

FISHERY BULLETIN
INSTRUCTIONS FOR SUBMISSION OF MANUSCRIPTS
Failure to properly format your manuscript may delay the date of publication.

GENERAL INSTRUCTIONS AND FORMATS

- Submit text, literature cited, tables, and figure legends in a single Word file.
- 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 should be lowercase.
- Place scientific names within parentheses after common names, e.g., lingcod (*Ophiodon elongatus*). Within parentheses, use brackets for further subdivision; e.g., striped bass (*Morone saxatilis* [Smith, 2002; Brown et al., 2003]).
- Express whole numbers and zeros as numerals in the general text (e.g., 3 fish were caught by hook-and-line, 5 fish were caught in trawl nets), except at the beginning of a sentence (e.g., Three fish escaped the net).
- Use a hyphen within numerical compounds when they are used as modifiers; for example, a 257-mm-TL specimen 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).
- Write out what is meant by abbreviations at first use of the abbreviation (e.g., standard deviation [SD]). Use roman type for abbreviations (TL, SSB, CVs). The abbreviation for probability, however, is an italic capital *P* ($P>0.01$).
- Provide a definition with parentheses for all uncommon terms.
- 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

- Do not use a catchy title and do not use a finite verb in the title so that the title reads as a sentence.
- List all authors with first and last names.
- Supply an email address and phone number for the contact author.

- The address for each author should be that of the agency or institution where the author did the research. A present address is needed for the contact author if different from the address where the research was done.

ABSTRACT

- Abstract should be 200 words or less for full articles, 150 words or less for short contributions (the latter of which are less than 15 double-spaced pages).
- Citations are not permitted in abstracts.
- Common and scientific names should be given for all species mentioned in the abstract.

MATERIALS AND METHODS

- Insert the following disclaimer (in the form of a footnote at the bottom of the page) after first mention of a product or company. For example:

¹Mention of trade names or commercial companies is for identification purposes only and does not imply endorsement by the National Marine Fisheries Service, NOAA.

- Please give the version (if available), manufacturer, city, and state in parentheses for commercial products and software used in the experiment. 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 products need only the software name (e.g., StatPro software).

MATHEMATICAL FORMATS

- Equations should be formatted with Equation Editor in MSWord. We cannot use equations formatted in LaTeX software and cut and pasted into MSWord.
- Italicize mathematical symbols, except Greek letters. Do not insert mathematical symbols and equations into the general text in photo mode or through an imported mathematical program.
- Define parenthetically how you are using the following 2 statistical symbols: 1) N as population size (if known) or as *total* number of samples; 2) n as sample size (no. of samples) or as number of items [fish, etc.], in a sample).
- Explain coefficients at first mention and use the following symbols: coefficient of correlation (r); coefficient of multiple correlation (R); coefficient of determination (r^2); coefficient of multiple determination (R^2).
- Units of measurement must be written out in full at first mention in the text and when not paired with a numerical value.
- For simple rates, use a slash (e.g., 2 tows/h). For complex rates expressing 2 or more units, use negative exponents (e.g., $0.3 \text{ kg} \cdot \text{mg}^{-1} \cdot \text{h}^{-1}$).

TABLES

- Tables should be submitted 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 in the legend.
- Make sure tables are cited chronologically in the text.

FIGURES

- Submit figures in a separate pdf with at least 600 dpi (dots per inch) resolution (1200 dpi is now considered standard for printed copies).
- 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 reference back to the general text.
- Genus and species names appear in each figure caption (where appropriate).
- Label each figure with a figure number, but not the name of the author (to ensure a blind review).
- Label degrees latitude (43°N) and longitude (i.e., 170°E) on the horizontal plane outside the outline rule and provide a north arrow for maps.
- Label bodies of water in italics, and land masses in roman font.
- 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 in black and white (e.g., to identify species, to show stain reactions, to show temperature gradations in thermographs, and to distinguish numerous lines and symbols in graphs). The managing editor will determine when color will be allowed.
- Submit each figure and all its sections (**A**, **B**, **C**, etc.) as one single file and check that the figure is cropped properly and can be printed on one side of a standard-size page. Compress large files so that they are within the 1–10 MB range. Color figures may require larger MB sizes and, if so, they should be submitted through Google Drive.
- Color figures must be submitted as pdf, tiff, or eps files. Please use CMYK format for color.
- Use Arial or Helvetica font for figure labels within a figure.
- Label multipart figures with **A**, **B**, **C**, **D** in bold Times New Roman font and place the labels in the upper left corner of figures; do not use bold font inside the figure otherwise (unless absolutely necessary).
- Units of measurement may be given in legends or in axis labels.

ACKNOWLEDGMENTS

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

- This section should not exceed 6 lines.

LITERATURE

- All peer-reviewed citations must appear in the literature cited section.
- Cite literature chronologically in the text as follows: (Smith, 1999), (Jones and Smith, 2000), (Woods et al., 2001). Cite figures and tables as follows: (Table 1, Fig. 3); (Table 1, Figs. 3 and 4); (Figs. 3–7); (Fig. 1, A and B); (Fig. 1, A–D).
- 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 an example).
- All literature cited items must conform with *Fishery Bulletin* format. 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 the following link: [journal abbreviations](#);
 - author’s name is listed only once for multiple publications by that author;
 - present citations in alphabetical order and then in rising chronological order within the 3 subdivisions (single author, two authors, and multiple authors)

For example:

Bennet, T. L.
1999. ____
2000. ____
Chowdry, A. S.
1998.
Smith, R. J.
1996.
Smith, R. J., and S. T. Jones.
2008. ____
2013. ____
Smith, R. J., T. S. Knight, and S. S. Dunthorp.
2006. ____
2009. ____

TYPES OF LITERATURE THAT ARE CITABLE

Peer-reviewed literature

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.

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, 2nd 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 literature

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 at <http://www.....html>, accessed June 2006.]

Please supply digital object identifier (doi) code for all articles and reports that contain a code and check to see that the code is accurate by checking the link to the article. Format the doi code as “[http://doi.dx.org/](http://doi.dx.org/)” and place the link at the end of the citation.

Non-peer-reviewed materials

Reports and notes

Commonly referred to as “gray literature,” these materials should be used *sparingly* and must be footnoted. The format is the same as that for citations. Footnote all reports that has not been peer reviewed (e.g., annual, progress, administrative, internal, contract, and reference reports, and council meeting notes) and insert a footnote at the bottom of the page on which the gray literature is cited. For example:

National Marine Fisheries Service. 1991. Annual progress report 13R-LP, 127 p.
[Available at xxxx (division, agency, street address, zip code). If available only online, cite as follows: [Available at <https://www.....>]

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 those of a scientist who is not an author of the paper, the communication is footnoted with name of communicator, year of the communication, and full address. For example:

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

NOTE that the year does not appear in the text reference (Smith¹) because the reference is not formal literature.

INITIAL SUBMISSION OF A MANUSCRIPT

- 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.
- Submit a NOAA Form 25-700 (or equivalent) 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 to a coauthor, or wishes a coauthor to correct page proofs, a note to that effect is required to be sent to the Managing Editor at the time of initial submission.

SUBMISSION OF A REVISED MANUSCRIPT DURING THE REVIEW STAGE

- Submit the title page, general text, and tables as a single Word file. Submit each figure as a separate pdf file. Each figure should be labeled with the name of the first 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.

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Scientific Publications Office
Seattle, WA
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