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# AFRICAN JOURNAL OF MARINE SCIENCE

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## INSTRUCTIONS TO AUTHORS

### Editorial policy

Submissions should be sent to the Editor-in-Chief: African Journal of Marine Science (e-mail: scpillar@deat.gov.za). Electronic copy is always preferred but a hard copy can be sent to the Department of Agriculture, Forestry and Fisheries, Private Bag X2, Rogge Bay 8012, South Africa.

In a covering letter, the author is encouraged to suggest the names and contact addresses (including e-mail addresses) of three appropriate referees who have not been associated with the work or research being submitted, although the Editors will not be bound by such reviewers. Further, the author *must* confirm in the letter that the work is original and has not been submitted elsewhere. Submission of a manuscript implies the transfer of the copyright for the accepted article to the journal and all those media that the journal considers suitable for the dissemination of the work. However, the author retains the right to disseminate his/her own work.

### Text

1. Everything should be double spaced — text, quotations, footnotes, tables and table headings, legends, references to literature — though greater spacing may be used where helpful (particularly around equations and formulae).
2. Lines should be numbered.
3. All pages of the manuscript are to be numbered with Arabic numbers.
4. A new page should be started for each of the following sections:
  - (a) title (informative but brief), name, affiliation and address of author;
  - (b) abstract;
  - (c) text;
  - (d) references;
  - (e) summary (if needed);
  - (f) tables and tabulations;
  - (g) legends for figures.
5. All manuscripts are to be accompanied by an alphabetical list of keywords that are obtained from the whole article, not just the title or abstract. They should follow the abstract.
6. Whether subdivided by paragraphs only or also by formal headings and subheadings, the text should follow the order: Introduction, Material and Methods, Results and Discussion. Obligatory as main headings are: Acknowledgements, References and Summary (if a summary is needed).
7. If the text is formally subdivided, the headings and subheadings need not be numbered. The main headings listed in '6' should not be repeated slavishly, as long as their intention is the same. The use of Introduction or its equivalent is optional. Three categories of headings should be sufficient and distinguished clearly.
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9. Only those words to be printed in italics should be shown so or underlined.
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11. Numbers in text are to be spelled out if smaller than 10, but a series of numbers including numbers smaller and larger than 10 should all be listed in numerals. In a sentence overloaded with numbers it is permissible to give certain categories in numerals and others in words. Avoid starting a sentence with a numeral.
12. Footnotes are to be avoided, but if necessary they must be numbered consecutively in the text and typed under a horizontal line at the foot of the page concerned.

### Abstract

1. Each manuscript must have an abstract, the length of which should not exceed 200 words or 3% of the paper, whichever is the lesser.
2. Subdivision into paragraphs or references to literature is not permitted.
3. The abstract should summarise the contents and conclusions of the paper, point to new information contained therein, and indicate the relevance of the work.

### Summary

If a summary is necessary, it should list *seriatim* the principal facts and conclusions of the paper.

### Acknowledgements

This section is to be kept brief and only special help acknowledged.

### Tables

1. Tables should be carefully constructed so that the data presented may be easily understood. Care should be taken not to overload a table with information or unnecessarily proliferate tables or tabulations.
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3. In constructing both tables and tabulations the size of the printed publication should be borne in mind. Tables should be constructed with a maximum final width of 80 mm or 170 mm.
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7. Magnitude known to be nil is shown by a zero, dash or gap; 'no data' by an ellipsis (...) or in words.
8. Decimal fractions should be preceded by a zero and columns of figures aligned on the decimal marker. Integers are to be aligned on the least significant digit. A space separates groups of three digits, e.g. 5 480 000. Spacing does not apply to dates and similar numbers.
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### Figures

1. All illustrations, whether black-and-white drawings, graphs, photographs (colour or monochrome) or charts, are to be designated as figures. Colour will be used only when essential.
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3. A legend should be provided for each figure which, together with the illustration, should make the whole intelligible without reference to the text.
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1. Authors must ensure that their figures conform to the style of the journal. Costs of redrawing illustrations may be charged. Please refer to [www.nisc.co.za](http://www.nisc.co.za) for figure format and style conventions, and exemplars.
2. Submit electronic versions of figures as individual files in TIFF, EPS or PDF format [using the 'save as' or 'export' commands of the graphics program]. MS Office files (Word, Powerpoint, Excel) are acceptable, provided they meet the criteria in '6'.
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### References

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5. Works quoted in the text but not actually seen should be given as, e.g. Ratcliffe (1991) as cited by Dallas and Day (1993). Such literature need not be listed in the References.
6. Only literature actually quoted in the text is to be listed in the References, which should strictly only include works published,

being published or in an advanced state of preparation. However, listings of these, symposia presentations and micro-fiche publications will be permitted.

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FAO. 2002. The state of world fisheries and aquaculture. Rome: FAO Fisheries Department.

Griffiths MH. 2000a. Long-term trends in catch and effort of commercial linefish off South Africa's Cape Province: snapshots of the 20th century. *South African Journal of Marine Science* 22: 81–110.

Griffiths MH. 2000b. *Atractoscion aequidens*. In: Mann BQ (ed.), *Southern African marine linefish status reports. Special Publication No. 7*. Durban: Oceanographic Research Institute. pp 83–84.

Hall S (ed.). 1999. *The effects of fishing on marine ecosystems and ecology*. Oxford: Blackwell.

IUCN (International Union for Conservation of Nature). 2008. *2008 IUCN Red List of threatened species*. Available at <http://www.iucnredlist.org> [accessed 8 January 2009].

Mori M, Butterworth DS. 2002. An updated assessment for the South African kingklip resource. Unpublished report, Marine and Coastal Management, South Africa. Report No. WG/10/02/D:K:19.

Payne AIL. 1995. Cape hakes. In: Payne AIL, Crawford RJM (eds), *Oceans of life off southern Africa* (2nd edn). Cape Town: Vlaeberg. pp 136–147.

Rice JC. 2000. Evaluating fishery impacts using metrics of community structure. *ICES Journal of Marine Science* 57: 682–688.

Whittington PA. 2002. Survival and movements of African penguins, especially after oiling. PhD thesis, University of Cape Town, South Africa.

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