

**FISHERY BULLETIN**  
**INSTRUCTIONS FOR SUBMISSION OF MANUSCRIPTS**

Failure to properly format your manuscript may delay the date of publication.

**GENERAL FORMATS**

- Submit text, literature cited, tables, and figure legends in a single Word file.
- Submit figures in a separate pdf with at least 600 dpi (dots per inch) resolution (1200 dpi is now considered standard).
- Use Times New Roman 12-point font and double space and left justify text.
- Number all pages.
- Do not indent the first paragraph of a section, indent all subsequent paragraphs.
- Use bold font for the title of the manuscript, for the names of the authors, and for headings within the manuscript.
- Use a serial comma in a list of nouns (e.g., larvae, juveniles, and adults) and in a series of adjectives (e.g., the body is slender, elongate, and arched).
- Note that common names of fish species are capitalized.
- Place scientific names within parentheses, e.g., Lingcod (*Ophiodon elongatus*). However, use brackets for parenthetical matter inside parentheses, e.g., Striped Bass (*Morone saxatilis* [Smith, 2002; Brown et al., 2003]).
- Use numbers (not words) for numbers less than 10. Use a hyphen within numerical compounds when they are used as modifiers; for example, a 257-mm-TL fish and a 10.4-m (34-ft) trawl net.
- Do not use a period after abbreviations for units of measurement (lb, cm, ha). Use a period only after the abbreviation for number (no. of fish).
- Explain coefficients at first mention and use the following symbols: coefficient of determination ( $r^2$ ); coefficient of multiple determination ( $R^2$ ); coefficient of correlation ( $r$ ); coefficient of multiple correlation ( $R$ ).
- Write out what is meant by abbreviations at first use (mean  $\pm$  standard deviation [SD]). Use roman type for abbreviations (TL, SSB, CVs). The abbreviation for probability, however, is an italic capital  $P$  ( $P > 0.01$ ).
- Italicize mathematical symbols, except for Greek letters (which should be roman). All variables in equations should be italicized. Do not insert mathematical symbols and equations in photo mode or insert them through an imported mathematical program.
- Place a comma after “e.g.” and “i.e.”
- Use *The Elements of Style* by Strunk and White (any edition) for basic grammar rules.
- Use American spelling.

**TITLE PAGE**

- List all authors with first and last names.
- Supply email address for contact author.

- Agency/Institution is the agency/institution where the author did the research. Supply full street address, telephone, and email address. A present address is needed only for the contact author if different from the address where the research was done.

### **ABSTRACT**

- Abstract should be 250 words or less for full articles, 150 words or less for Short Contributions.
- Citations are not permitted in abstracts.
- Common and scientific names should be given for all species. Scientific name should follow common name at first mention of the species.

### **MATERIALS AND METHODS**

- Please give the version (if applicable), manufacturer, city, and state in parentheses for commercial products and software. For example: Water quality measurements were taken with a WidgetMeter (Widget Gadgets, Inc., Newport, OR), and all statistical analyses were performed in StatPro, vers. 8.1 (Statistical Expert Software, Seattle, WA). Subsequent references to these companies need only the company name (e.g., StatPro software).
- Insert a disclaimer (in the form of a footnote at the bottom of the page) after first mention of a product or company. For example:  
<sup>1</sup>Mention of trade names or commercial companies is for identification purposes only and does not imply endorsement by the National Marine Fisheries Service, NOAA.
- Equations should be formatted in Word or MathType software, or LaTeX software (the latter for more complex mathematical matter).
- Do not confuse sample size ( $n$ ) with number of samples or with number of variables. Use  $n$  only for sample size.

### **ACKNOWLEDGMENTS**

- Note spelling of acknowledgments (not “acknowledgements”).
- Acknowledge only those who gave advice or help beyond the call of duty.
- Write out agency names.
- Give first initials only, no titles (Mr., Ms., Dr.), for all names.
- Should not exceed 6 lines.

### **CITATIONS**

- All peer-reviewed citations must appear in the literature cited section.
- Cite literature in text as follows: (Smith, 1999), (Jones and Smith, 2000), (Woods et al., 2001), (Smith, 1999; Woods et al., 2001), (Smith, 1999a, 1999b, 2000). Cite figures and tables as follows: (Table 1, Fig. 3), (Table 1, Figs. 3 and 4), (Figs. 3–7).

- All literature cited items must conform to *Fishery Bulletin* format. See the heading “LITERATURE” on the following page and recent issues of *Fishery Bulletin* for examples.
- Do not include non-peer-reviewed (gray) literature in the Literature cited section. If it is absolutely essential to cite a non-peer-reviewed report, include it as a footnote (see the heading “Footnotes” for examples).

## TABLES

- Tables should be in 12-point Times New Roman font and the format should allow editing. DO NOT SEND TABLES INSERTED AS PHOTOS.
- No bold font (unless absolutely necessary). All abbreviations and truncated headings need to be explained.
- Make sure tables are cited chronologically in the text.

## FIGURES

- Figure captions should mention the “what, where, when, why, and how” of the study. They should provide enough detail so that the figure can be understood without referring to the general text, i.e., the figure and caption should be able to “stand alone.”
- All genus and species’ names appear in each figure caption (where appropriate).
- Label each figure with name of contact author and figure number.
- Include direction of degrees latitude and longitude (i.e., 170°E on the outline rule) and a north arrow.
- Label bodies of water in italics, land masses in roman font.
- Design and print figures in black and white. The U.S. Congress Joint Committee on Printing allows the use of color in scientific and technical publications only to show features that cannot otherwise be distinguished (e.g., to identify species, to show stain reactions, and to show temperature gradations in thermographs). The managing editor will determine when color will be allowed.
- Use Arial font for figure labels within a figure.
- Label multipart figures with **A, B, C, D** in bold Times New Roman font in the upper left corner; use no bold inside the figure otherwise (unless absolutely necessary).
- Units of measurement should be given in the legend or axis rules.

## LITERATURE

General formatting details:

- place spaces between initials in names;
- add commas between names, and eliminate spaces between colon and page numbers;
- use standard journal abbreviations as seen in *Fishery Bulletin* issues, or online at [http://www.csa.com/ids70/serials\\_source\\_list.php?db=aquclust-set-c](http://www.csa.com/ids70/serials_source_list.php?db=aquclust-set-c);
- author’s name is listed only once for multiple publications by that author;
- present citations in alphabetical order, then chronological order.

- Smith, R. J.  
1999. \_\_\_\_  
2000. \_\_\_\_
- Smith, R. J., and S. T. Jones.  
2008. \_\_\_\_
- Smith, R. J., T. S. Knight, and S. S. Dunthorp.  
2006. \_\_\_\_

## FORMATTING EXAMPLES

### Peer-reviewed journal articles:

Rutherford, E. S., J. T. Tilmant, E. B. Thue, and T. W. Schmidt.

1989. Fishery harvest and population dynamics of gray snapper, *Lutjanus griseus*, in Florida Bay and adjacent waters. *Bull. Mar. Sci.* 44:139–154.

### Theses or dissertations:

York, H.

2005. Vocal culture and social stability in resident killer whales (*Orcinus orca*) of the northeastern Pacific. Ph.D. diss., 126 p. Univ. British Columbia, Vancouver, British Columbia, Canada.

### Peer-reviewed technical reports:

Shadowy, Y., and A. M. Eland.

1999. Synopsis of biological data on the Nassau grouper, *Epinephelus striatus* (Bloch, 1972) and the jewfish, *E. itajara* (Lichtenstein, 1822). NOAA Tech. Rep. NMFS 146, 68 p.

### NOAA Technical Memoranda:

NMFS (National Marine Fisheries Service).

1997. Investigation of scientific information on the impacts of California sea lions and Pacific harbor seals on salmonids and on the coastal ecosystems of Washington, Oregon, and California. NOAA Tech. Memo. NMFS-NWFSC-28, 172 p.

### Books:

Zara, J. H.

1984. Biostatistician analysis, 2<sup>nd</sup> ed., 718 p. Prentice Hall, Inc., Englewood Cliffs, NJ.

### Chapter in a book:

Brett, J. R., and T. D. D. Groves.

1979. Physiological energetics. *In* Fish physiology, vol. 8 (W. S. Hoar, D. J. Randall, and J. R. Brett, eds.), p. 279–352. Academic Press, New York.

### Symposia:

Baskerville-Bridges, B., J. C. Lindberg, and S. I. Dorsoshov.

2004. The effect of light intensity, algal concentration, and prey density on the feeding behavior of delta smelt larvae. *In* Proceedings of the symposium: early life history of fishes in the San Francisco estuary and watershed; Santa Cruz, 20–23 August (F. Feyer, ed.), p. 219–228. Am. Fish. Soc., Bethesda, MD.

### **Online citations:**

If the literature has been peer reviewed and is available online, add the online address at the end of the citation. For example, add

[Available from <http://www.xxxxxxxxxx.html>, accessed June 2006.]

For articles with digital object identifier code, format as “doi: xx.xxxxxxxx” at the end of the citation. For articles with ISO code, format as “ISO: xxx xxxx.”

### **Footnotes:**

Footnotes should be used SPARINGLY. The format is the same as that for citations. Footnote all literature that has not been peer reviewed (e.g., annual, progress, administrative, and internal reports, and council meeting notes) and insert the footnote at the bottom of the page on which the gray literature is cited.

National Marine Fisheries Service. 1991. Annual progress report 13R-LP, 127 p. [Available from xxxx (agency, street address, zip code), or from <http://www.xxxxxxxxxx> (if available only online).]

If the report is not available online, please provide an address where the report may be obtained. See any recent issue of *Fishery Bulletin* for further examples of footnotes.

### **Personal communications, personal observations, and unpublished data:**

A personal communication by a coauthor is cited in the text as (J. Conway, personal commun.). Personal observations by the senior author or a coauthor are cited as (senior author, personal observ.) and (J. Conway, personal observ.), respectively. Unpublished data of the senior author, or a coauthor, are cited in the text as (senior author, unpubl. data) and (J. Conway, unpubl. data), respectively.

If the communication, observation, or unpublished data are that of a scientist who is not an author on the paper, the communication is footnoted with name of communicator, year of the communication, and full address. For example:

<sup>1</sup>Smith, J. 2007. Personal commun. Department of xxxx, Univ. Toronto, Toronto, Canada BVI 589.

NOTE that the year does not appear in the text (Smith<sup>1</sup>) because the reference is not formal literature.

Abbreviate the words “personal observation” to “personal observ.” and “unpublished data” to “unpubl. data.”

### **INITIAL SUBMISSION**

- Add line numbers to the text, tables, and figure legends before submitting a manuscript.
- To facilitate a double-blind review where reviewers are not made aware of the names of authors, please submit the title page and acknowledgment section as a separate file from the general text. Submit figures in PDF (preferred), TIFF, or EPS format and do not include the name of the first author in the figure labels or the file name for the figures.
- Submit a NOAA Form 25-700 if any author is in the employment of the U.S. Department of Commerce.
- The first author is considered the contact author. If the first author wishes to delegate that responsibility, or wishes a coauthor to correct page proofs, a note to that effect is required to be sent to the Associate Editor at the time of initial submission.

### **SUBMISSION OF REVISED MANUSCRIPTS**

- Submit the title page, general text, and tables as a single Word file. Submit the figures as a single PDF file. Each figure should be labeled with the name of the first author (or with the designated contact author) and with the figure number (e.g., Smith, Fig. 1).
- Add the contribution number from the sponsoring agency or university department at this time.