

IOSC 2011 - GENERAL MANUSCRIPT GUIDELINES FOR AUTHORS

All final manuscripts are required to be submitted no later than February 15, 2011. Your manuscript will be professionally edited and typeset for publication in the 2011 *Proceedings of the International Oil Spill Conference* (IOSC). Please follow the guidelines below and keep in mind that this is an interdisciplinary conference, so prepare your manuscript for readers who, although experts in their own fields, are not familiar with yours.

- **SUBMISSION:** Submit your paper via the eJournal Press paper submission website at <http://iosc.msubmit.net>. **In the event you are unsuccessful at electronic submission, please contact the IOSC staff by email at IOSCstaff@uscg.mil or by phone at (202) 372-2236 for assistance.**
- **PAPER SIZE:** Use 8.5 × 11 inch setting.
- **FONT:** Use Times New Roman 12 point.
- **WORD PROCESSING PROGRAM(S):** Prepare your manuscript using Microsoft Word or WordPerfect, which are the preferred programs; otherwise, plain text is suggested. For illustrations, we recommend Microsoft PowerPoint, Microsoft Word, Microsoft Excel or a similar program.
- **LENGTH OF WRITTEN SUBMISSION:** Maximum of 15 pages, minimum of 4 pages, including figures, tables, and references. However, the primary objective of any paper is to present the ideas clearly, not meet an arbitrary length. Select photos with care providing minimum 300 dpi.
- **SPACING:** Double space your manuscript.
- **LANGUAGE:** Use English
- **FORMAT:** Use the following sample format as a guide for your manuscript: TITLE, ABSTRACT, INTRODUCTION, METHODS, RESULTS/DISCUSSION, CONCLUSIONS, and REFERENCES.
- **TITLE:** Include the full title and submission date, centered at the top of the first page.
- **ABSTRACT:** Provide a final summary of the manuscript, including major results, conclusions, and how they were formulated. Abstract should be 200–300 words.
- **AUTHOR(S) NAME(S):** List authors below the title on the first page. Use full names of authors. List authors in order, with principal author first. Include affiliation and full mailing address for each author.
- **TEXT:** Leave a 1-inch (2.54-centimeters) margin on each side of the page. Indent the first line of each paragraph.
- **HEADINGS:** Label section headings and sub-headings clearly and consistently (e.g., section

headings should be flush against the left margin in all capital letters; sub-headings should be flush against the left margin in initial capital letters). For example:

METHODS

Study area

Sample collection

- **CONTROL NUMBER AND PAGINATION:** Label each page with the manuscript control number (this is the same as the abstract control number) and number each page.

- **ACRONYMS, ABBREVIATIONS, AND SYMBOLS:** Spell out acronyms, abbreviations, and symbols the first time they are used.

- **CITATIONS:** Refer to items in the reference list by author(s) name(s) and publication year. Citations should be included in the body of the manuscript using parentheses; for example, (Jones and Smith, 1999b). Citations that do not have a full reference in the reference list will be deleted.

- **FOOTNOTES:** Use footnotes only when absolutely necessary and cite with a number on the page they appear.

- **EQUATIONS:** Show equations as desired in the manuscript, since they will be printed as submitted. All variables should be explained in a caption or in the text. If not, the equation will not be included in the Proceedings.

- **ILLUSTRATIONS (FIGURES AND TABLES):** Provide original illustrations, not copies. They will be printed as supplied. Lettering and numbers must be large enough on the originals to be easy to read when reduced by 50 percent. Preferably, all illustrations should be portrait orientation, not landscape orientation. Each illustration must be called out in the text; if not, the illustration will not be included in the Proceedings. Each illustration should be labeled in the order that it is called out in the text. If not included electronically, each illustration should be labeled with the abstract number and first author's name. Call out all illustrations (figures and tables) in the text and label each illustration in order of appearance. Captions (title of illustration plus description/legend) should be included on a separate page. If an illustration does not have a caption, it will not be included in the Proceedings.

- **REFERENCES AND BIBLIOGRAPHY:** List documents cited in the text under "References" and documents not cited in the text, but offered for further reading under "Bibliography." Documents are listed in alphabetical order by the lead author's last name in both the references and bibliography. If the same author produced more than one document in a year, identify the document by the year followed by a, b, c, etc. in both the text citation and the reference list. Since references are not verified prior to publication, authors are responsible for ensuring completeness—author(s) name(s); year of publication; article/chapter title; journal/book title; journal volume and number/book edition, publisher, city, and state or country; publication number (if applicable), conference name (if applicable); page range of article/chapter.

Example: Corredor, J.E., J.M. Morell, and C.E. Del Castillo. 1990. Persistence of spilled crude oil in a tropical intertidal environment. *Marine Pollution Bulletin*. 21:385-388.