

SEAFWA Guide to Authors (Technical Papers)

Manuscript Submission

For initial submission and revisions, submit an electronic copy via e-mail or compact disk read-writeable (CD-RW) to the appropriate associate editor. Manuscript must not exceed 20 pages including literature cited, tables, and figures. Papers in the technical sessions will be peer-refereed for scientific merit and their contribution to the advancement of wildlife and fisheries science.

Manuscript Preparation

Assemble manuscripts in this order: title page, abstract, introduction, study site, methods, results, discussion, acknowledgments, literature cited, tables, figure captions, and figures.

Manuscript Format

The following format conventions apply to the Proceedings:

1. Double space all material.
2. Paper size = 8.5 x 11 inches with 1-inch margins on all sides.
3. Use Times New Roman font or one which is similar and a 12-point type size for text.
4. Use left justification and turn off hyphenation.
5. Use the two-letter postal code for state abbreviations in complete addresses only; in all other cases, spell out the names of states.
6. Do not use more than three levels of headings. The style for headings is as follows:

MAIN HEADING

Second Level of Heading

Third Level of Heading.—Sentence follows heading on same line.

7. Keep footnotes to a minimum. Place footnotes at the bottom of the page of the original reference. Footnote disclaimers of product endorsement.

8. Underline to indicate italics. Underline key words, third-level headings, scientific names, and mathematical symbols that should appear italicized in print.

9. Place scientific names in parenthesis after the first use in both the abstract and full text.

10. Spell out numbers less than 10 unless they are used with units of measure or compared with a large number (three fish, 5 mm, 2 catfish and 20 largemouth bass). Use numerals for numbers which are less than one or which have two or more digits (0.8 cm, 22 poles). Use commas in numbers of five digits or higher (25,000) and use 0 before decimals (0.05). Age organisms in Arabic, not Roman, numbers (fish age 2, not II). Insert one space on both sides

of symbols when used as conjunctions (e.g., $n = 50$) but not when used as adjectives (e.g., <50 individuals).

11. Use a 24-hour clock for time (1500 hours, not 3:00 p.m.); spell out “hours” when used with time, otherwise abbreviate (see Table 1). Calendar dates are as follows: 22 January 2003. The words for seasons are lower case (e.g., spring 2007).

12. Use metric units of measure. For compound denominators use negative exponents and spaces (e.g., 3.4 m⁻³ h⁻¹, 9 mg L⁻¹, 0.28 mg L⁻¹ h⁻¹).

Table 1. Abbreviations and symbols commonly used in text, tables, and figures in the Annual Proceedings of the Southeastern Association of Fish and Wildlife Agencies.

Term	Abbreviation or symbol	Term	Abbreviation or symbol
amperes	amps	less than	<
analysis of covariance	ANCOVA	less than or equal to	≤
analysis of variance	ANOVA	liter (with prefix)	L
average (sample means)	\bar{x}	logarithms, base e	ln or log _e
calorie	cal	logarithms, base 10	log
catch per unit effort	CPUE	male	M
chi-square	χ^2	meter	m
coefficient of correlation		micro-	μ
simple	<i>r</i>	milli-	m-
multiple	<i>R</i>	minute	min
coefficient of determination	r^2	mole	mol.
simple multiple	R^2	molar	M
coefficient of variation	CV	month	mo
concentration	conc.	normal	N
confidence limits	CL	parts per billion	ppb
centi-	c-	parts per million	ppm
deci-	d-	parts per thousand	ppt
degrees Celsius	C	percent	%
degrees of freedom	df	probability	<i>P</i>
diameter	diam.	sample size	<i>n</i>
diameter breast height	dbh	second	sec
female	F	square	superscript ²
F-ratio	<i>F</i>	standard deviation	SD
gram	g	standard error	SE
greater than	>	Student's t	<i>t</i>
greater than or equal to	≥	total length	TL
height	ht.	versus	vs.
hectare	ha	volume	vol.
hour	h	watt	W
Joule	J	week	wk
juvenile	juv.	weight	wt.
kilo-	k-	year	yr
least significant difference	LSD		
lethal concentration, median	LC ₅₀		
lethal dose, median	LD ₅₀		