

JOURNAL OF THE MARINE BIOLOGICAL ASSOCIATION

INSTRUCTIONS FOR THE PREPARATION OF MANUSCRIPTS

Editorial Policy. The *JMBA* publishes original research papers on all aspects of marine biology and oceanography which have not been published, and are not under consideration for publication, elsewhere.

General. Papers should be written in clear, succinct English and sentences must not start with an abbreviation. They should not normally exceed 20 printed pages. Acronyms must be specified in full on their first occurrence and SI units should be used. Only the scientific names of species should be italicized, and their first mention should be followed by the authority except where reference is made to a work in which the authority appears.

A total of three copies of the typescript should be provided, **double-spaced throughout**, on one side of A4 paper. Tables and legends for illustrations should be typed separately at the end of the manuscript. All pages should be numbered serially (title, main text, acknowledgements, references, figure legends, tables). **Short communications** should not exceed four printed pages, including tables and illustrations, and must start with an abstract but not otherwise divided into sections.

If there is a particular reason why rapid publication is desirable this should be stated with the revised manuscript.

Fifty reprints will be provided free of charge and up to 200 extra copies may be purchased if ordered when the proofs are returned.

Title. Each paper must have a unique title and should be kept as short as possible (maximum 18 words), and if specific names are included the authority should be omitted.

Abstract. Each paper (including short communications) must start with a brief abstract summarizing the main results and conclusions of the work, and such other information as to make it suitable for publication without change in abstracting journals.

References. References should be kept to an essential minimum and must be listed alphabetically at the end of the paper. Titles of journals are given in full and references to books should include the place of publication and publisher.

Examples:

Goldberg, E.D., 1965. Minor elements in sea water. In *Chemical oceanography*, vol. 1 (ed. J.P. Riley and G. Skirrow), pp. 163–196. New York: Academic Press.

Marshall, S.M., Nicholls, A.G. & Orr, A.P., 1939. On the growth and feeding of young herring in the Clyde. *Journal of the Marine Biological Association of the United Kingdom*, **23**, 427–455.

Russell, F.S. & Yonge, C.M., 1928. *The seas*. London: Frederick Warne.

Figures. Figures should be in black ink on white paper no larger than A4. Figures will normally be reduced to one-third of a page on average and the maximum size for a figure or photograph after reduction is 134 × 200 mm, including legend. Lettering, numerals etc. should be **Helvetica 8 point** after reduction. Half-tone photographs will be reproduced in the text pages and should be supplied as three sets of glossy prints with suitable labelling on the originals. Sizes should be indicated by a scale line on the print. All illustrations, including photographs, are numbered in Arabic numerals. Detailed instructions for figure preparation will be provided with the manuscript for revision and will be returned if they do not conform to *JMBA* publication style. Colour illustrations can be included but only at the author's expense (as a rough guide, from £1000 per page).

Tables. Tables should be numbered in Arabic numerals, and given a concise heading. Formatting instructions will be sent with the manuscript for revision.

Word-processor discs. All manuscripts should be provided on a Macintosh or IBM-type disc after the paper has been accepted. Detailed instructions for revisions and format will be provided with the manuscript for revision. Authors should ensure that the disc version and hard copy are identical.

Authors are requested to see that their manuscripts are in finished form and completely ready for publication so that corrections may be reduced to a minimum. Alterations to the text at the proof stage will be charged to the author.

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