

Author Guidelines for Marine Technical Note Preparation

1. General guidelines

- Submissions should be clear and concise.
- Both readers with specialist knowledge of the subject and those with only a general knowledge should be able to understand a submission.
- For submissions other than “A day in the life of...” the narrative style should be objective and impersonal and authors are encouraged to standardise their terminology throughout.
- Sources of information should be referenced, and extended extracts from previously published works should be avoided.
- It is recommended that an impartial opinion of a paper be sought (including suggestions for improvement) before it is submitted for consideration.
- Marine Technical Notes are accepted only in English. British English spelling and punctuation are preferred. For submissions other than “A day in the life of...” the main text should be written in the third person (i.e., ‘this was done’ rather than ‘I did this’). Please use single quotation marks, except where ‘a quotation is “within” a quotation’. Long quotations of 40 words or more should be indented without quotation marks.
- **A typical Marine Technical Note should not exceed 3000 words including references, captions, footnotes and endnotes. Marine Technical Notes can contain up to 10 figures/tables. Marine Technical Notes that greatly exceed this will be critically reviewed with respect to length. Authors should include a word count with their Marine Technical Note.**
- All authors of a Marine Technical Note should include their full names, affiliations and email address on the front cover
- All persons who have a reasonable claim to authorship must be named in the Marine Technical Note as co-authors and informed that they have been named.
- Please supply all details required by any funding and grant-awarding bodies as an Acknowledgement on the title page of the Marine Technical Note, in a separate paragraph, as follows:
 - *For single agency grants:* "This work was supported by the [Funding Agency] under Grant [number xxxx]."
 - *For multiple agency grants:* "This work was supported by the [Funding Agency 1] under Grant [number xxxx]; [Funding Agency 2] under Grant [number xxxx]; and [Funding Agency 3] under Grant [number xxxx]."
- Authors must also incorporate SI units, with the exception of approved non-SI units of wide engineering, technical, meteorological or oceanographic usage. Units are not italicised.
- When using a word which is or is asserted to be a proprietary term or trade mark, authors must use the symbol ® or TM.
- Authors must not embed equations or image files within their Marine Technical Note. They should appear consecutively in the text and be numbered.
- Footnotes should be avoided and the information written into the text.
- All figures must be numbered and cross-referenced consecutively as they appear in the text, e.g., Figure 1, Figure 2, Figure 3, etc. Both photographs and line drawings must be included in

the same number sequence. Figure captions must be clear and concise and provided for every figure.

- Tables must be clear and well-spaced with horizontal rules at the top and bottom separating column headings from column text, and, if applicable, footnotes from column text. All tables must be numbered and cross-referenced consecutively, as they appear in the text, eg, Table 1, Table 2, etc. A clear and concise caption must be provided for every table.

2. Specific guidelines for academic papers and reports

For academic submissions the Marine Technical Note should be compiled in the following order: title, abstract; keywords; main text; references; nomenclature; appendices (as appropriate); table(s) with caption(s) (on individual pages); figure(s) with caption(s) (on individual pages).

- The title of the paper should be informative but concise. It should clearly indicate to the reader the subject matter under discussion.
- Abstracts should contain a maximum of 250 words and are required for all academic Marine Technical Notes submitted. The abstract should be concise summary of the paper summarising methods and conclusions. This is not an introduction. It should be recognised that the reader may not have a detailed knowledge of the subject. First person construction should not be used and references should be omitted.
- Section headings should be concise.
- The main body of the text should commence with an introduction, which describes the purpose of the paper and introduces the reader to the main subject matter, giving the reasons for writing the paper or undertaking the study reported. Where appropriate, the introduction may also be used to refer to earlier work undertaken on the subject
- The main body of the text should end with a concluding section to bring the main text to a close. This should summarise the results/major findings of the work reported in the paper in a logical manner and should include any recommendations made by the author.
- Nomenclature, a clear definition of all symbols/physical quantities that appear in the text should be listed in the nomenclature, which should appear after the reference list.
- Appendices should be used for lengthy mathematical proofs and derivations, lists of machinery and any other material, which it is felt necessary to include but which would fit uneasily in the main body of the text.

3. Style Guidelines

The following style guidelines should be adhered to for all submissions:

- **Font:** Arial, 11 point. Use margins of at least 2.5 cm (1 inch).
- **Title:** Use bold for your article title, with an initial capital letter for any proper nouns.
- **Authors' names:** Give the names of all contributing authors on the title page exactly as you wish them to appear in the published article.
- **Affiliations:** List the affiliation of each author (e.g. department, university or company, city, country).
- **Correspondence details:** Please provide an email address for the corresponding author.
- **Abstract (academic papers only):** Indicate the abstract paragraph with a heading or by reducing the font size.
- **Keywords (academic papers only):** Please provide five or six keywords to help readers find your article.
- **Headings:** Please indicate the level of the section headings in your submission:
 - First-level headings (e.g. Introduction, Conclusion) should be in bold, with an initial capital letter for any proper nouns.
 - Second-level headings should be in bold italics, with an initial capital letter for any proper nouns.
 - Third-level headings should be in italics, with an initial capital letter for any proper nouns.
 - Fourth-level headings should also be in italics, at the beginning of a paragraph. The text follows immediately after a full stop (full point) or other punctuation mark.

- **Tables and figures:** Indicate in the text where the tables and figures should appear, for example by inserting [Table 1 near here]. The actual tables and figures should be supplied either at the end of the text. Ensure you have permission to use any figures you are reproducing from another source.

4. Reference Style

If references are applicable they should follow the style as given here

http://www.tandf.co.uk/journals/authors/style/reference/tf_CSE.pdf

5. Mathematical scripts

- Special care should be taken with mathematical scripts, especially subscripts and superscripts and differentiation between the letter “ell” and the figure one, and the letter “oh” and the figure zero.
- It is important to differentiate between: K and k; X, x and x (multiplication); asterisks intended to appear when published as multiplication signs and those intended to remain as asterisks, etc.
- In both displayed equations and in text, scalar variables must be in italics, with non-variable matter in upright type.
- For simple fractions in the text, the solidus “/” should be used instead of a horizontal line, care being taken to insert parentheses where necessary to avoid ambiguity. Exceptions are the proper fractions available (e.g., $\frac{1}{4}$, $\frac{1}{2}$, $\frac{3}{4}$).
- The solidus is not generally used for units: m s⁻¹ not m/s, but note electrons/s, counts/channel, etc.
- Displayed equations referred to in the text should be numbered serially ((1), (2), etc.) on the right-hand side. Short expressions not referred to by any number will usually be incorporated into the text.
- The following styles are preferred: upright bold sans serif **r** for tensors, bold serif italic *r* for vectors, upright bold serif for matrices, and medium-face sloping serif *r* for scalar variables. In mathematical expressions, the use of “d” for differential should be made clear, and coded in roman, not italic.
- Braces, brackets, and parentheses are used in the order { [()] }, except where mathematical convention dictates otherwise (e.g., square brackets for commutators and anticommutators; braces for the exponent in exponentials).
- For units and symbols, the SI system should be used. Where measurements are given in other systems, please insert conversions.

6. Reproduction of copyright material

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7. Supplemental online material

Authors are encouraged to submit animations, movie files, sound files or any additional information for online publication

8. Marine Technical Note submission

Articles for publication should be submitted by email if less than 10mb or by secure FTP if larger than 10mb. Please submit articles to technical@imarest.org using MTN in the subject title. The same email address should be used in order to receive instructions about using the secure FTP.

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