
- Do not use full stops/periods in abbreviations or acronyms (e.g. FAO, SPC)
- data takes a plural verb (e.g. The data are. . .)

Scientific conventions: For scientific conventions, writers should refer to the CBE Scientific Style and Format. For SPC-specific conventions and spellings refer to the SPC/SPREP style guide (see <http://www.spc.int/ftp>, then scroll down to the folder called "SPC Style Guide"). A few guidelines are listed here:

- Use italics to indicate genus and/or species (e.g. *Thunnus albacares*, *Thunnus* spp.), but not for higher levels of taxonomic classification (e.g. Serranidae)
- Do not punctuate measurements such as cm, g, ha
- Use a capital L to abbreviate liter
- Use a lower case t for metric tonne
- There should be a space between the number and the unit of measurement (e.g. 25 cm, 6 g, 32 L, 25° C)
- Use per cent in text and the symbol, %, in tables and graphs with no space between the number and the symbol % (e.g. 12%)
- Use the 24-hour system (09.00 hours, 22.30 hours)

Common and scientific names for fish and other marine species: SPC follows the FAO Species Catalogue for fish names.

Title page: The title should accurately reflect the paper's content, and should be short and concise. The author's full name, email and contact address should also be included on the title page.

Body: Text should be in MS Word or rich text format, and in an easily readable font, such as Times New Roman 11pt. First level headings should be bolded, flush left and lowercased (except for proper names and the first letter in the heading). Second level headings should be bolded, flush left, lowercased and italicised. Third level headings should be bolded, flush left, lowercased, italicised and in 10 pt.

A few basic text guidelines:

- Use a single (not double) space after full stops/periods, commas, colons, semicolons, etc.
- Spell out numbers less than 10 (e.g. eight fish, but 10 oysters). Numbers less than 10 should not be spelled out, however, when accompanied by a standard unit of measure (e.g. 3 kg) or where numbers above and below 10 are used consecutively within a single sentence (e.g. Participants ranged in number from 5 to 20.)
- Spell out abbreviations, acronyms and scientific names the first time they are mentioned.
- Avoid the use of special or unusual characters that may be difficult or impossible for the Fisheries Information Section to reproduce in layout, including diacriticals in Pacific Island languages.

Citations and references: Citations *within the text* should list the author and date, with NO comma separating the two (e.g. Harrison 1999). In cases of three or more authors, list the first author followed by et al. (do not italicise et al.) and the date (e.g. Harrison et al. 2003). Only those references that are cited within the paper should appear in the list of references. Names of journals should be spelled out in full. In the List of References, all references should:

- be COMPLETE (i.e. with all the necessary information, such as appropriate dates, page numbers, publisher, etc.)
- correspond to the citations in the text,
- follow SPC house style.

Reproducing already-published articles: Gaining permission to reproduce articles, abstracts, tables, graphs, and other materials is the responsibility of the author or, in some instances, the SIG managing editor. A copy of this permission form should be emailed or posted to the SPC Fisheries Information Section (cfpinfo@spc.int or BP D5, 98848 Noumea cedex, New Caledonia)

Illustrations

Illustrations (graphs, tables and figures) sent in electronic form should be separate from the main text, and NOT embedded within it. Table headings should be placed above the table; figure captions should go at the bottom.

If photos, graphs, illustrations or artwork from a copyrighted source have been used, it is the author's responsibility to obtain permission from that source, and this permission should be copied to the SPC Fisheries Information Section.

Tables and graphs: Tables and graphs should be in Excel or MS Word format. Graphs in Excel should be accompanied by the worksheet on which the graph is based. Ensure that your tables are numbered correctly and that they agree with the numbering cited in your text. Place sources and notes immediately below the table.

For graphs and figures, please note the following:

- All SIG bulletins and newsletters are printed in black and white and this should be taken into account when producing graphs depicting several parameters.
- Capitalise the first letter of the first word on axis labels.
- Do not use overly large font sizes to label axes or parts within figures.
- Do not use large font sizes to label degrees of longitude and latitude on maps.
- Avoid placing labels on a vertical plane (except on y axis).

Photos and slides:

- Photos will be reproduced in black and white in the printed version of the bulletin so they must have good contrast.
- It is preferable to send photos electronically, but if the files are too large, originals (or a CD) can be posted to the Fisheries Information Section. If they are sent by post, the author's name and address must be clearly labeled, and the figure numbers and captions must be clearly identified. The Fisheries Information Section will return slides and photos to the author after publication.
- Photos and slides must be of good quality and high resolution (i.e. *at least* 300 dpi when printed at 10 cm x 7 cm).

Maps, line drawings and other illustrations: Maps, line drawings and other illustrative material should be sent as separate jpg files (not embedded within the text), or as original artwork at a minimum of 300 dpi when printed at about 10 cm x 7 cm.

Responsibility of the SIG managing/Coordinating Editor

The managing/coordinating editor determines the overall content and editorial direction of the bulletin and determines the theme (if any) for each issue. The managing editor is responsible for writing the editorial, ensuring that supporting articles are appropriate and technically accurate, and ensuring that permission is obtained for reprinting/republishing articles from another source. The managing editor reads each contribution, conducts an initial assessment and technical edit, and corresponds with the author regarding any comments or suggestions for technical/scientific improvement.

At this time, all SIGs are unrefereed, so it is up to the managing/coordinating editor to determine which papers to "accept" for publication.

Responsibility of SPC copy editors

SPC's in-house editors edit each SIG contribution for overall readability, consistency, grammar, and punctuation. They also check that references are complete, that tables, graphs and other illustrations are in order, and that SPC house style has been adhered to.
