

# GUIDELINES FOR AUTHORS OF SCIENTIFIC PAPERS FOR THE ICCAT SCRS AND COLLECTIVE VOLUME SERIES

## 1. Introduction

The ICCAT Collective Volumes (also known as “Red Books”) are produced annually and contain the Reports of SCRS Working Groups, the Detailed Reports of stock assessment sessions, and the scientific contribution papers (non peer-reviewed) submitted to the SCRS. Generally there is one volume per year with 4-5 numbers.

Scientific papers are solicited and received from scientists. Papers may be written in English, French or Spanish. There are no page limits for the contributed papers, although authors are urged to limit the content of their papers to the material that is essential to understand them. Papers are not peer-reviewed, except for some special editions, and responsibility for the contents rests upon the authors and not ICCAT.

## 2. Submission process

**To be more consistent with the submission process of other learned journals, without sacrificing quality, authors are requested to follow formatting instructions closely. Failure to follow formats may result in your paper being returned to you for re-formatting. Publication of your document may be delayed by one year or canceled, as a result. Please consult the checklist at the end of the document before submitting your document.**

Prior to each SCRS meeting, there is a call for papers. Following the SCRS Plenary Sessions, a notice is sent to all senior authors of SCRS documents requesting them to indicate their intention to publish their documents in the Collective Volume series, and to submit their papers by the deadline date stipulated in the notice. Authors **must** provide the Secretariat with an **electronic copy** in WORD (**storage support** or **by e-mail**) of all papers, including tables and figures. The deadline for the receipt of documents is 09:00 on the first day of the meeting where the paper is presented, and the deadline for receipt of final electronic copies for publication will be that indicated in the notice sent prior to the end of the year.

## 3. Formats

**First page of document** should include the title, author(s) with addresses, including e-mail address, in a footnote, the summary (**180 word limit**) and keywords. Summaries will be translated by the Secretariat to the three official ICCAT languages and inserted on the first page. The summaries should include the aim of the investigation, a brief description of procedures applied and results, and conclusions (if any). Because abstracts are subsequently included in bibliographic databases (ASFA, ICCAT), it is important that they represent the research clearly and concisely.

**Keywords:** Choose up to 10 from the attached list. The attached list includes the most common keywords in fisheries (in English only), which are used in the ASFA database. Regardless of the original language of the paper, keywords should only be in English.

**General text** must be in Times New Roman 10 (see margins below). Headings should be short, reflect a logical sequence, and follow the rules of multiple subdivision (*i.e.*, there can be no subdivision without at least 2 two subheadings). The entire text should be intelligible to readers and therefore, acronyms and abbreviations should be written out and all lesser-known technical terms should be defined the first time they are mentioned. Dates should be written as follows: 10 November 2019. Measures should be expressed as metric units, *e.g.*, metric tons (t).

**References** to works that have been published: The format for references **within the text** should follow the name and year system. In the text, write “Smith and Jones (1999)” but if the reference is parenthetical, then write “(Smith and Jones 1999).” In the **References section**, list alphabetically by the last name of the major author. References that have the exact same author(s) and published in the same year should be assigned a letter to distinguish among them (2002a for the first, 2002b for the second, etc.), and these should be cited as such in the text! Authors are responsible for completeness of all references. References format: Author (last name, followed by first name initials), year, title of report or manuscript, abbreviated title of the series in which the article was published, volume number, page numbers. The abbreviated title should be in accordance with the list of abbreviated titles of series (List of Serial Title Word Abbreviations-ISO4, published by the International ISSN Center, at 20 rue Bachaumont, F-75002 Paris; <http://www.issn.org>.) For books please provide publisher, city and country. (see Section 4 for samples).

**Tables** should be grouped together and placed immediately after the text. Tables should be cited in numerical order in

the text. Tables should be numbered (in Arabic numbers) and the table headings should be placed above the table; avoid using grids. Table headings should be short but sufficient to allow the table to be intelligible on its own. All unusual symbols should be explained in the Table legend. Other incidental comments may be footnoted.

*Figures* should be grouped together and be placed after the tables. Figures should be cited in numerical order in the text. Figures should be numbered (in Arabic numbers) and the figure caption should be placed beneath the figure; avoid using grids. Clearly identify numerical scales, units and legends for the X and Y axes for each figure.

*Formulas* should be italics, with double spacing above and below the formula.

For your convenience, below is a **summary** of the formatting instructions and a **model page** is attached.

#### 4. Summary of formatting instructions

<i>Software:</i>	MSWord
<i>Paper size:</i>	A4
<i>Margins:</i>	Top, Bottom, Left, Right: 2.5 cm Headers: 1.5 cm; Footers: 2.0 cm Summaries: Indented by 1.2 cm (left and right).
<i>Line spacing:</i>	Text: Single Between paragraphs: Double Before major headings: Triple (For contributors using an East Asian version of MSWord, please ensure that the printed copy is indeed single-spaced.)
<i>Page numbering:</i>	None
<i>Header:</i>	First page only: SCRS/2019/xxx [insert year and document number]
<i>Font type:</i>	Times New Roman (TNR)
<i>Font size:</i>	Title of Document: <b>TNR 12</b> Rest of Document <b>TNR 10</b> Footnotes: <b>TNR 8</b>
<i>Case:</i>	Only the document title on the first page in CAPS!
<i>Tabs:</i>	No paragraph indents
<i>Files:</i>	1 file in MSWord (formatted according to above instructions)

#### 5. Checklist

Before submitting your paper, have you...

- used MSWord?
- used A4 paper, 2.5 cm margins, 1.5 cm headers and 2.0 cm footers?
- Times New Roman 12 caps **only** for title of the document? Times New Roman 10 font for text,
- single spaced the text? double spaced between paragraphs?
- included a Summary and Keywords?
- kept to the 180 word limit for the Summary?
- used the "insert" "footnote" feature of MSWord to include the author(s) address(es)?
- numbered all tables and figures consecutively?
- refer to all of the tables and figures in the **boldface** text in the text?
- verified the bibliographic references in the text with the References section?
- updated the reference if any document indicated as "in press" has since been published?

[2 spaces]

## TITLE OF PAPER

[TNR 12, CAPS, BOLD, CENTERED]

[2 spaces]

[ALL text hereafter in TNR 10]

John D. Smith, John D. Jones<sup>1</sup>

[Authors names: title case, centered]

[2 spaces]

### SUMMARY

*The Left and Right margins for the text of the Summaries should be INDENTED by 1.2 cm. The summary must be not more than 180 words and should not contain any citations. The Secretariat will translate the summaries into the two remaining ICCAT languages and insert them into the title page.*

[Italics.  
Indent left  
and right  
margins by  
1.2 cm.]

KEYWORDS [Italics, Centered]

*See attached list*

[START TEXT OF DOCUMENT]

[Reset all margins to 2.5 cm. [NO paragraph indent.] The text of the papers can be submitted in any of the three official languages of the Commission (English, French, Spanish).]

**1. Major headings: Bold, sentence case** [triple space before starting a new major heading]

**1.1 Sub-headings: Italics, bold, sentence case** [double space before sub-headings and between paragraphs]

**1.1.1 Sub-titles within sub-heading: Italics, lower case**

### Fórmulas

$${}^gYPR = \sum_a Y_a \cdot {}^g\bar{R}_a$$

### References

Surname of first author, name or initial(s), Surname(s) of other author(s), name or initials. Year of publication. Title of paper. Journal or publication Vol. (No.): pages.

#### *Example:*

ICCAT. 2003. Atlantic Swordfish Executive Summary. *In* ICCAT Report for Biennial Period 2002-03, Part I (2002), Vol. 2: 115-124.

Anon. 2003. Report of the 2002 Atlantic Swordfish Stock Assessment Session. *Collect Vol. Sci. Pap. ICCAT* 55(4): 1289-1415.

Smith, J.E. and Brown. Assessment of skipjack stocks. *FAO Fish. Yearbook* 22(5): 262-265.

Cressie, N.A.C. 1993. *Statistics for Spatial Data*. Revised edition, New York, Wiley. Wiley Series in Probability and Mathematical Statistics. DeAngelis, D.L., Mooij, W.M., Basset, A. 2003, The importance of spatial scale in the modeling of aquatic ecosystems. *In* Seuront, L., Strutton, P.G. (Eds.) *Handbook of Scaling Methods in Aquatic Ecology*, London, CRC Press, pp.383

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<sup>1</sup> Affiliation, address, etc. E-mail address of lead author. [Times New Roman 8]; please use the “insert” “footnote” feature of MSWord.

[Number Tables and Figures consecutively (in Arabic numbers); Place table heading **above** the table; place figure captions **below** the figure. Cited tables and figures in the text should be **boldface** type (e.g., "...as illustrated in **Table 1** and **Figure 1...**").]

**Table 1.** Headings of tables should be short but sufficient to allow the table to be intelligible on its own.

Insert tables here:

- Please use TNR 10;
- Please avoid using grids;
- Please keep standard margins (above);
- Please do not paste "pictures" if possible, prepare or convert your table to MSWord;
- All unusual symbols should be explained in the Table legend;
- Other incidental comments may be footnoted.

Insert figures here:

- Please avoid using grids;
- Please keep standard margins (above);
- Clearly identify numerical scales, units and legends for the X- and Y-axes for each figure;
- All symbols should be explained in the figure key;
- In your graphics file, use "copy" and in your MSWord file use "paste special" – "picture" to minimize the space in the file;
- Click on the picture, then go to "format," "picture," "layout" and choose "in front of text" for best results.

**Figure 1.** Captions for figures should be short but sufficient to allow the figure to be intelligible on its own.