

# INSTRUCTIONS TO AUTHORS

## *Gulf and Caribbean Research*

### SCOPE

Gulf and Caribbean Research is published annually by the Gulf Coast Research Laboratory, a unit of The University of Southern Mississippi's College of Science and Technology. The journal publishes manuscripts presenting original research findings, reviews, and techniques pertinent to Marine Science. The subjects considered appropriate for publication in the journal include any aspect of research on or management of physical, chemical, geological, or biological systems from the land interface to the open ocean. Areas included are estuaries, lagoons, wetlands, tidal rivers, and watersheds that influence estuaries, coastal, and open waters. The journal considers manuscripts which deal mainly with research or research issues pertinent to the Gulf of Mexico and Caribbean.

### MANUSCRIPT SUBMISSION

Manuscripts submitted to Gulf and Caribbean Research must describe original research, must not have been submitted elsewhere and must be either a full-length manuscript or Short Communication. The Short Communication should be a concise statement representing either a preliminary report or a complete accounting of a significant research contribution. Brief methods papers will be accepted in this category.

To assure consideration of your manuscript for publication in the March issue of the journal, you must submit completed manuscripts at least 6 months in advance. You may submit files as attachments to E-mail (see file formats below) or send hardcopies of the originals: two copies of the manuscript plus a copy on disk, and the original two copies of illustrative material plus, when possible, a copy on disk. Digital formats of text should be MS Word or rich text format (RTF). Graphic files should be submitted separately from the word document in their native file format (in the format of the program used to create the graphic) as a JPEG for digital images and EPS or TIFF for artwork and figures. Graphics are acceptable embedded in a Word document for manuscript review purposes only. Send all manuscript materials to the editorial office:

*Mark S. Peterson, Editor-in-Chief*  
*The University of Southern Mississippi*  
*Department of Coastal Sciences*  
*703 East Beach Drive*

Manuscripts will be judged on the basis of their contribution of original data, ideas, and interpretation. Manuscripts must be written in English but may have an additional abstract in an alternate language when appropriate. Manuscripts will be reviewed by a member of the Editorial Board and by at least two anonymous reviewers. Each contributor will receive confirmation of receipt and the name, address, telephone number, and E-mail address of the editor handling peer review of the submitted manuscript.

Submission letter should include telephone number, fax number and an E-mail address of the corresponding author.

### MANUSCRIPT PREPARATION

**Manuscripts.** The original manuscript must be typed in no smaller than 12 pitch or 10 point, using double spacing (including figure legends, footnotes, literature cited, etc.) on one side of 16- or 20-lb. bond paper, 8½ by 11 inches. Scientific names must be in italics. Pages should be numbered consecutively in the upper right hand corner. Margins on all sides should be at least 1 inch (2.5 cm). Manuscripts should conform to the Gulf and Caribbean Research "Instructions to Authors" and to American spelling. All measurements should be in metric units; English units may be included in parenthesis. No units should be stated for salinity (ie, "salinity of 33", or "salinity ranged from 10 - 20"). For questions of style not covered in the "Instructions to Authors," refer to the Council of Biology Editors Style Manual, 6th Edition (Council of Biology Editors, 11 S. LaSalle Street, Suite 1400, Chicago, IL, 60603). Unusual abbreviations should be kept to a minimum and should be spelled out on first reference. Manuscripts should be divided into the following components: Title page, Abstract (of no more than 250 words), Introduction, Materials and Methods, Results, Discussion, Acknowledgments, Literature Cited, Tables, Figure Legends, and Figures. Short Communications should not include an abstract and may combine results and discussion.

**Title Page.** The title page consists of a condensed title or running head of no more than 45 letters and spaces, the manuscript title, authors' names and appropriate addresses, and footnotes listing present addresses, acknowledgments or contribution numbers.

**Figures.** Figures should stand alone without reference to the text and should not duplicate information found in tables. Include titles and explanatory legends for all illustrations on a separate sheet placed before the figures. Each figure, including copies, should be clearly identified on the back with author's names and figure number. Lengthy definitions of symbols should be placed in the figure legend, not on the figure itself. Group composites of related figures.

Illustrations may be laser prints, line drawings, glossy photographs, or electronic files. Line drawings and laser prints should be intensely black on white. Halftones and photographs must have good contrast and sharp focus throughout. Delete extraneous material to avoid clutter. Avoid thin lines (line settings should be at least 1 pt, color = black), small dotted lines, shading, and stippling. For bar graphs use black, white, or hatched designs. Prepare figures with the final published size in mind. Whenever possible, figures will be reduced to a one column width (8 cm, 3.25"). Very broad figures will be reduced to fit a two-column width (16.5 cm, 6.75"). Be certain that symbols and lettering will be legible when reduced, or submit figures in the size they will appear in the journal. For best reproduction value, please use the font "Helvetica" (Arial when Helvetica is not available) for all text in illustrations and graphs. Use the same font throughout all illustrations in the paper.

**Tables.** Tables have at least three columns; the second and subsequent columns refer to the left column. Each column must have heading. Headings should accurately describe the entries listed below. Titles must be short and concise. Place explanatory matter such as nonstandard abbreviations the title, grouping when possible. Use a 12-point font, double-space, and place each table on a separate page. Number tables consecutively and place authors' names on the back of each hard copy page. Tables should stand alone without reference to the text. Avoid lengthy footnotes and do not duplicate information in the text or data presented in graphic forms. Very long tables are discouraged; very short ones should be combined when possible. Tables including lists of scientific names should be arranged in phylogenetic order.

**Literature Cited.** References to published literature should be cited in the text: Peterson (1996) or Alvarez and McLelland (1996) or Lotz et al. (1996) or (Peterson and Hoggard 1996, Wayman et al. 1996). Basic style is as follows:

**Books.** Author, A.B. and C.D. Author. 1995. Title of Book. Publisher, City, ST, Country (USA, UK, Canada, as appropriate), 000 p.

**Book articles.** Author, A.B., C.D. Author, and E.F. Author. 1995. Title of article. In: A.B. Anderson, C.D. Jones, and E.F. Smith, eds. Title of Book, 2nd ed., Vol. 1 Toxicology. Publisher, City, ST, Country, p. 00–00.

**Computer Programs and Databases.** Company. 1995. Title (ACRONYM) (database). City, ST, Country.

**Journal articles.** Author, A.B., C.D. Author, and E.F. Author. 1995. Title of article. Journal of Agricultural Food Chemistry 22:11–33. (Or, In press, see below). Do not include number of journal.

**Proceedings.** Author, A.B. and C.D. Author. 1995. Title of article. Proceedings, Name of Conference, City, ST, Country, Date (day(s) Month year), p. 00–00.

**Reports.** Author, A.B. 1995. Title of report. WHO 65-07789. Final/Technical Report. Agency (spelled out), City, ST, Country. 000 p. If no authors are listed, put name of agency first.

**Theses.** Author, A.B. 1995. Title of thesis. Ph.D. thesis. University, City, ST, Country, 000 p.

**Web Articles.** Author, A.B. and C.D. Author. 2005. Title of web article. Complete web address. (viewed on month/day/year).

Unpublished data, personal communications and articles in preparation are not acceptable as literature citations and should be referred to parenthetically in the text, e.g., (J.A. Smith, pers. comm., affiliation, address). Verify all personal communications with the source of the information and obtain approval for use of the author's name. Articles that are "In press" may be so designated in the reference. An article is not properly referred to as "In press" unless it has been accepted for publication. The journal in which an "In press" article will appear must be included in the literature citation.

## PROCESSING THE MANUSCRIPT

**Review.** Each manuscript is assigned to an associate editor, who sends it to a minimum of two reviewers with expertise in the subject matter discussed. Reviewers give evaluations, suggest improvements, and recommend acceptance or rejection of the paper. Authors may suggest appropriate reviewers in their field when submitting a manuscript. Reviewing should be completed within three months. If reviewers disagree, the paper may be sent to a third reviewer or a member of the editorial board. The Associate Editor will return all reviewer comments and his/her recommendations to the editorial office,

whereupon the Editor-in-Chief will send a decision letter and the critiques of reviewers to the corresponding author. Return revised manuscripts to the Editor-in-Chief. Manuscripts must be received within three months of the date of provisional acceptance to avoid being considered a new submission.

**Publication.** The page proofs and the copyright form are sent to the corresponding author designated on page one of the manuscript prior to publication. Authors are responsible for proofreading these pages. Return the proof and completed copyright form by first class mail (international authors should use air mail or express courier). With the exception of typographical errors, authors will be charged for changes in proofs that exceed 10% of the original composition of the manuscript. Limit changes to correction of printer's errors when possible. The Editor-in-Chief is also responsible for reading page proofs.

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