

New Instructions to Authors- Revised March 2016

The Journal of Marine Animals and Their Ecology (JMATE)

Failure to adhere to these instructions will result in the manuscript being returned and delay of publication!

Please note that manuscripts should be written concisely and should be verified for typographical and other errors and ensure that manuscripts and figures meet the requirements outlined below. Manuscripts that do not conform will be returned for correction before consideration. It is also critical that even at the initial manuscript submission for consideration, the manuscript be proofread for correct use of English prior to submission. It is the author's responsibility to ensure that the writing meets appropriate legibility and use of English standards. The Editorial staff may reject a paper without assigning it for review if the quality of the writing is poor.

Submission Process:

All manuscripts must be submitted to the Journal in:

- i) **Microsoft WORD (.doc)** format
- ii) double spaced
- iii) Times New Roman font
- iv) 12 font
- v) 1 inch margins

i) Original Manuscripts

- Have no more than 5000 words (excluding title page, abstract, figure legends and references).
- Submissions may include up to 6 figures and/or 4 tables.
- For submissions that are complete and formal works of research we recommend that the manuscript contain all the different headings summarized in the instructions to authors described below.
- Submissions that may not necessarily be formal or complete research projects but may be valuable to inform the community regarding techniques, medical/other care and environment related to marine animals, we require a title page, abstract, keywords, introduction, discussion, acknowledgements (if appropriate) and references.

ii) Reviews and Invited Commentaries

- Have no more than 5000 words (excluding title page, abstract, figure legends and references).
- Submissions may include no more than 6 figures and/or 4 tables.
- Submissions must have: title page, abstract, keywords, introduction, discussion, acknowledgement (if appropriate), references.

iii) Brief Communications - News in Marine Animals

- Have no more than 2000 words (excluding title page, abstract, figure legends and references)
- Submission may include up to 2 figures and/or 2 tables.
- No other instructions to authors criteria apply to this submission type.

iv) Letters to the Editor should have no more than 500 words.

- No instructions to authors criteria apply to this submission type.

All submissions must be accompanied by a detailed email including the title of the manuscript and in which category you wish it to be considered. Please sent to The Editor at: JMATEeditor@gmail.com

When submitting via email:

1. In the Subject heading, include only the following "JMATE manuscript"
2. In the body of the email, please indicate:
 - (a) the title of the manuscript, what category you wish it to be considered (ie. "Original Manuscript" or "Commentary" or "Brief Communication", "Letter To The Editor", etc)
 - (a) if the copyright transfer form has been faxed or emailed
 - (b) provide at least 3 potential reviewers, detail their area of expertise, and their email contact information
 - (c) any reviewers you DO NOT wish your submission to be reviewed by

Within 24-48 hours of submission, the corresponding author will be sent an email confirming receipt of the manuscript.

Review Process:

The submission will be reviewed by the managing editor and sent to the appropriate reviewer(s).

A final decision on any submission will be made and communicated to the corresponding author within 4-6 weeks of the date of submission.

In the event the reviewer(s) feel that revisions are required prior to the official acceptance of the submission, the authors will have 2 weeks to revise and resubmit. Once the submission is accepted for publication, a final electronic version of a galley proof will be sent to the corresponding author for final review and approval must be received within 48 hours of receipt of the electronic proof. The galley proof is meant for MINOR corrections only.

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General Instructions to Authors:

Title Page

The title page must contain the title of the article; author(s) name(s); the **PRIMARY** department and institution in which the work was done; an abbreviated title for the running head; and the name, e-mail, and address for correspondence.

Title

Make the title succinct and informative. Avoid unnecessary words like "Studies in....". The title must not exceed 160 characters, including spaces between words.

Authors

List all authors' names and their first names or initials exactly as they should be known, **in the order of importance of their contribution to the study**. Do not include any specific titles (e.g., PhD, MD, and Prof. are not needed). "Group authorship" is allowed, with the name of a group (such as a consortium or program) to be listed as an author, with members of the group listed in the Acknowledgements section; however, the Program Director of the named group must be the one who signs for the group.

Affiliation

List **ONLY THE PRIMARY** department and institution in which the work was done, with city and state or country. Identify each author's affiliation by superscript numbers matched to the appropriate institution.

Running head

The running head is an abbreviated version of the title, which will appear at the top of every page subsequent to the first page. Running heads must not exceed 55 characters including spaces between words.

Contact information

A full address for correspondence must be included, **with a current, valid e-mail address and phone number** for the corresponding author. This address will be published on the title page.

Abstract

An informative one-paragraph abstract of not more than 250 words must accompany each manuscript.

Keywords

Include three to five words or short phrases, relevant to the article, that do not appear in the title or running head. These should be included at the bottom of the abstract page.

Introduction

Provide a brief overview of the scope and relevance of the paper, especially with regard to previous advancements in related fields.

Materials and Methods

Sometimes called "Experimental Procedures". Describe techniques, cell/animal models used, and lists of reagents, chemicals, and equipment, as well as the names of manufacturers and suppliers, so that your study can be most easily replicated by others.

Results

Provide the data and results as well as the particular statistical significance of the data if applicable.

Discussion

Sometimes combined with the results in a section called "Results and Discussion". Explain your interpretation of the data, especially compared with previously published material cited in the References.

Acknowledgements

List the people indirectly involved with the work to whom you may wish to give thanks. Also, current addresses of authors (if they differ from those in the affiliation line) should be included here. You may also list the grants, fellowships, and donations that funded (partially or completely) the research.

References

Authors are responsible for accuracy of citations.

A maximum of 60 references ONLY will be accepted.

References must be limited to ONLY directly pertinent published works or papers that have been accepted for publication (DOI number if full listing with vol etc not yet available).

Journal titles must be official and fully written out

No posters, abstracts, submitted papers, or personal communications will be accepted. References must be sourceable.

All references must be in English or translated in to English.

References having more than 6 authors should be listed as the first 6 authors with “*et al*” afterwards.

References should be double-spaced, arranged alphabetically by author, and numbered serially. The reference number should be placed in parentheses at the appropriate place in the text. If more than 2 references used for one citing, they should be listed in sequence hyphenate first and last number (eg: 1,2,3,4,5 should be 1-5)

The references will be done as in the following examples.

EXAMPLES:

Journal Articles

1. Bonde RK, McGuire PM, Hunter ME. A review of the key genetic tools to assist imperiled species conservation: analyzing West Indian manatee populations. *Journal of Marine Animals and Their Ecology* 5(1):8-19. 2012.
2. Garcia-Rodriguez AI, Bowen BW, Domning D, Mignucci-Giannoni AA, Marmontel M, Montoya-Ospina RA, *et al*. Phylogeography of the West Indian manatee (*Trichechus manatus*): how many populations and how many taxa? *Molecular Ecology* 7:1137-1149. 1998.

Book References

1. Hoyt E. Habitat protection for cetaceans around the world: status and prospects. In: *Marine Protected Areas for Whales, Dolphins and Porpoises*, edited by Hoyt E: Earthscan, pp.123-130. 2005.

Reports

1. Wittnich C, Belanger MP, Askin N, Bandali K, Wallen WJ. *Awash in a Sea of Heavy metals – Mercury pollution and Marine Mammals*. OERS. Toronto. 2004. pp. 25-26.

Internet Sites

USFWS. *Endangered Species Program*. Available from <http://www.fws.gov/endangered/>. 2012. Accessed 07 Aug 2012.

Figures/Photograph/Table Legends

Legends must be included for every figure/table/photograph presented in the manuscript. Descriptions should be succinct and must not be a duplication of what is stated in the body of the manuscript.

Figure/Photo/Table legends should be placed on a separate page and not included as part of the figure/table/photograph.

Figures and Tables

Figures and tables should be used to present and summarize data or concepts that cannot be easily described using text in the body of the manuscript.

Up to 6 figures will be accepted. Each figure will not be divided more than 4 times (ie Figure 1a, 1b, 1c, 1d) in a clockwise direction (ie left to right).

Up to 4 tables will be accepted.

The manuscript being sent for review should have the figures imbedded at the end of the manuscript on separate pages in order of appearance in the manuscript and **ONLY the page** labeled as Figure 1, Figure 2, etc.

TIFF or JPEG are the ONLY acceptable formats for all figures/photos.

The resolution of each figure/photo should be submitted at a minimum 300 DPI.

Copyright

Copyright ownership of your manuscript must be transferred officially to The Journal of Marine Animals and Their Ecology (JMATE) before we can begin the peer-review process on the official JMATE Copyright Transfer and Author Declaration forms, which must have the full title of the manuscript clearly printed on the form. This fully filled out form and signed by all authors must accompany the submission.

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