INSTRUCTIONS TO AUTHORS

The Bulletin accepts monographs, reviews and articles, notes, discussions and replies, and novel research gear, instrument, device, or system with potential to advance marine research ("Research Tools in Marine Science"). Additionally, the Bulletin publishes informative stand-alone artwork with accompany text in its section "Portraits of Marine Science."

Manuscript Submission

The Bulletin accepts manuscripts via an online submission and peer-review process. The submission of a manuscript will be taken to imply that the manuscript is original and has not been submitted or published elsewhere in its present or modified form. Other matters should be sent to the Editorial Office, Bulletin of Marine Science, Rosenstiel School of Marine & Atmospheric Science, University of Miami, 4600 Rickenbacker Causeway, Miami, Florida 33149-1031 USA or emailed to bms@rsmas.miami.edu.
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*.

Letter to the Editor:
As part of the electronic submission of manuscripts, authors are required to write a letter to the editor detailing (1) the content of the manuscript and its appropriateness for the *Bulletin of Marine Science*, (2) a list of any papers on related topics by any of the authors that have been published within the past year or that are in review or in press, and (3) a list and contact information of at least four potential reviewers, experts on the topic of the manuscript, and without any collaboration with the author(s) or any affiliation with the institution(s) of the author(s).

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
- Tables
- Figure legends
- Figures
- Appendix or supplementary material (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.

Full addresses should be listed below the author name(s) using numerical superscripts. Indicate corresponding author with an asterisk (*).

Email addresses for the corresponding author should be set inside angle brackets: <bmsassistant@rsmas.miami.edu>.
Abstract:

Single paragraph of not more than 250 words. Please include abstract for all articles and notes. “Portrait of Marine Science” submissions do not contain abstract.

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.

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 (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, ºC, 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” (♂) and “female” (♀) 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., cm² or CO₂).

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

Place in-text references within parentheses, follow the last name of the author(s) by the year of publication without intervening punctuation.

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(Smith et al. 1996)
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:

The Bulletin of Marine Science uses the Council of Science Editors Scientific Style and Format (8th ed) style (name-year system) for its Literature Cited section. Legal references in text should follow the Bluebook style.

Please refer to a recent issue of the Bulletin of Marine Science (starting with volume 87, older volumes used a different style) or to the Council of Science Editors Scientific Style and Format (7th ed) 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. Journal abbreviations should be according to the Council of Science Editors Style Committee’s CSE Manual for Authors, Editors, and Publishers, 7th edition. All that JAS: Journal Abbreviation Sources may also be used.

When citing a book, the Author(s)/Editor(s). Date. Title. Edition. Place of publication: Publisher. should be included; i.e., Smith J. 1997. Birds of Florida. 2nd ed. New York: Murphy Publishing.

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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
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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:


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When a digital object identifier (DOI) name is displayed in a reference, it should be preceded with the URL form “https://doi.org/”. For example, the DOI name 10.5343/bms.1998.2354 would appear as https://doi.org/10.5343/bms.1998.2354. Note that there is no period at the end of the DOI in a citation. The DOI name should always be the last element in the citation. The Bulletin is a member of CrossRef, therefore, we require the use of DOIs in citations.

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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.

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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.

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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 US$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).

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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.

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**Important! Avoid these common errors when submitting your figures:**

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**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 email for final proof reading. Please check your proofs carefully. The author will be responsible for any errors that appear in the final printed version.

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**Formatting questions?**

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