

INFORMES TÉCNICOS. INSTITUTO ESPAÑOL DE OCEANOGRAFÍA

An aperiodical publication comprising technical reports by IEO investigators, on their own or in collaboration with investigators from other institutes, related to the following branches of the marine sciences: biology, ecology, geology, physics, chemistry, fishing, aquaculture and pollution.

Informes Técnicos. Instituto Español de Oceanografía features original articles on the applications and development of working techniques and partial research findings, or final analyses of findings by study groups.

GUIDE FOR AUTHORS

Languages

Papers are accepted in Spanish or English.

Preparation of Originals

Text should be typed, single-spaced, on DIN A-4 paper, leaving 2 cm of right-hand margin, 2.5 cm of left-hand margin, 3 cm of margin on the top and 2.5 cm of margin on the bottom. Use a Courier New 11 font.

Use the following format whenever possible: ABSTRACT; RESUMEN (translation into Spanish of the Abstract); 1. INTRODUCTION; 2. MATERIAL AND METHODS; 3. RESULTS; 4. DISCUSSION; 5. ACKNOWLEDGEMENTS and 6. REFERENCES.

Begin enumeration of these sections with the Introduction (1. **INTRODUCTION**), writing their titles in boldface capitals, without underlining.

Centre page numbers on the bottom margin, beginning on page 4, which is where the Introduction begins.

Leave three lines between sections. Leave two lines between a title and the beginning of its corresponding text.

Leave one line between paragraphs. Do not indent the first line of a paragraph.

Number subsections with two or more figures, depending on their category and following a logical order. Use lowercase type for all subsections, putting only the first in italics, e.g.:

4. DISCUSSION

4.1 *Physical conditions of the medium*

4.1.1 Form of recipient

4.1.2 Aeration

4.2 *Yield*

4.3 *Applications*

Chemical, physical or mathematical signs and symbols should follow standard international usage: SI (*Système International d'Unités*), ISO (International Standard Organisation) and UNE (*Una Norma Española*). Therefore, these symbols should always be written without periods, and will remain unmodified when plural. Always refer to the ISO and UNE norms when preparing texts for publication.

In Spanish, accent capital letters, following correct spelling norms.

To simplify the reading of long numbers, they may be separated into appropriate groups, preferably with three places, counting from the decimal point in one or the other direction; these groups should be separated by a space, but never by a comma or other sign.

The decimal sign is a comma on the line. Texts in English may also use a point, on the line.

Numbers indicating years should follow this format: 1999 (for nineteen ninety-nine).

The first citation of the vernacular name of a species in the Spanish and English titles, the abstract, the *resumen*, and the body of the text should be followed by its scientific name, and then, whenever possible, by the name of the author who described it, and the year. Omit the author and the year in subsequent citations.

Italicise genus and species names, as well as the titles of journals, symposia, and books.

Footnotes will not be accepted.

Headings

Page headings should follow the format below, with the heading placed 1.5 cm below the top margin, running across the whole width of the printed page (16.5 cm), and using a Times New Roman 8 font.

- Page 3 heading:

Inf. Téc. Inst. Esp. Oceanogr. 167. 1997: 44 pp.

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ISSN: 0212-1565

- Even-numbered page headings:

Inf. Téc. Inst. Esp. Oceanogr. 167. 1997: 44 pp.

J. P. Rubín et al.

- Other odd-numbered page headings:

Icthyoplankton, mesozooplankton and hydrography

Inf. Téc. Inst. Esp. Oceanogr. 167. 1997: 44 pp.

- Summary page heading, when used:

Inf. Téc. Inst. Esp. Oceanogr. 167. Madrid, 1997: 44 pp.

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Use an abbreviated title on the page headings.

Title, abstract and resumen page

On the first page of text (page 3 of the paper), put the paper's title (in boldface uppercase letters), names of the authors (in boldface lowercase letters), and institution, mailing address (street, city, country) and e-mail address (in regular type lowercase letters). Next, the abstract, in English and Spanish versions (*resumen*, in Spanish), no more than 125 words each, setting out the paper's objectives, as well as the procedures followed and the most relevant data and findings obtained. The headings abstract and *resumen* should be centred and unnumbered, in boldface uppercase letters. Include the title of the paper in Spanish at the beginning of the Spanish abstract, in boldface lowercase letters. At the end of each one, list a maximum of eight key words, not included in the title and in order of importance, indicative of the paper's contents, with the headings keywords and *palabras clave* in boldface lowercase letters.

At the bottom of the page, with a reference mark to the title and in italics, include the date of reception and acceptance of the paper, as well as its Contributing Editor.

Use a Courier New 9 font for the abstract, *resumen* and addresses, and a Courier New 8 font for the reception and acceptance dates and Contributing Editor.

Introduction

The introduction should not exceed 500 words, briefly indicating the study's objectives and providing sufficient information to clarify the paper's basic focus and the hypothesis being tested.

Materials and Methods

Make this section as concise as possible, while giving all the information necessary to enable any specialist to evaluate the methodology used.

Results

This section should be as clear as possible, and limited to findings essential for establishing the paper's main points.

Discussion

Include a brief discussion regarding the validity of the results observed in relation to those of other published papers on the same topic, as well as a report on the paper's significance. Extensive discussion of the literature is discouraged.

Bibliography

Limit bibliographies to those works cited in the text which have been published or are "in press". If a paper is in press, this phrase should replace the year at the end of the bibliographic reference, in parentheses. For references in the text, cite the author's surname (capitalising the first letter only), followed by the year of publication in parentheses; when the entire reference is enclosed in parentheses, the surname(s) of the author(s) should be followed by a comma and the year. Cite unpublished observations, personal communiqués or works in preparation or under evaluation in the text only; rather than the year of publication, they should be followed by: "unpublished observation", "manuscript" ("MS") or "unpublished", "personal communiqué" ("pers. comm."), "in preparation" or "under evaluation" or "submitted". When the publication has more than three authors, cite only the first, followed by *et al.* In the bibliography, however, all authors' names should appear, separated by commas. Alphabetise bibliographic references; references by the same author should be put in chronological order. The names of journals should, preferably, not be abbreviated. Journal abbreviations should follow those indicated in *Periodical Title Abbreviations*. Eighth Edition. Gale Research Inc. Detroit; London. 1992. If this is not possible, they should be written without abbreviation.

Use a Courier New 9 font, with a three-space hanging indentation for each bibliographic reference.

Examples of bibliographic references:

- Of a journal:

Guirg, M. D. 1974. A preliminary consideration of the taxonomic position of *Palmaria palmata* (Linnaeus) Stackhouse = *Rhodymenia palmata* (Linnaeus) Greville. *J. Mar. Biol. Ass. (UK)* 54: 509-529.

- Of a book:

Sinderman, C. J. 1970. *Principal diseases of marine fish and shellfish*. Academic Press. London; New York: 870 pp.

- Of an article from a book which forms part of a series:

Fraga, F. and R. Prego. 1989. Condiciones hidrográficas previas a la purga de mar. In: *Las purgas de mar como fenómeno natural. Las mareas rojas* (Cuadernos da Área de Ciencias Mariñas). F. Fraga and F. G. Figueiras (eds.) 4: 21-44. Edición do Castro. Seminario de Estudos Galegos. Sada (A Coruña), Spain.

- Of an article from a symposium:

Figueiras, F. G. and F. Fraga. 1990. Vertical nutrient transport during proliferation of *Gymnodinium catenatum* (Graham) in Ría de Vigo, Northwest Spain. In: *Toxic Marine Phytoplankton Proceedings of the Fourth International Conference on Toxic Marine Phytoplankton* (June 26-30, 1989. Lund, Sweden). E. Graneli et al. (eds.): 144-148. Elsevier. New York.

Authors will be responsible for the completeness and accuracy of their bibliographic references.

Tables, figures, plates, maps and photographs or slides

All illustrations (figures, plates, maps and photographs or slides) should be originals, presented as computer software files apart from the type-written text. Include them only if they show special data; do not present data twice in the text, tables or illustrations.

Present illustrations in the definitive size to be printed, including captions, bearing in mind that the printed space on the page is 16.5 cm x 24 cm (including page numbers). If more than one illustration is to be included on a single page, just like the rest of the paper, present the page in its final format.

The thickness of the lines and the size of letters and others symbols should enable them to be clearly visible. Use no symbols smaller than 1.5 mm.

Use the same font on all tables and figures as is used in the text.

Figure captions should use lowercase letters, without boldface type.

Illustrations must be in black and white, and should not be formatted lengthways.

Figures should be drawn with a boxed-in format, closing the abscissas and ordinates with parallel lines. The names of variables should always be placed along the axes, flush with the ends.

Tables, however, should never have vertical lines.

Tables should bear roman numerals: table I., etc., with their captions above the table. Use arabic numerals for illustrations (figures, plates, maps and photographs or slides), and title all of them figures: figure 1., etc., with their captions below.

Centre the first line of a caption, and use hanging indentation on subsequent lines, indenting to the beginning of the first line's text, and using up the whole width of the printed page (16.5 cm). Use a Courier New 9 font.

Illustrations should, preferably, be programmed in Excel, Harvard Graphics, Surfer, Map View, Corel Draw, or Power Point. Illustrations should be submitted in the same program that was used to create them.

Illustrations presented in an electronic format should always be scanned as grey-scale images -so that they can be manipulated more efficiently- at final publication size or somewhat larger, and with a resolution of 300-600 ppp. Images not embedded within another application (e.g., Power Point) should be sent separately as .tif or .eps files.

Submissions

Originals sent to *Informes Técnicos. Instituto Español de Oceanografía* must be unpublished. Simultaneous submissions or papers which have been accepted by or presented to another publication will not be accepted.

Originals should be sent by email: publicaciones@md.ieo.es. Authors should keep their own copy of the original.

Reception of these originals will be confirmed.

Papers not meeting the norms of this publication will be returned to their authors for correction before they are reviewed.

Papers will be critically reviewed by at least two referees.

After evaluation, papers will be returned to the first author so that they may be revised in keeping with the referees' comments and criticism. Authors should return the revised original and one copy to the corresponding coordinator. The editor will then accept or reject the paper.

Return the corrected original within two weeks; if not, the editor may change the reception date of the original to be included in the published version, substituting the reception date of the corrected original.

If authors fail to meet the aforesaid two-week deadline, the editor reserves the right to publish the paper without the authors' revisions, declining any responsibility for errors which could appear in the published version.

Deadline for reception of originals

Submissions received after the first week of September cannot be included in the following year's editorial programming. Therefore, their publication during that year cannot be guaranteed.

Proofs

Authors must limit their proof corrections to typographical errors. Corrected proofs should be returned within two weeks; after this period, the editor reserves the right to publish the paper uncorrected by the authors or cancel its publication.

Courtesy copies

The first author, or the coordinator, will receive 10 courtesy copies of the issue in which his work appears.