

## INSTRUCTIONS TO AUTHORS

*CalCOFI Reports* is a peer-reviewed journal. Papers submitted for publication in the “Scientific Contributions” section are read by two or more referees and by arbiters when necessary; “Symposium” papers are invited by the convener of the annual symposium and are reviewed and edited at the convener’s discretion. The “Reports, Review, and Publications” section contains newsworthy information on the status of stocks and environmental conditions; the papers in this section are not peer reviewed; the CalCOFI Editorial Board will not consider unsolicited review papers.

The CalCOFI Editorial Board will consider for publication in the “Scientific Contributions” section manuscripts not previously published elsewhere that address the following in relation to the North Pacific, the California Current, and the Gulf of California: marine organisms; marine chemistry, fertility, and food chains; marine fishery modeling, prediction, policy, and management; marine climatology, paleoclimatology, ecology, and paleoecology; marine pollution; physical, chemical, and biological oceanography; and new marine instrumentation and methods.

### Submission Guidelines

Submissions are open year-round. Please submit manuscripts as MS word documents in electronic format via email to: calcofi\_coordinator@coast.ucsd.edu. (use Word; see “Manuscript Guidelines” below for more details on preparing tables and figures). Include one complete file with all tables and figures for reviewers.

### The manuscript should contain the following parts:

1. A title page containing the manuscript’s title, your name, your institutional affiliation and contact information (address, telephone and fax numbers, e-mail address), and a word count
2. An abstract of no more than 150 words that succinctly expresses only the manuscript’s most central points, using the active voice
3. Body of the text, including any footnotes
4. Literature cited, in alphabetical order
5. Acknowledgments, if any
6. Tables
7. Figures and captions

### Manuscript Guidelines

**Length.** Unless previously approved by the Scientific Editor, manuscripts should not exceed 6,000 words, including title page, abstract, text body, footnotes, acknowledgments, and literature cited but excluding figures and tables.

**Text.** Double-space all elements of the text, allow margins of at least 1 inch on all sides, and use a standard font (such as Times or Times New Roman) no smaller than 12 points. Number the pages consecutively. Eliminate all nonessential formatting. Indi-

cate subordination of heads consistently; for example, use all caps for the main heads, boldface for the next level, and italics for the third level. To indent paragraphs, use the tab key, not the space bar or a “style” feature of any sort. Never use letters for numbers or vice versa; in other words, do not type the lowercase “el” for the number “one” or the capital letter “oh” for zero. Use your word-processor’s automatic footnoting feature to insert footnotes. Acknowledgments, if included, should be placed at the end of the text and may include funding sources. Place the entire text (title page, abstract, text body, footnotes, acknowledgments, and literature cited) in one document file, and label it with your name—for example, “Smith text.doc.”

**Tables.** Use your word-processor’s *Table* feature, rather than spaces or tabs, to create the columns and rows. Use *minimal* formatting, and do not insert vertical or horizontal rules. Double-space the tables and use a standard font, such as Times or Times New Roman. Number the tables consecutively, and provide a brief title for each. Place explanatory material and sources in a note beneath the table. Be sure each table is specifically referred to in the text.

**Figures.** Figures should be in black and white or color. Submit figures—whether drawings, graphs, or photographs—as separate, high-resolution electronic files (preferably 300 ppi for better printing purposes). Label the files, for example, “Smith fig 1” and “Smith fig 2.” If you are submitting as a PDF, please embed all fonts. If your figures are embedded in your Word docs, please create separate high-resolution PDF files of each figure from the original art file. Please review your files after saving them as PDFs, to make sure all your figures translated correctly. Contributors are advised to make a trial reduction of complex figures to ensure that patterns, shading, and letters will remain distinct when reduced. Include a north arrow and latitude and longitude lines on maps. Use consistent labels and abbreviations and the same style of lettering for all figures if possible. Number figures consecutively, and specifically refer to each in the text. Provide a caption for each figure. Gather the captions together, and place them at the end of the electronic text file, following the “Literature Cited” section.

### Editorial Style

For matters of editorial style, contributors should consult recent editions of *CalCOFI Reports*. Contributors may also refer to *The Chicago Manual of Style*, 15th ed. Whenever possible, write in the first person, and use active verbs. Use the full name of a person, organization, program, or agency when mentioning it for the first time in your manuscript. Double-check the spelling of non-English words, and include special characters such as accents and umlauts. Use correct SI symbols for *units of measure* in figures, tables, and text (other units may be given in parentheses). Prepare *equations* in accordance with similar expressions in the printed literature.

Cite *sources* in the text as Smith (1999) or Smith and Jones (2000) or (Gabriel et al. 1998; Smith and Jones 2000) (the latter when there are three or more authors). There should be no comma between author and date. References should be cited in chronological order from the oldest to the most recent.

In the "Literature Cited" section, show sources alphabetically by the first author's surname, and secondarily in chronological order with earliest dates first. Provide surnames and first initials of all authors; do not use "et al." for multi-authored works. No source should appear in the "Literature Cited" section unless it is specifically cited in the text, tables, or figure captions. *Personal communications* and *unpublished documents* should not be included in the "Literature Cited" section but may be cited in the text in parentheses; use footnotes only when parentheses will not suffice. Abbreviate journal titles to match BIOSYS usage. Each source must be complete according to the following guidelines. Please note that initials follow the primary author's surname, but for secondary authors initials come before the surnames:

**ARTICLE IN A JOURNAL:**

Barnes, J. T., L. D. Jacobson, A. D. MacCall, and P. Wolf. 1992. Recent population trends and abundance estimates for the Pacific sardine (*Sardinops sagax*). Calif. Coop. Oceanic Fish. Invest. Rep. 33:60–75.

**BOOK:**

Odum, E. P. 1959. Fundamentals of ecology. 2nd ed. Philadelphia: Saunders. 546 pp.

**CHAPTER IN A BOOK:**

Wooster, W. S., and J. L. Reid Jr. 1963. Eastern boundary currents. *In* The sea, M. N. Hill, ed. New York: Interscience Pub., pp. 253–280.

If your manuscript is accepted for publication, we will provide further guidance regarding preparing it for editing.

