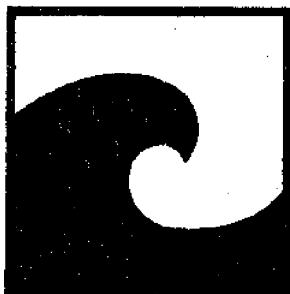


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PUBLICATION POLICY

Jean McAlpine
Frances Richardson

New York Sea Grant Institute
Albany, New York

December 1975
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sample title page



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GUIDELINES FOR RESEARCH PUBLICATION

The National Sea Grant College and Program Act of 1966 requires that Sea Grant awards produce useful information. Disseminating this information to potential users is the responsibility of both the investigator and the Institute and its Advisory Service.

Progress Reports and Final Reports

For a continuing grant, a *technical progress report* is required at the end of each 12 months. For a grant being completed, a comprehensive and publishable *final report* is required. An article submitted for publication in some other medium may substitute for either progress or final report, if it includes sufficient information. The deadline for either kind of report or copies of article submitted is 31 December 1976, to be submitted to Executive Officer John Judd. (See also: THESES, p. 7.)

Two copies of either type of report are required: one original typescript with originals of all illustrations (graphs, line drawings, photos). The second copy should be a complete photocopy (xerox). If you submit your paper for journal publication, two xerox copies of the manuscript (including illustrations) should be sent to us by 31 December 1976, in place of the original typescript, which goes to the journal.

REPORT STANDARDS

The *progress report* is mainly for internal use by the Institute, the national office, other scientists, and interested people. Good technical content and explicit statement of the research's public benefits are its criteria. It will be published, in bulletin format. Besides following the guidelines in this booklet, the author should keep it short (4 to 5 typewritten pages) and clear.

The *final report* must be of a level acceptable for publication by the Institute or for submission to a scientific

journal or other appropriate medium. "Acceptable for publication" means an edited, revised, fully referenced, clean-typed manuscript with abstract, ready for printing. It should be intelligently organized, smoothly worded, concise, and suitably expressed for its intended readers--usually educated nonscientists. If the report is based on a long thesis or if it brings together a massive amount of data, it should be boiled down to include only significant procedures, results, and conclusions.

Review. With the final report, the investigator should submit names and addresses of two persons competent to review his paper, whom the Editorial Board may contact for review.

PUBLICATIONS OUTSIDE AND IN-HOUSE

Outlets external to Sea Grant are the Institute's first publication preference: journals, trade and technical press, proceedings, or popular press and electronic media. We urge the investigator to submit his final report to such outlets (simultaneously sending two copies to the executive officer), telling us by letter the details of the submission at the time and, later, of acceptance or rejection. In the case of acceptance, the Institute requires 150 copies or reprints for our standard distribution, and full citation details for our publications list. In the case of rejection, the Institute can help in finding alternative outlets or may publish the report in-house.

Page Charges and Reprints. Page charges levied by a journal can be paid by the Institute in many cases; contact Assistant Director Jean McAlpine early in the process. Since the Institute requires 150 copies of published reports for its standard distribution, an author should return his request to a journal *through us*, so that we can add our number, which we pay for. Our 150 includes 10 for the author; if the author needs more than 10, they should be requested and paid for by him. Free reprints offered by the journal go to the author.

In-House Publication. The Institute publishes final reports too long, too urgent, or otherwise unsuitable for outside publication. The investigator's obligation continues, through any revisions required by the Editorial Board, until he receives a letter from the assistant director accepting his report for publication. *How quickly a report is published depends directly on its quality: the better the report, the less work for Institute editors, the faster it comes out.*

THESES

A graduate thesis by a trainee or other graduate student working on a Sea Grant research project may constitute part of a final report. Send one copy, including abstract, to the executive officer, accompanying the final report. The Institute publishes abstracts of theses, both those supported by Sea Grant funds and those not supported but related to Sea Grant topics, for its standard distribution recipients and others.

MINI-GRANT REPORTS

For Advisory Service initiated mini-grants, a complete original manuscript with original illustrations should be sent to the office designated at the start to produce it (either Ithaca or Albany). One complete xerox copy should also be sent to the executive officer, for research records.

SEQUENCE OF EVENTS FOR IN-HOUSE PUBLICATION OF REPORTS

- 1) Original manuscript, original illustrations, and one copy received by executive officer and noted for research records.
- 2) Assistant director receives manuscript, announces in *Signals*, copies for reviewers, and files original.
- 3) Editorial Board reviews for scientific merit, readability, and usefulness through the Advisory Service with target audiences. Academic and outside reviewers sought by Board initiative, usually from the names submitted.

- 4) For major revisions, the author rewrites as necessary, according to review comments, and returns to Science Editor Orville Terry.
- 5) Editorial Board assesses revised manuscript, and accepts or rejects. Assistant director notifies author in writing.
- 6) Accepted manuscript scheduled for editing and production. Intent to publish announced to other Sea Grants. Author's help enlisted on clarifying details in editing. Manuscript is dated on the title page with both date of publication and date (revised) manuscript received.
- 7) Page proofs sent to author for proofreading and approval. No extensive revision permissible at this point.
- 8) Printing. "New Publication" announcement prepared.
- 9) Distribution to the standard list: Office of Sea Grant, *Sea Grant 70's*, the Pell Depository, Environmental Science Information Center (ESIC) for federal distribution and abstracting services, the seven depository libraries in New York State, six New York State agency heads, the Advisory Service offices, and the author.
- 10) Remaining copies are sold (cost covers printing and handling only) to individuals, agencies, and firms by request and at conferences and meetings. Reprinting is undertaken only if the publication proves very popular.
- 11) When the publication is out of print, those requesting copies are referred to the National Technical Information Service (NTIS), which sells paper and microfiche copies, and to the Pell Depository and New York State depository libraries for interlibrary loan.

ADVISORY SERVICE PUBLICATION GUIDELINES

New York Sea Grant Advisory Service personnel may find the following suggestions by Media Specialist Linda Camp helpful for preparing publications. These are intended to give a flexible framework for good quality results.

File copies of any Advisory Service materials should be sent to Ithaca (to media specialist) for the resource library.

Publications should fall into one of the following categories:

Local Publication

- Description:** Simple format, probably mimeographed or xeroxed. Of short-term or immediate value for specific in-state audiences. Local or specialized newsletters, flyers.
- Production:** Usually initiated and executed by a single office using local duplicating facilities.
- Distribution:** One or more offices, mass mailings from one or more offices.
- Editorial Assistance:** May go through media specialist or other consultant, but not necessary. Before beginning a newsletter, consultation with media specialist is strongly recommended.

Regional/State Publication

- Description:** More sophisticated format, may or may not be typeset, broader applicability, useful for a longer period of time, mostly in-state audiences with potential for outside.
- Production:** Probably one office with other offices and "outside experts" providing content and review. Local or Ithaca printing facilities.
- Distribution:** Several offices likely, probably listed in *Coastlines*, possible distribution by non-Sea

Grant groups and agencies in New York State and out of state. Listed in New York Sea Grant publication brochure.

Editorial Assistance: Strongly recommend review by media specialist and other specialists at some point before final printing and distribution.

Official Advisory Service Publication

Description: Professional format, long-term value in state with probable use out of state. Will carry official publication number and Department of Commerce credit statement. Copies to standard distribution list. Intent-to-publish notices will be initiated from Ithaca office.

Production: Through Ithaca office or other Sea Grant auspices, using professional printing facilities (typeset).

Distribution: Through all offices, listed in *Coastlines*, listed in New York Sea Grant publication brochure; distributed by other Sea Grant programs and groups.

Editorial Assistance: Must go through media specialist. Outside editorial and technical assistance will be obtained by media specialist as needed.

Research and Technical Publication

Any publications that seem to be of a technical nature and aimed at specialized audiences should be routed to the Albany office to be considered by the assistant director. For publication of mini-grant results, see page 7.

INFORMATION TYPES AND DISTRIBUTION

Range of Sea Grant Publications

The publications brochure lists both research and Advisory Service products. Research publications are of the following types: reports, bulletins, journal reprints, books, thesis abstracts, and information pieces on Sea Grant like the annual report and yearly program. The MESA New York Bight Atlas monograph series is a separate group of research publications. Advisory Service products are of several types: *Coastlines*; the Insight series of booklets; marine trades flyers; mimeographed materials and other booklets; flyers; films; slide series; slide/tape programs; youth programs of slides, tapes, and handouts; videotapes; and an audio-cassette series of lectures.

Kinds of Information Other Than Reports

Dissemination of useful results in formats other than reports is an important part of Sea Grant's responsibility. Articles for newspapers and magazines, TV interviews or panel shows, speeches, workshop papers, and other kinds of information for the public are highly desirable. In particular, the *Coastlines* audiences are interested in Sea Grant research; you are urged to offer articles and photographs to the *Coastlines* editor. Both researchers and Advisory Service often produce such public information. The Advisory Service media specialist and the Albany editors can offer content, design, and interview suggestions; we encourage you to consult them. Copies of any public information pieces and notice about media coverage should be sent either to Ithaca (A/S) or to Albany (research). Newspaper clippings in particular (the actual clipping, not a xerox) should be sent to the assistant director for the University clip service, National Sea Grant, and other uses.

When investigators are asked to write a popular-audience piece on their research, or originate such a piece themselves for news or an outside magazine or especially for

Coastlines, what is usually wanted is something short, general, and current, a kind of progress report, with a guess about what their conclusions will be and with vivid details and word pictures. This kind of article does not constitute an "early leak" or prepublication information that might jeopardize acceptance of the final report by a scientific journal. The technical level of the final report, replete with tables and figures, makes it quite a different kind of publication aimed at a more critical audience.

Photographs, slides, and graphics are especially valuable for public information. It's a good idea to have an organized package of slides on your work. Please let Albany/Ithaca communicators know about these, and let us take a look at them as early as possible. We may want to duplicate the package, or at least know about them for information's sake. We urge you to take pictures of your research projects and send copies to Albany with or without a script or report; they do need captions. The Ithaca office is the main photograph repository except for photographs associated with a research report. If you request it, all illustrative material will be returned to you.

Sea Grant's Standard Distribution

Every report, bulletin, program piece, and official Advisory Service publication receives at least this distribution. You may be interested to know who reads your material.

<u>Office or Agency</u>	<u># of Copies</u>	<u>What They Do With Them</u>
National Sea Grant Program	5	Congress, federal agencies
Sea Grant Depository (Pell Library)	3	Keep on deposit; interlibrary loan
Sea Grant 70's (national magazine)	1	Publish abstract
Environmental Science Information Center (ESIC)	50	-National Technical Information Service (abstracting) -federal libraries and government information centers -Ocean Science News -Pollution Abstracts -requests

<u>Offices and Agencies in New York State</u>	<u># of Copies</u>	<u>What They Do With Them</u>
Advisory Service offices	22	Hand out for information
New York depository libraries: SUNY Albany, Binghamton, Buffalo, Stony Brook, CESF at Syracuse, Cornell, and NY State Library	1 each	Keep on deposit; local loan
Six NYS agencies: DEC, PSC, Commerce, Div. State Planning, Parks and Recreation, and Assembly Scientific Staff	1 each	Internal information

STYLE INFORMATION FOR REPORTS

Final reports must be submitted in publishable form, camera-ready; progress reports should be as nearly publishable as possible. Where a report is being submitted to another medium, you will naturally conform to that medium's style requirements. A camera-ready typescript for offset printing (a photographic process) demands only slightly more care than a paper to be typeset by a journal. Remember to double-space (or space-and-a-half, if your typewriter has this feature): it makes for easier reading. And enlist the services of a good draftsman, a good editor, and a good typist on your campus or in town. This will be important in saving publication time.

Writing the Paper

These suggestions from the editors of *Science* have repeatedly proved their worth for papers Sea Grant editors have worked on. Every single reminder deserves an exclamation point and a "Please note well!"

Writing Papers

Organize your material carefully, putting the news of your finding or a statement of the problem first, supporting details and arguments second. Make sure that the significance of your work will be apparent to readers outside your field, even if you feel you are explaining too much to your colleagues. Present each step in terms of the purpose it serves in supporting your finding or solving the problem. Avoid chronological steps, for the purpose of the steps may not be clear to the reader until he finishes reading the paper.

Provide enough details of method and equipment so that another worker can repeat your work, but omit minute and comprehensive details which are generally known or which can be covered by citation of another paper. Use

metric units of measure. If measurements were made in English units, give metric equivalents.

Avoid specialized laboratory jargon and abbreviations, but use technical terms as necessary, defining those likely to be known only in your field. Readers will skip a paper they do not understand. They should not be expected to consult a technical dictionary.

Choose the active voice more often than you choose the passive, for the passive voice usually requires more words and often obscures the agent of action. Use first person, not third; do not use first person plural when singular is appropriate. Use a good general style manual, not a specialty style manual. The University of Chicago style manual, the style manual of the American Institute of Physics, and the *Style Manual for Biological Journals*, among others, are appropriate.

Use a standard style manual. The *Style Manual for Biological Journals*, also known as the *CBE Style Manual* (Conference of Biological Editors), is available from the American Institute of Biological Sciences, 3900 Wisconsin Avenue, NW, Washington, DC 20016. Another standard one is the American Chemical Society's *Handbook for Authors*. You probably already have the extremely useful paperback, *A Manual for Writers of Term Papers, Theses, and Dissertations* by Kate L. Turabian.

Use both metric and English units of measure; use both Celsius and Fahrenheit figures for temperatures. This means in both text and tables. Use metrics first, English in parentheses in text or separate column in table. The only permissible exceptions are knots instead of miles per hour; millibars for pressure; long, short, or metric tons as the language of the trade demands; sand and gravel dredged in cubic yards, sold in short tons.

Be consistent throughout your paper in the style of symbolology. Here are four examples of ways to express the same value: (a) 385,000 cubic meters per second, (b) 385,000 cu m/sec, (c) 385,000 m³/sec, (d) 385 × 10³m³sec⁻¹. You might choose one style for text and a more abbreviated style for tables and figures. What's wanted is a style appropriate to your field and topic, and consistency.

Think About Your Audience

Think of your report as being read by a mixed audience of both scientist colleagues and interested citizens, like town environmental commissioners or members of the Sierra Club. A mixed audience is the single most important fact of life for Sea Grant writing. To ignore this blunt fact is to commit the single most glaring blunder the Editorial Board encounters.

The main thing to say first is *what* you found out or did and *why* you wanted to explore that. Check back to be sure

you've explained your purpose and its significance to people's lives; prevent anyone's asking afterwards, "So what? What does that mean to me?"

Unless your method is particularly startling or innovative, skip it, or give it a once-over-lightly. Most of the audience doesn't care about procedural subtleties, even though you may be proud of them.

Photographs can be useful and attention-getting. Use captioned black-and-white glossies, 5 x 7 or 8 x 10, the more the better. Other graphics are also helpful (or necessary). These can be charts, graphs, diagrams, drawings, maps--originals in drawing ink, or photostats, not xeroxes.

About technical language: try to be alert to your use of "hard words," especially clumped together. Rephrase in everyday language and explain the special terms.

Example: The tidal oscillation in the Sound is approximately one quarter of a standing wave, with the node near The Race and the antinode near the western end of the Sound.

Rewritten: The tide doesn't "roll into" the Sound. It is a standing wave: the water tips up at one end and down at the other, something like a seesaw, and then sinks while the other end rises. The most height, up to down--the antinode of the wave--is in the western end of the Sound near the narrowest point, not far from the Throgs Neck Bridge. The node--the midpoint where the water doesn't move vertically--is near The Race where the Sound opens to the Atlantic.

Technical language is precise and economical *with your colleagues*. With a mixed or nonspecific audience, choosing understandable words shows your adaptability and consciousness of what's appropriate.

Copyrights

Present government practice on copyright permits researchers to copyright their publications, despite government funding, as long as the proviso statement shown on page 21 is added. Most journals hold the copyright on articles they publish;

they are supposed to add the proviso statement if the research has been publicly funded.

For reports published in-house by Sea Grant, the Institute holds the copyright--though so far we have registered for copyright only certain books and New York Bight monographs. If someone requests permission to quote or reproduce figures from our copyrighted publications, it is our practice to forward our permission letter to the author, for his consideration as well as ours.

Authors are responsible for obtaining in writing a copyright holder's permission before quoting extensively or using illustrations. Unpublished works are protected by common law and also may not be used without the author's permission. The judicial doctrine of "fair use" has long allowed reproduction of some copyrighted material without permission; an example is quoting a passage or two in a review or in a textbook or scholarly work, particularly when the use will not profit the author financially. If your publication includes material for which you should obtain written permission, submit the responses with your manuscript, to be kept on file by the Institute.

Style Tips

The following tips should help you be consistent with our style and avoid some common mistakes.

NUMBERS, DATES, TIME, ABBREVIATIONS

- 1) Spell out numbers one through nine. Use figures for 10 through 999,999. For numbers over six figures, the style is: 1 million, 2 billion, 1.8 million, but 1,827,346.
- 2) December 1975 (no comma), 25 December 1975.
- 3) Dollars and cents: \$6 (not 6 dollars), \$6.25, \$6 million, 25 cents, half a million dollars.
- 4) Spell out cubic, feet, pounds, percent in text. In tables and within parentheses, use cu, ft, lbs, %.
- 5) Use degree symbol for temperature: 60°C (140°F).
- 6) 10 A.M., 10:30 P.M. (not 10:00 A.M.)

SPELLING

- 1) Use Webster's Third International Dictionary to check spelling and word division.
- 2) No periods in SUNY, NOAA, DC. Use NY, LI, and US when they modify, but spell them out when they stand alone: NY fisheries, the fishing industry on Long Island.
- 3) Use English plurals rather than Latin plurals: appendices, indexes, formulas. Exceptions: data and criteria. These two are plurals, and verbs should agree: The data show that our hypothesis is correct. The accepted criteria of adequate diet are the basic four.

CAPITALIZATION

- 1) For most titles, capitalize only when they appear before the person's name: State Senator Bernard Smith (but Javits, the senator from New York; the director of the budget).
- 2) Use Atlantic Coast for the region, but Atlantic coast when you're talking about the shoreline. Similarly, Northeast refers to the region; northeast, to a point of the compass.
- 3) "The" is sometimes part of a full, correct name: The Battery, The Race, The Narrows, The New York Times, The Research Foundation.
- 4) New York State, Nassau County (full names), but state, federal, county. Exceptions: Bight (for New York Bight), Sound (for Long Island Sound) are capitalized on their own.
- 5) Advisory Service when referring to the organization; advisory service when you mean functions.

PUNCTUATION

- 1) Use final comma in a series: a loaf of bread, a jug of wine, and thou.
- 2) In a quote, put periods and commas within quotation marks.
- 3) In a quote, when you are omitting words in the middle, use three dots (leaders). Don't use leaders at beginning or end of a quote.
- 4) We prefer the name-year system for in-text references: (Smith 1975) but (Smith, in press) and (Brown, unpublished data) and (C.D. Jones, personal communication). The number system (1) is acceptable when reference in the name-year system is awkward. Use one system throughout.
- 5) When in doubt, don't hyphenate compound words: biweekly, nonviolent, saltwater (adj), socioeconomic, overproduction, seawall, antisocial. Use Webster's Third International Dictionary to be sure about others. The hyphen

is used in constructions like these: three-mile hike, 30-car train, decision-making process. It is also used to avoid confusion in words like re-form (meaning to form again).

- 6) A dash is actually made up of two typed dashes, with no space before or after: Opponents--environmentalists and others--aren't sure offshore leasing is ecologically safe.
- 7) No apostrophe is 1970s, PCBs.

OTHER POINTS

- 1) New York Sea Grant Institute. There is no "State" or "Program" in our name.
- 2) Avoid and/or if at all possible. Use one or the other.
- 3) That/which. *That* is preferred in restrictive clauses: The university that he admires most is Harvard. In non-restrictive clauses, *which* is mandatory: Harvard, which is not his alma mater, is first in his affections.
- 4) Use for example (not e.g.), that is (not i.e.).
- 5) To keep manuscript from being dated, use "since 1970" or "from 1970 to 1975," not "in the past five years."
- 6) When writing about New York City, don't confuse county and borough names:

<u>County</u>	<u>Borough</u>
New York	Manhattan
Bronx	Bronx
Kings	Brooklyn
Queens	Queens
Richmond	Staten Island

ORGANIZING THE REPORT

We suggest the following framework:

TITLE PAGE
ACKNOWLEDGMENTS
CONTENTS
ABSTRACT
TEXT
REFERENCES
APPENDIXES

Start each section on a new page, except that a short abstract may appear on the same page that starts the text.

Title Page

Begin the title with a word useful in indexing and information retrieval (not "Effect" or "New"). You may start with "A/An" or "The" since indexers ignore them. The title may be conventional (mostly nouns and adjectives), a sentence (containing a verb), or a structure with a colon (The Urban Sea: Long Island Sound). Limit it to two lines of complete words with no more than 55 characters per line (spaces between words count as one character each). Do not use abbreviations. Type the title in the middle of the title page, centered between the margins.

Follow it with the author's name, affiliation, and location (for example, Department of Sociology, State University of New York at Stony Brook). Use initials or given name, as you prefer. Coauthors (co-investigators) should get equal billing. Colleagues or assistants who helped but weren't equal partners may be mentioned in an Acknowledgments section.

CREDIT FOR SPONSORSHIP

At the bottom of the title page, put this statement:

This research was sponsored by the New York Sea Grant Institute under a grant from the Office of Sea Grant, National Oceanic and Atmospheric Administration (NOAA), US Department of Commerce.

If the report is being submitted to a copyrighted publication outside Sea Grant, add:

The US Government is authorized to produce and distribute reprints for governmental purposes notwithstanding any copyright notation appearing hereon.

Abstract

The abstract is of utmost importance, for it is read by 10 to 500 times more people than the entire paper is. The abstract is a statement of the objectives, contents, and conclusions of the paper. It points out significant information and data inadequacies and indicates the relevance of the paper to the New York coastal region. It should be a useful preview of the complete paper but also should be self-explanatory and intelligible in itself.

State briefly and specifically what the paper reports. Lay out the facts. Do not describe the paper in such terms as "Feeding activity of fish during the summer months is discussed." Write instead, "In the summer, largemouth bass fed most actively between 9:30 and 11:30 A.M."

Use complete sentences, standard nomenclature, no abbreviations, and avoid jargon. Omit references to literature, illustrations, and tables. Call attention to new numerical data and observations even though some may be incidental. Limit the abstract to 100 words.

Text

The internal organization of the text, if you follow the suggestions of the editors of *Science*, will highlight your findings on the problem, not your methods. Rather than using "Methods, Results, Discussion" sections, you may do better writing sections on the situation, the work you did, and recommendations or conclusions.

Begin the text on page 5, numbered at the foot of the page. (See Page Numbers, p. 26) Literature references in the text should use the name-year system, like Smith and Jones (1970)

or (Smith and Jones 1970). You may use a numbering system for literature references if necessary. Footnotes should be used only for comments on substance, not for references. One footnote on a page should be indicated by an asterisk and typed at the foot of the page. Use raised numbers for more than one. If you can avoid them, don't use footnotes at all.

TABLES AND FIGURES

Tables and figures, with their captions, should appear in the text immediately after their first mention or as close as possible. Make certain that each table or figure is mentioned in the text. A complete set of camera-ready *original* tables and figures must be included with the typescript, that is, original drawings or photostats on photographic paper. Xeroxes are *not* acceptable as originals. Design them with the proportions of the printed page (5 1/2" x 8 1/2", when reduced) in mind. We prefer tables and figures placed so they may be viewed without turning the page sideways. Figures and tables often improve in appearance if they are reduced; you may decide to submit proportionately larger illustrations which we can then reduce. You need not use a separate page for each table and figure. If it fits nicely into the text, put it there, or draw a space for it there, numbered consecutively with Arabic numerals (separate series for tables and for figures). Don't paste photostats or photographs onto the pages, however; the glue distorts the surface for printing.

Don't leave blanks in tables. Indicate *nil* or *unavailable* or *not applicable* by some code.

Attribute tables and figures to a source. If you are the source, particularly if you made up a table or figure just for this report, no source note is needed.

MAPS

Significant geographic features mentioned in the text should be shown on a map, if a map is part of the paper. Use a

graphic (bar) scale (in metrics and English units) that will reduce with the map. Make sure there is an arrow pointing north to orient the reader. Again, send camera-ready originals.

References

All literature referred to in the paper, and only that, should be listed alphabetically by first author's surname. Among the disciplines, reference styles vary; use the style followed by the leading journal in your field. This protects you from nit-pickers. If you choose, you may follow these standard forms:

Journal

GRILL, E.V., and F.A. RICHARDS. 1964. Nutrient regeneration from phytoplankton decomposing in sea water. *J. Mar. Res.* 22:51-69.

Note capitalized authors' names followed by year of publication. Note capitalization on first word of title only. Journal name underscored or italicized. A long list of journal/serial name abbreviations adapted from the Z39 list of The American Standards Association is given in *CBE Style Manual*, pp. 82-87.

Book

HARMAN, H.H. 1967. *Modern factor analysis*. Chicago: Univ. of Chicago Press. 474 pp.

Note title italicization and first-word capitalization. Place of publication included before publisher.

Glossary

Draw up a glossary, if difficult or technical terms not likely to be known to an educated nonscientist are used in the text.

Appendixes

Appendixes are not an essential part of every paper. Material that belongs in an appendix: explanations and

elaborations too long for footnotes but helpful to a reader seeking further clarification. An appendix should not be a repository for odds and ends that the author couldn't work into the text.

CAMERA-READY TYPING

Throughout this style guide we have followed our own recommendations, so you can see how they look. Turabian's Appendix I has a good discussion of typing for clean copy.

Equipment

Don't use thin paper or easy-to-erase paper; it smears. Use a good weight of 8 1/2 × 11 inch, smooth-surfaced white bond. Type on one side only. We will print back to back, however.

An IBM Selectric or Executive typewriter produces good results. Use pica type (as in these guidelines) because elite type reduces too small for legibility.

For the sake of good photo-reproduction, use the best ribbon available: a black carbon film ribbon you throw away afterward is best. Next best is a *new* cotton ribbon, then a nylon ribbon.

Use Liquid Paper or Snopaque. Use correction tape. Don't use Ko-rec-type. It doesn't cover sufficiently for camera copy.

Pencil marks made by a pale blue pencil are safe; they don't reproduce photographically. Any other marks will show up, so make sure the copy is clean.

Spacing

For the text portion, double-space (or space-and-a-half). The same goes for tables.

Keep side margins generous (1 1/4") and top and bottom margins thin (3/4").

For standard typewriters, use a three-character paragraph indent. Use an ordinary double-space between paragraphs; triple-space between subheaded sections. It is also

acceptable to flush left with an extra space between paragraphs (as in these guidelines).

At a page foot, type at least two lines of a paragraph; don't end a page with the first line of a paragraph. Don't hyphenate a word over a page break.

Page Numbers

Center page number at bottom of page. Title page has no number but is considered page 1. Acknowledgments appear on page 2 (unnumbered). Contents should be on page 3 (unnumbered). A list of tables and figures may appear on page 4 (unnumbered), or the back of page 3 may be marked "blank" in light blue pencil. Start numbering (and text) on page 5.

Headings

Organize your headings and subheadings something like this:

FIRST ORDER HEADS	all caps, centered
<u>Second Order Heads</u>	upper and lower case, underscored or italicized, centered
THIRD ORDER HEADS	all caps, flush left, set off from text
<i>Fourth Order Heads.</i>	upper and lower case, flush left, underscored or italicized, full stop, run into text

You need not follow this precise order of heads, especially if your typewriter can use SMALL CAPS. But be consistent throughout.

Tables and Figures

Tables and figures must be camera-ready originals. Photo-composed or typeset lettering, "rub-on" or transfer lettering, Leroy lettering, or hand lettering with India ink, on heavy white paper or blue-lined coordinate paper (called "Bristol board") is fine. Zipatone patterns print well. Rubber cement is the recommended adhesive (except for photographs, as we said before).

In graphs, use heavier lines for curves than for axes. Place labels parallel to the axes, using upper- and lower-case letters. Put units of measurement in parentheses after the label--for example, Length (m). Plan your figures for the smallest possible printed size consistent with clarity; we suggest you draft figures using no more than a 6 x 10 inch space (including caption and page number)--we would reduce this to 75 percent of the original, to fit on a 5 1/2 x 8 1/2 inch page.

For table and figure titles, we suggest this style, placed above the table, below the figure, but the same form for both:

TABLE 5 *Waste Disposal Sites in Long Island Sound and Waste Loads (volumes in thousands of cubic meters per year)*

or, if you don't have italics:

FIGURE 3 LITTLE NECK BAY: MEDIAN GRAIN DIAMETER (in microns)

The source of a figure or table should appear below it, thus:

Source: Smith 1970.

The full reference should be given in the list of references after the text.

A full table should make all these points easy to visualize:

TABLE 1 *Declining Acreage of Salt Marsh Meadows, Nassau and Suffolk Counties*

	<u>1954</u>	<u>1959</u>	<u>1964</u>	<u>1968</u>
Nassau County	14,130	11,911	9,495	9,462
Suffolk County	20,590	19,208	17,008	12,930
TOTAL	34,720	21,119	26,503	23,392

Source: Office of Planning Services 1972.

Turabian has a good chapter on organizing tables, and another on illustrations. More suggestions from *Science's* editors:

Fastening

Tables. Double space throughout. Give each column a heading. Indicate units of measure in parentheses in the heading for each column. Do not change the unit of measure within a column. Do not use vertical rules. Do not use horizontal rules other than those in the heading and at the bottom. A column containing data readily calculated from data given in other columns can usually be omitted; if such a column provides essential data, the columns containing the other data can usually be omitted.

Don't staple. Don't punch holes. Holes show up in the printing. Use a "slide" binding or a clamp-style folder, or simply a paper clip.

Mailing

Package your manuscript solidly, with cardboard to keep the original illustrations unbent. We don't recommend standard manila envelopes. Send it first class, perhaps requesting a return receipt.

Equations and Fractions

Use extra spacing around all equations and formulas that are to be set off from the text; most should be. Start them indented three spaces from the left margin. Use the solidus (/) for simple fractions. If braces and brackets are required, use built-up fractions. Give the meaning of all symbols and variables in the text immediately after the equation. Strictly speaking, letters used in mathematical expressions should be italicized, but ordinary type (used here) is OK. Three equations that should give you an idea of the correct style:

$$k = c_v a_v' \gamma_w$$

$$\zeta(t) \, d\zeta(t) / [(1-n)\zeta(t) + H_0] = (k/n) \, dt$$

$$T = \frac{nH_0}{k(1-n)^2} \frac{(1-n)/n}{\ln n}$$

For Selectric typewriters, there is a symbol ball which types Greek letters and other mathematical symbols. If you expect to be using a lot of equations, get hold of a symbol ball.

Proofreading

Good proofreading will catch any typing errors and can save publication time. We recommend that someone other than the author or typist do the proofreading.

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