



SPC Special Interest Group newsletters and bulletins

Instructions to authors and editors

The Secretariat of the Pacific Community (SPC) Fisheries Information Section produces a series of Special Interest Group (SIG) newsletters and 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 instructions have been prepared to assist authors and editors in writing and submitting papers for these publications.

Manuscript submission

Manuscripts must be sent to the managing editor of the relevant bulletin (all SPC SIG bulletins can be found online at: <http://www.spc.int/coastfish/News/news.htm>; contact details for the managing editor appear on the cover page of each bulletin), or to the SPC Fisheries Information Section (cfpinfo@spc.int or BP D5, 98848 Noumea Cedex, New Caledonia).

Details about the format in which each part of your article should be sent are given in the following pages. In summary, you should send separate files for:

- **text** in MS Word (.doc) or rich text (.rtf) format, with no illustrations embedded.
- **tables** in MS Excel or MS Word.
- **graphs** as high-resolution encapsulated PostScript (EPS) files from the original artwork creation software package (e.g. Adobe Illustrator or Corel Draw). If this software is not available, provide graphs in MS Excel with the worksheet that includes the data on which the graph is based. When using colour graphs, please also provide black-and-white versions for the print edition of the bulletin.
- **maps, line drawings and other illustrations** as high-resolution encapsulated PostScript (EPS) files from the original artwork creation software package (e.g. Adobe Illustrator or Corel Draw). When the software package is not available, a high-resolution (at least 300 dpi at printed size) image, saved as a high quality JPG file, can be sent. When using colour illustrations, provide black-and-white versions as well.
- **photos and slides** as high quality JPG files with a high resolution (at least 300 dpi at printed size). If the files are too large, airmail originals (or a CD) to the SPC Fisheries Information Section (BP D5, 98848 Noumea Cedex, New Caledonia).
- **complete article**, including all illustrations, in PDF format.

When your contribution is received, the managing editor will determine whether or not to accept it for publication, or if further work needs to be done first.

Reproducing already-published material

Obtaining permission to reproduce articles, abstracts, tables, graphs, pictures, artwork 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).

Manuscript preparation

Before writing an article, review the latest issue of the relevant SIG to familiarise yourself with its format, article length and subject matter. If you are in doubt about the suitability of your article, contact the managing editor. All SPC SIGs can be found online at: <http://www.spc.int/coastfish/News/news.htm>

If English is not your native language, we **strongly recommend** that you hire an English language editor to review your work **before** you submit it to the SIG managing editor. If this is not possible or practical, then ask an English-speaking colleague to check your manuscript prior to submission. Papers will be rejected if they require considerable reworking by the SIG managing editor or copyeditor.

Readability

As you write, keep in mind that English is not the first language of many readers of SPC SIGs. Therefore, aim to write in a clear, simple and concise style and avoid jargon.

Spelling

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

English usage and punctuation

Refer to the SPC/SPREP style guide ([http://www.spc.int/pdf/filesandpubs/SPC SPREP STYLE GUIDE1.pdf](http://www.spc.int/pdf/filesandpubs/SPC_SPREP_STYLE_GUIDE1.pdf)).

A few guidelines are listed here:

- Do not use all capitals or underlined words anywhere in the manuscript.
- 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, not F.A.O.)
- 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. The number of participants ranged from 5 to 20.)
- Spell out abbreviations, acronyms and scientific names the first time they are mentioned in the text.
- 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.

Scientific conventions

For scientific conventions, writers should refer to the *CSE Manual for Authors, Editors, and Publishers (Seventh Edition)*. 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
- Include a space between the number and the unit of measurement (e.g. 25 cm, 6 g, 32 L)
- Avoid confusing forms such as kg/m²/day; use kg m⁻² day⁻¹
- Abbreviate terms denoting units of measurement in the text only when they are preceded by numerals.
 - calorie (cal)
 - centimetre (cm)
 - centimetre, square (cm²)
 - centimetre, cubic (cm³)
 - decimetre (dm)
 - degree Celsius (° C)
 - gram (g)
 - hectare (ha)
 - hertz (Hz)
 - hour (h)
 - joule (J)
 - kilometre (km)
 - litre (L)
 - metre (m)
 - metre, square (m²)
 - metre, cubic (m³)
 - micrometer (µm)
 - milligram (mg)
 - millilitre (mL)
 - millimetre (mm)
 - millimetre, square (mm²)
 - minute (min)
 - molar mass (M)
 - mole (mol)
 - second (s)
 - standard deviation (SD)
 - standard error (SE)
 - tonne, or metric ton (t)
 - volume (vol)

Species names

SPC follows the FAO Species Catalogue for scientific and common names of marine animal species.

Dates

Dates should be written in the sequence day–month–year without internal punctuation

On 9 October 1983...

Time

A colon should be used as the separator between hour and minute. Use the 24-hour system (e.g. 19:00, *not* 7 pm). Abbreviations for hours (h), minutes (min) and seconds (s) should be used to express a measured time, but not the time of the day (6 h 30 min expresses a measured time of 6 hours and 30 minutes, 6:30 refers to the time of the day).

Compass points

Compass points (north, south, east, and west) and their derivations (northern, southern, eastern, western, southwest, northeast, etc.) are lowercased unless they form part of a place name.

In the northern part of Papua New Guinea, south of Cairns, South Pacific, Southeast Asia

A single capital letter (N, S, E, W) is used when writing latitude and longitude:

Honolulu is at 21°18.47'N and 157°52.00'W

Format of manuscript

Title page

The title should accurately reflect the paper's content, and should be short and concise. Author(s)' full name(s) must appear directly below the title. The contact details and email address of the main (or corresponding) author must be added as a footnote. Contact details for other author(s) may also be added as footnotes.

Body

Text should be in MS Word (.doc) or rich text (.rtf) format, and in an easily readable font, such as Times New Roman 11 pt. First level headings should be bolded, flush left and lowercased (except for the first letter of 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 flush left, lowercased and italicised.

Citations and references

A list of references is not the same as a bibliography: a list of references gives a complete citation of all works cited in the text. A bibliography is a list of references, plus sources used in compiling the document but not necessarily cited within the text.

References to unpublished data, manuscripts in preparation or submitted to other journals, progress reports, and unpublished papers given at annual meetings need not be cited in the reference list but can be noted in the text as unpublished data or personal communications (include mailing addresses).

Citations of literature in the text must be carefully checked against those in the reference list and vice versa to ensure exact correspondence. Errors in reference lists occur frequently in articles submitted to SIG bulletins.

Do not translate titles and details of works that have appeared only in a foreign language, but give official English titles, for example of publications of international organisations, if available.

Citations within text

Use the author–date (name–year) system: the author's surname and the year of publication (with no comma separating the two), and enclosed in round brackets.

The incidence of NCDs in the Pacific region is increasing rapidly (McDonald 1999).

Punctuation in citations

Use a comma followed by a space to separate citations of different references by the same author(s).
(Smith 1998, 1999a, 1999b).

Use a semicolon followed by a space to separate citations of references by different authors.
(Hampton 1998; Lawson 2000, 2001).

For two authors, use both surnames, joined by "and". For three or more authors, use the first author's surname, followed by "et al.":

(Dawson and Briggs 1996; Luciani et al. 1997)

Electronic citations

To cite a website (but not a specific document or information within that site), give the address of the site in the text and the year (where it is given). For example, to cite The Nature Conservancy website: (<http://www.tnc.org> 2001)

To cite specific information within a website, give the URL of the electronic document and the year (and the day and month if it is listed):

Scattered in a double chain of 922 islands east of Papua New Guinea, the Solomon Islands cover more than 1.35 million square kilometres of the South Pacific (<http://nature.org/international/work/art567.html> 2001)

Mahi mahi are a highly migratory species found in tropical and subtropical waters of the Indian, Atlantic and Pacific Oceans (<http://www.fishbase.org/Summary/SpeciesSummary.cfm?genusname=Coryphaena&speciesname=hippurus> 02 July 2001)

References

SPC uses minimal punctuation and capitalisation in references.

Titles of foreign-language works or names of publishers should not be translated into English or italicised.

Within a reference list, write journal names in full.

Journal of Pacific History, *not* J Pac Hist.

Examples of how references and citations should be written are given below:

Journal articles

Johannes R.E. 1982. Traditional conservation methods and protected areas in Oceania. *Ambio* 11(5):258–261.

Chou R. and Lee H.B. 1997. Commercial marine fish farming in Singapore. *Aquaculture Research* 28:767–776.

Books

Multiple authors:

Cambie R.C. and Ash J. 1994. *Fijian medicinal plants*. Australia: CSIRO. 365 p.

Editors as authors:

Gilman A.G., Rall T.W., Nies A.S. and Taylor P. (eds). 1990. *The pharmacological basis of therapeutics*. 8th ed. New York: Pergamon. 1811 p.

Chapter from a book:

Haines A.K. 1982. Traditional concepts and practices and inland fisheries management. p. 279–291. In: Morauta L., Pernetta J. and Hearney W. (eds). *Traditional conservation in Papua New Guinea: Implications for today*. Boroko: Institute for Applied Social and Economic Research.

Proceedings and conference reports

Seret B. and Sire J.-Y. (eds). 1999. *Fifth Indo-Pacific Fish Conference; 3–8 Nov. 1997, Noumea, New Caledonia*. Paris: Société Française d'Ichtyologie. 86 p.

Nietschmann B. 1984. Indigenous island peoples, living resources, and protected areas. p. 333–343. In: National parks, conservation, and development: the role of protected areas in sustaining society. McNeely J.A. and Miller K.R. (eds). *Proceedings of the World Congress on National Parks, Bali Indonesia, 11–22 October 1982*. Washington D.C: Smithsonian Institution Press.

Dissertations and theses

Ritzmann R.E. 1974. *The snapping mechanism of Alpheid shrimp [dissertation]*. Charlottesville (VA): University of Virginia. 59 p.

Newspaper and magazine articles

Rensberger B., Specter B. 7 Aug. 1989. CFCs may be destroyed by natural processes. *Washington Post*; Sect A:2(col 5).

Online journals

Stone R. 2000. European Union to fund science in Balkan region. *Science* 290(5500):2230. Retrieved from Web 18 July 2001, <http://www.sciencemag.org/cgi/content/full/290/5500/2230a>.

Printed publications also available online

Authors are encouraged to provide the addresses of online sources of the publications in the reference list, where available. Online address should be appended to the reference in square brackets.

Giraspy D.A.B and Ivy W. 2005. Australia's first commercial sea cucumber culture and sea ranching project in Hervey Bay, Queensland, Australia. SPC Beche-de-Mer Information Bulletin 21:29–31. [also available at: <http://www.spc.int/coastfish/news/BDM/21/Giraspy-Ivy.pdf>]

Order of references

References should be listed at the end of the paper in alphabetical order according to the surnames of the first authors.

References with the same first author are listed in the following order: 1) Papers with **one author only** are listed first in chronological order, beginning with the earliest paper; 2) Papers with **two authors** follow and are listed in alphabetical order by the last name of the second author; and 3) Papers with three or more authors appear after the dual authored papers and are arranged chronologically.

Johannes R.E. 1998. Government-supported, village-based management of marine resources in Vanuatu. *Ocean and Coastal Management Journal* 40:165–186.

Johannes R.E. 2001. A possible new candidate for grouper aquaculture. SPC Live Reef Fish Information Bulletin 8:31–32.

Johannes R.E. 2002. Did indigenous conservation ethics exist? SPC Traditional Marine Resource Management and Knowledge Information Bulletin 14:3–7.

Johannes R.E. and Kile N. 2001. Grouper spawning aggregations that are a potential target of the live reef food fish trade in Ysabel and Wagina Islands, Solomon Islands. SPC Live Reef Fisheries Information Bulletin 8:5–9.

Johannes R.E. and Lam M. 1999. The live reef food fish trade in the Solomon Islands. SPC Live Reef Fish Information Bulletin 5:8–15.

Johannes R.E. and Yeeting B. 2001. I-Kiribati knowledge and management of Tarawa's lagoon resources. *Atoll Research Bulletin* 489. 24 p.

Johannes R.E., Ruddle K. and Hviding E. 1993. The value today of traditional management and knowledge of coastal marine resources in Oceania. p. 1–7. In: *Proceedings of the Workshop on People, Society and Pacific Islands Fisheries Development and Management: Selected Papers. Inshore Fisheries Research Project Technical Document No. 5.* Noumea, South Pacific Commission.

Johannes R.E., Pearce A.F., Wiebe W.J., Crossland C.J., Rimmer D.W., Smith D.F. and Manning C. 1994. Nutrient characteristics of well-mixed coastal waters off Perth, Western Australia. *Estuarine, Coastal and Shelf Science* 39(3):273–295.

Johannes R.E., Squire L., Graham T., Sadovy Y. and Renguul H. 1999. Spawning aggregations of groupers (Serranidae) in Palau. The Nature Conservancy Marine Conservation Research Report #1, The Nature Conservancy and the Forum Fisheries Agency. 144 p.

Illustrations

Illustrations (e.g. graphs, tables or figures) must be numbered according to their sequence in the text. The text should include references to all illustrations.

Each illustration and its legend should be sized to the dimensions of the SIG bulletins to fit either a single column (80 mm x 250 mm) or a double column (166 mm x 250 mm).

For large illustrations, lettering should be clear and large enough to allow a reduction of 50% without becoming illegible.

Use the same kind and size of lettering throughout. The use of a sanserif font (such as Arial or Helvetica) for text within all illustrations (graph, table or figure) is recommended.

Drawn text within the illustrations should be kept to a minimum. Explanations should be given in the typewritten legend.

Illustrations should be sent separately from the main text, and not embedded within it.

Table headings should be placed above the table; figure captions should go at the bottom.

Tables

Tables must be in MS Word or Excel format.

Column headings should be brief and bolded. Standard abbreviations of units of measurements should be added between parentheses.

Series of numbers in a column should be aligned flush right and carry the same number of decimals (if any).

Horizontal and vertical separation lines should be kept to a minimum.

Sources and notes should be placed immediately below the table. Label notes as a, b, c, etc.

Graphs

Graphs should be prepared carefully and output as high-resolution encapsulated PostScript (EPS) files from the original artwork creation software package (e.g. Adobe Illustrator or Corel Draw). If this software is not available, provide graphs in MS Excel with the worksheet that includes the data on which the graph is based.

For graphs and figures, please note the following:

- Colour figures can be used for the online PDF version of SIG bulletins and newsletters. However, the print edition is in black and white and this should be taken into account when producing graphs depicting several parameters. When using colour figures, please provide black-and-white versions as well.
- Capitalise the first letter of the first word on axis labels.
- Avoid placing labels on a vertical plane (except on the y axis).

Maps, line drawings and other illustrations:

Maps, line drawings and other illustrative material should be sent as high-resolution encapsulated PostScript (EPS) files from the original artwork creation software package (e.g. Adobe Illustrator or Corel Draw). When the software package is not available, a high-resolution (at least 300 dpi at printed size) image of the illustration, saved as a high quality JPG file, can be sent. In such cases, please also send, by airmail, a high-quality paper copy of the illustration to the Information Section (BP D5, 98848 Noumea Cedex, New Caledonia).

Colour illustrations can be used for online PDF versions of SIG bulletins, but a black-and-white version of the illustration must be provided for the print edition.

Maps should indicate latitude and longitude coordinates.

Photos and slides

Photos will be reproduced in black and white in the print edition of the bulletin, so they must have good contrast.

Photos and slides must be of good quality and high resolution (at least 300 dpi at printed size).

Name of photographer should be included in the photo caption.

If graphics files are not too large, photos can be sent electronically, saved as high-quality JPG files. If files are too large, provide originals (or a CD) to the SPC Fisheries Information Section (BP D5, 98848 Noumea Cedex, New Caledonia). If they are sent by post, they should be clearly labelled with the author's name and address, and the figure numbers and captions must be clearly identified. The Fisheries Information Section will return slides and photos to the author after publication.

Responsibility of the SIG managing/coordinating editor

The managing/coordinating SIG 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 checking 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 are accepted 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. If an author fails to follow and adhere to these guidelines, their paper may be rejected for publication.