

BULLETIN

OF MARINE

SCIENCE

GUEST EDITOR manual



The *Bulletin of Marine Science Guest Editor Manual* is intended for use with proper authorization by all persons serving as guest editors of special issues, special sections, and other publications coordinated and published by the *Bulletin of Marine Science*.

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GUEST EDITOR MANUAL



The *Bulletin of Marine Science* is dedicated to the dissemination of research dealing with the tropical and subtropical waters of the world's oceans. All aspects of marine science are treated by the *Bulletin of Marine Science*, including papers in marine biology, biological oceanography, fisheries, marine policy, applied marine physics, marine geology and geophysics, marine and atmospheric chemistry, meteorology, and physical oceanography.

Why Choose *Bulletin of Marine Science* for Your Conference Proceedings or Special Issue?

Dissemination to the scientific community: 500+ institutional and individual subscribers distributed throughout 56 countries.

Convenience: Guest editors can choose to receive manuscripts at their meeting or conference, or can coordinate with the Editorial Office for online submission of contributions. Our online submission system allows authors to submit manuscripts 24 hours a day, 7 days a week from any location, facilitates the review process, and streamlines communication with contributors. Authors have the ability to check on the status of their manuscript at anytime as it proceeds through the review process and guest editors can easily monitor the progress of all special issue manuscripts through the submission/peer review process.

Flexibility: Most special issues will contain a minimum of 10–15 articles. If the special issue will have fewer than 10 manuscripts, the *Bulletin* reserves the right to move the papers to a regular issue of the journal. In this case, a “special section” will be created to separate special-issue articles from other regular articles appearing in the same volume.

The opportunity to bring creativity to your publication. Examples include:

- A full-page foldout map included in *Bulletin of Marine Science* Volume 73 No 1 “Banco Chinchorro: Investigations on an Atoll-like Coral Reef System in the Mexican Caribbean Sea.”
- A companion book specifically dedicated to management/policy of deep-sea corals accompanied *Bulletin of Marine Science* Volume 79 No 3 “Proceedings of the Third International Symposium on Deep-sea Corals”.
- The opportunity to add supplementary data items to online articles or to the whole special issue including text files (TXT, RTF, DOC), HTML files, images (GIF, JPEG, BMP), PowerPoint® presentations, PDFs, and movies.

No page limit for individual articles. This feature is useful for review articles or invited keynote articles, both common in conferences and symposia.

Well-established international journal with increasing impact in field. ISI 5-year Impact Factor: 1.019 (2008).

Online publication ahead of print: FastTrack™ publishing enables manuscripts to be available to the scientific community as soon as possible. In most cases, a manuscript is “live” within 72 hours after the galley proof is received, reducing the risk of delay that may be caused by the print process or by the coordination of numerous manuscripts for special issues. Authors are notified by e-mail that their paper is available in FastTrack.

Complimentary print or electronic issues provided to all senior authors. Unlimited additional copies available at reduced cost.

Guest Editor Responsibilities:

The guest editor(s) main responsibility is to coordinate and manage the peer review of submitted manuscripts and recommend articles for publication that are scientifically well-grounded and appropriate for an international audience.

Establish a timeline and associated deadlines in consultation with the *Bulletin of Marine Science* Editor. Once an agreement is made and the *Bulletin* reserves a volume and number for your special issue, it will be critical that you meet all agreed upon submission deadlines. Example of a typical timeline is:

- Submission to the guest editor(s) or to the *Bulletin's* online submission system (3–6 months after initial “Call for Papers” is issued).
- First round of reviews (3 months after submission deadline).
- Revisions (2 months after first round of reviews is completed).
- Tentative publication date (3 months after all papers have been formally submitted to the *Bulletin's* Editor).

Decide how the production charges will be covered. Page charges will be assessed at the rate of \$70 per printed page. Generally, 2.5 manuscript pages equal one printed page. Color will incur an additional charge of \$600 per page but may include up to four consecutive (or near-consecutive) pages. Sign and submit the “Page Charge Acknowledgement Form” included in this document. If relevant, obtain a signed form from each author. All forms must be submitted prior to final manuscript acceptance.

Communicate the timeline and submission procedures to all authors. Remind authors of submission deadlines prior to deadline. Authors should be directed to the *Bulletin* web page for manuscript submission guidelines (www.rsmas.miami.edu/bms) or be provided a copy of the “Instructions to Authors” in this document.

Solicit at least two independent peer reviews for each manuscript. Reviewers should be experts on the topic of the manuscript and should not have any collaboration with the author(s) or be affiliated with the institutions of the author(s). The full contact information, including e-mail address, must be included for each reviewer. Guest editor(s) handling the special issue cannot assign themselves as a reviewer of a manuscript.

The *Bulletin of Marine Science* peer-review process is single-blinded. The reviewers know who the authors of the manuscript are, but the authors of the manuscript do not know who the peer-reviewers are. Guest editor(s) may choose to publish the names of the reviewers in an acknowledgment page for all individuals who have performed peer review for at least one manuscript in the special issue.

Examine the reviews and provide a separate guest editor critique of the manuscript. Determine whether revisions will be invited.

Where justified, invite authors to revise their manuscripts. Author revisions should address all of the issues raised by each of the reviewers. Author(s) must provide a detailed letter outlining how they responded to each of the concerns raised by the reviewers and guest editor(s).

Examine revisions and author response letter carefully to determine whether author(s) has adequately addresses all concerns. Check that revision follows BMS format.

Check that all elements of submission are complete. Notify BMS office that file is complete.

Once all of these materials are complete for each manuscript, the Editor will review each file before final acceptance for publication in the *Bulletin of Marine Science*. The *Bulletin* reserves the right to accept, reject, or modify any manuscript submitted as part of a special issue. It is the guest editor's responsibility to communicate this clause to all contributors to the special issue.

INSTRUCTIONS TO AUTHORS



The *Bulletin* accepts monographs (16–30 printed pages), reviews and articles (up to 15 printed pages), notes (up to 5 printed pages), discussions and replies (up to 3 printed pages), and informative stand-alone photographs with legends (1 page). Generally, 2.5 double-spaced manuscript pages equal 1 printed page.

Formatting Requirements

Language:

Only papers in English will be accepted. Spelling, word division, and geographical names should follow either the *Concise Oxford Dictionary of Current English* or *The Merriam-Webster's Dictionary*.

Content:

Authors are strongly advised to consult a recent issue of the *Bulletin* and follow the style and general layout of articles. All manuscripts should be typed in 12-point, Times or Times New Roman font, and double-spaced.

The sequence of the material should be:

- Title Page
- Abstract
- Text
- Acknowledgments
- Literature Cited
- Author addresses
- Tables
- Figure legends
- Figures
- Appendix (if included)

Title Page:

The full title of the manuscript in 20 words or less. If applicable, the geographical location of the research should be referenced along with the full name of any particular focal species (authority credited with naming the species usually should not appear as part of the title).

A running title (eight word limit).

Authors' names directly under the title.

Abstract:

Single paragraph of not more than 250 words.

Briefly states the reason for the research and summarizes the significant findings.

At first mention, a scientific (binomial) name should be written in its entirety including the authority credited with naming the species; i.e., *Palythoa caribbaeorum* (Duchassaing and Michelotti, 1861). Thereafter in the abstract, it is only necessary to abbreviate the species name (i.e., *P. caribbaeorum*) except when the species name starts a sentence in which case the genus must be spelled out in full (i.e., *Palythoa caribbaeorum*).

Text:

Cite all tables and figures in the order in which they are numbered.

Do not abbreviate state, province, or country names.

All scientific (binomial) names written in the text of the manuscript should include the authority

credited with naming the species at first mention only. Throughout the remaining text, it is only necessary to abbreviate the species name (i.e., *P. caribbaeorum*). An exception is when the species name starts a sentence in which case genus must be spelled out in full (i.e., *Palythoa caribbaeorum*).

If there are more than 15 species listed in the manuscript, an alternative is to list species authorities (and common names if applicable) in a table or appendix.

Footnotes are discouraged. Such ancillary information should appear in the text set off in [brackets] or incorporated into the text.

Works in progress (i.e., manuscripts in preparation or review) cannot be cited in the text, and should instead be cited as unpublished data: (J. Smith, University of Miami, unpubl. data). Works in press may be cited as such in the text and in the Literature Cited as (J. Smith, in press). When referencing unpublished data or a personal communication, include the name and institution of the person being referenced (i.e., J. Smith, University of Miami, pers. comm.).

Common abbreviations and symbols such as %, mm, m, g, ml, mg, °C, μm , d (day), hr (hour), yr (year), and so forth, should be used. Measurements are to be given in metric units only. Other equivalents may be given in parentheses if necessary, with the permission of the Editor. Abbreviate units of measure only when used with numbers (i.e., 45 cm, 14 mg, 30 d, etc.). Symbols for “male” (σ) and “female” (φ) will be inserted during typesetting upon request of the corresponding author.

Boldfaced type should only be used when noting a new species. Otherwise, the use of boldfaced, scripted, and underlined text is discouraged.

All first and second headings (i.e., METHODS, RESULTS, DISCUSSION) should be in small caps. All third headings should be set in *italics*.

All text should be aligned to the left. Do not double space after each sentence. Do not use tools such as “Track Changes,” and also refrain from inserting text boxes, headers, footers, and any other formatting devices.

Superscripts and subscripts should be used when necessary (i.e., cm^2 or CO_2).

Numbers one through nine should be spelled out when not associated with units of measure. Thereafter, use number keys (10, 11, 12, etc.).

When referencing literature within the text of the manuscript use chronological order (i.e., Jones et al., 1979; Smith, 1980; Reilly, 1981). If years are the same organize alphabetically (i.e., Jones et al., 1979; McManus, 1980; Smith et al., 1980). Literature cited within the text must be cited in the Literature Cited section and vice versa.

Acknowledgments:

Individuals should be acknowledged using their first initial and last name (i.e., J. Smith).

Include a brief statement recognizing funding agencies, institutions, reviewers, permits, and any contributors to the work.

Literature Cited:

Please refer to a recent issue of the *Bulletin of Marine Science* for guidance on citing literature according to *Bulletin* standards.

All literature referenced in the text must be included in the Literature Cited section and vice versa.

Authors are responsible for the completion and accuracy of the Literature Cited.

All periodical names should be abbreviated: i.e., Smith, J. 1997. Article title. Bull. Mar. Sci. 44: 13–44. Journal abbreviations should be according to the *Council of Science Editors Style Committee's CSE Manual for Authors, Editors, and Publishers, Seventh Edition*. All that JAS: *Journal Abbreviation Sources* may also be used.

When citing a book, the editor(s), publisher, publisher's city, and total pages should be included; i.e., Smith, J. 1997. Book title. Murphy Publishing, New York. 124 p.

When citing a specific article within a book, the format is as follows: Smith, J. 1997. Article title. Pages 11–14 in R. M. Howard, ed. Book title here. Murphy Publishing, New York.

Literature cited should be in alphabetical order. When multiple works are cited by the same author, chronological order is followed. A line should indicate where the name of the author is the same as the above reference. When the first author is the same but coauthors differ, order the citations by the total number of authors first, then alphabetically, then chronologically. An example is as follows:

Smith, J. B. 1987.

_____ and B. J. Carter. 1999.

_____ and W. A. Quail. 1979.

_____, _____, and S. J. Rum. 2001.

_____, _____, and _____. 2003.

_____, R. M. Best, S. P. Roberts, and Y. H. Aki. 2000.

In the Literature Cited, only capitalize proper nouns, and special names of countries or regions of countries, cities or sections of cities, rivers, bays, oceans, mountains, islands, and other geographical names. Do not capitalize or italicize the titles of books, reference volumes, etc. Do not use ampersands (“&”) in citations.

For articles, cite only the volume of the journal in which the article appears. Do not cite the issue numbers unless essential to locating the reference.

Please keep citation of non peer-reviewed material (“gray literature”) to a minimum.

If multiple authors, spell out the first 10, then follow by “et al.” Example:

Maragos, J., J. Miller, J. Gove, E. DeMartini, A. Friedlander, S. Godwin, C. Musburger, M. Timmers, R. Tsuda, P. Vroom, et al. 2008. U.S. coral reefs in the Line and Phoenix Islands, Central Pacific Ocean: history, geology, oceanography, and biology. Pages 595–641 in B. Riegl and R. E. Dodge, eds. Coral reefs of the world Vol. I. Coral reefs of the USA. Springer, Berlin.

We strongly encourage limiting the number of references to a ratio of 1:4 (about one page of citations for every four pages of text).

Electronic and Internet sources:

For a complete list of all types of electronic citations please refer to the *National Library of Medicine Recommended Formats for Bibliographic Citation* (2001) available online at www.nlm.nih.gov/pubs/formats/internet.pdf.

Electronic-journal articles:

Last Name and Initial(s) of Author, [followed by last names and initials of other authors]. Year of Publication. Title of article. Abbreviated Journal Title [medium]; Volume: Inclusive Page Numbers [if available]. Availability Information. Date of Access.

Dahlgren, C. and J. Marr. 2004. Back reef systems: important but overlooked components of tropical marine systems. Bull. Mar. Sci. [serial online]; 75: 145–152. Available from: <http://www.ingentaconnect.com/content/umrmsas/bullmar/2004/00000075/00000002/art00002> via the Internet. Accessed 14 March 2005.

Electronic books or monographs:

Last Name and Initial(s) of Author, [followed by last names and initials of other authors]. Year of Publication. Title of monograph [monograph online]. Place of Publication: Publisher; [Update Information, if applicable]. Availability Information. Date of Access.

Databases:

Last Name and Initial(s) of Author, [followed by last names and initials of other authors, if any]. Title of Database. Version. Place of Publication: Publisher. Date of Publication [Date of Update/Revision; Date of Citation].

Entire web pages:

Last Name and Initial(s) of Author; Title of Webpage [Internet]. Place of Publication: Publisher; Date of Publication [Date of Update/Revision, Date of Copyright, Date of Citation]. Available from: (Insert URL)

Bulletin of Marine Science [Internet]. Miami, FL: Rosenstiel School of Marine and Atmospheric Science, University of Miami; c2005, 14 March 2005. Available from: <http://www.rsmas.miami.edu/bms> (or rsmas.miami.edu/bms)

Discussion lists:

Author of Message. Title of Message. In: Title of List. [Place of Publication: Publisher]; Date of Publication; Date of [Citation date]. Numeration of Message. Available from: Insert URL

Author(s) Addresses:

Addresses of author(s) should be listed after the Literature Cited section of the manuscript in italics.

All addresses should be prefaced by the initials of each author.

E-mail addresses should be set inside angle brackets: <bmsassistant@rsmas.miami.edu>.

Table and Figure Formatting (for final version submission to BMS after acceptance)

Figures and tables, with their legends and headings, should be self-explanatory and should not require reference to the text. Species names should not be abbreviated in either figure or table legends.

Figures should be clear and legible, with 1-inch margins. The dimensions and the thickness of the individual lines, spaces, and letters may also be reduced proportionally.

Each table and figure should start on a separate page. Consistency in headings and format is desirable. Vertical rules or horizontal gridlines should be avoided.

Tables:

Only Excel® spreadsheets and Word® tables are accepted. When using Word, insert a table by using the “Table” menu. Do not use tabs or spaces to separate columns. Do not submit tables as image files.

Do not add extra spaces in rows within or between table columns. Spaces prevent proper column alignment and require reformatting during typesetting.

Do not break up tables as continuation pages (i.e., Table 1 continued).

If a table is large, and consists of numerous pages, the number of columns must be the same for all rows even if cells are blank.

There should be no shading, boldfacing, underlining, or box-line formatting in tables.

Brief table legends should be included immediately above each table.

Figures:

Bulletin of Marine Science accepts EPS, TIFF, and high resolution PDF images only (consider using the predefined “Press Quality” Adobe PDF preset in Acrobat’s “File” menu. This preset contains flattener settings appropriate for complex figures intended for high-resolution output). Refrain from submitting electronic images in Word or any other word processing application.

Please make sure each figure is properly labeled before submission (Figure 1, Figure 2, etc.).

The resolution must be 360 dpi for color, grayscale, or continuous tone images and 1200 dpi for bitmap or line art strictly composed of black and white.

At high resolution (360 or 1200 dpi depending on format) all figures must be sized to fit within the printed page dimensions of 19.4 × 12.5 cm.

Size your images: 29 picas (12.28 cm, 4.833 inches) maximum for portrait images, 42 picas (17.78 cm, 7 inches) maximum for landscape images.

All lines must be at least 0.5 point. Avoid the use of very small print, fine lines (hairlines) or very light stippling — these fade or disappear during final printing, or in the case of text, become unreadable.

Remove gridlines from all figures.

Color graphics are not published unless the author agrees in advance to pay \$600 for each color plate (first plate only). Additional plates will be charged at a discounted rate, depending on the number of color plates submitted. Please contact the Editorial Office for an estimate of color charges.

If a color image is going to appear in the print version of the journal, it should be saved as CMYK color (and not RGB color).

If a figure has shading or texture, it should be saved as a TIFF file to insure the patterns and shading are maintained.

If a figure is divided into parts, and these parts are denoted with letters (A, B, C, etc.), please write or draw these letters in capital case. All tables and figures pertaining to a manuscript published in the *Bulletin* appear in text with capital letters as Fig. 1A, Figure 2C, etc. (not Fig. 1a, Fig. 2c) irrespective of how they appear in the illustration itself. For a match, make sure all figures use capital letters.

Choose fonts for their readability (Helvetica, Times, Arial are good examples). Font size should not be less than 8 point in the final layout size.

Figures with errors will either be returned or printed with the errors. The *Bulletin* does not redraw or modify figures. Please proof carefully.

Figure legends must not be included on the figure. All figure legends should be included separately, in the text following the Literature Cited and tables.

Important! Avoid these common errors when submitting your figures:

1. **Format:** *Bulletin of Marine Science* accepts EPS, TIFF, and high resolution PDF images only (consider using the predefined “Press Quality” Adobe PDF preset. This preset contains flattener settings appropriate for complex figures intended for high-resolution output). Refrain from submitting electronic images in Word or any other word processing application.
2. **Resolution and size:** The resolution must be **360 dpi** for color, grayscale, or continuous tone images and **1200 dpi** for bitmap or line art strictly composed of black and white. At this resolution (360 or 1200 dpi depending on format) all figures must be sized to fit within the printed page dimensions of 19.4 × 12.5 cm.

3. **Use of fine lines and/or small print:** All lines must be at least 0.5 point. Avoid the use of very small print, fine lines (hairlines) or very light stippling — these fade or disappear during final printing, or in the case of text, become unreadable.

Proofs

Following online submission of the final manuscript, the manuscript will be copy-edited and typeset for publication and a PDF galley proof returned to the author via e-mail for final proof reading. Please check your proofs carefully. The author will be responsible for any errors that appear in the final printed version.

“FastTrack” Publication

The *Bulletin of Marine Science* will publish all articles and notes in its online FastTrack section following the return of the galley proof to BMS. In most cases, the paper will be “live” within 72 hours after the galley proof is received. This enables your research to be available to the scientific community as soon as possible, and reduces the risk of delay that may be caused by the print process. FastTrack articles will have a full citation coinciding with the citation in the print and online editions of the *Bulletin*. Authors will be notified by e-mail that their paper is available in FastTrack.

Formatting questions?

Contact the Assistant Editor, Rafael J. Araújo, at <raraujo@rsmas.miami.edu>.

Manuscript Checklist

- [] Have all of the authors followed *Bulletin of Marine Science* format?
- [] Is the Literature Cited complete (citations in the text are found in the Literature Cited and vice versa)?
- [] Are species names abbreviated after first mention (EXCEPT when a species name is used at the beginning of a sentence)?
- [] Are the authorities for species noted (first mention only) in either the text or a table?
- [] If the table is in Word, did the author use the “Table” tool (i.e., each value in the table is an individual cell)?
- [] Are the gridlines removed from all figures? Are all remaining lines and axes at least 0.5 points? [No fine lines (e.g., hairlines) allowed]

Submission Checklist:

- [] Have all manuscripts been thoroughly peer reviewed by at least two independent experts?
Has the guest editor provided a summary page with recommendations to the *Bulletin's* Editor?
- [] Has the author(s) supplied a detailed response letter with the revision?
- [] Are any additional (relevant) communications between the guest editors and authors included?
- [] Are all versions of the manuscript—original, revised, and final—available for reference?
- [] Are all reviews, author response letter, and full reviewer contact information provided for each manuscript file?
- [] If there are tables in the manuscript, are they separated as either Word or Excel files?
- [] Are all figures saved as individual PDF, EPS, or TIFF files at a minimum resolution of 360 dpi?
- [] Has a “Page Charge Acknowledgement Form” been submitted?

PAGE CHARGE ACKNOWLEDGMENT FORM

This form must be printed, completed, and included with the final special issue files.

The *Bulletin of Marine Science* is an independent scientific journal that must be fiscally sustained via subscriptions and author page charges. To offset the high cost of publication, the following page charges apply to all published manuscripts: \$70 per printed page (2.5 manuscript pages \approx 1 printed page) and \$600 for color plates.

As the guest editor for the “_____” special issue of the *Bulletin of Marine Science*, I agree to be held responsible for the total cost of page charges upon acceptance of all manuscripts submitted for publication. This includes informing contributing authors of any changes which may apply to their contribution (e.g., color plates).

Guest Editor Name

Signature

Date

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