

# Guidelines for Authors

The purpose of these guidelines is to assist NAGA contributors in the preparation of articles for submission to NAGA, *WorldFish Center Quarterly*. The presentation of your manuscript is the first stage in the successful publication of your article and the instructions below will assist you in ensuring that your article is reviewed and published as efficiently as possible.

If you can prepare your article on a computer it will enable us to work more quickly and easily. However, if you do not have access to a computer, hard copies of your manuscript should be submitted to: The Editor, NAGA, Communications Unit, WorldFish Center, PO Box 500 GPO, 10670 Penang, Malaysia.  
E-mail: naga@cgjar.org

## Manuscript

Please ensure that the manuscript is clear enough to work on, and adheres to the following:

- Paper size: A4
- Font size: 12 points
- Your text should be double-spaced with a 2.5 cm margin all around.
- Your manuscript must be paginated.
- Articles submitted should be between 1 500-2 000 words.
- Include an abstract of approximately 50 words, stating what was done, found and concluded.
- Submit one hard copy; and one soft copy and keep one copy for reference
- The **electronic/soft copy** should be in Microsoft Word for Windows. The soft copy must be an exact printout of the hard copy. The soft copy should be sent by e-mail to: naga@cgjar.org. If you do not have access to e-mail, send the soft copy in a 3 ½ inch disk to the WorldFish Center.
- The **hard copy** should only be printed on one side and sent to WorldFish.

## House style

- **Spelling** should conform to the new edition of the Concise Oxford English Dictionary. Alternatives will be accepted provided they are consistent.
- Use **italics** for scientific names, and words/phrases in foreign languages.
- To check all **fish species names**, refer to FishBase at [www.fishbase.org](http://www.fishbase.org).
- **Justification** of text – the text

should be left justified. Do not use hyphenation except for hyphenated words.

- **Headings** – where there are several levels of heading, each one should be differentiated from the other as below:
  - Title of article – (Upper and Lower Case, Bold, 14 pts, Centered)**
  - Heading – Level One (Upper and Lower Case, Bold, 12 pts, Centered)**
  - Heading – Level Two (Upper and Lower Case, Bold, 11 pts, Flush Left)**
  - Heading – Level Three (Upper and Lower Case, Bold, 10 pts, Flush Left)**
  - Heading – Level Four (Upper and Lower Case, Italics, 10 pts, Flush Left)**
- **Space after punctuation marks** – use single (and not double) space after full stops, commas, colons, semicolons, etc.
- **Quotation marks** – use double quotation marks for dialogue and quoted material. Single quotation marks are used only for quote within quotes.
- **Units of measure** – The International System of Units (SI) for measurements and weights is recommended.
- **Numerals** – spell out numerals smaller than 10, e.g. eight fish. However, numerals smaller than 10 should not be spelled out when accompanied by a standard unit of measure, e.g. 3 kg.
- **Dates** – should be written as "day month year", e.g. 8 May 2001.
- **Abbreviations** – Any word or words to be abbreviated should be written in full when first mentioned followed by the abbreviation in parenthesis.
- **Illustrations**
  - Illustrations can be photographs, line drawing, maps or graphs. Bear in mind that the quality of printed illustrations is dictated by the quality of the originals you supply;
  - Line drawings submitted should be originals, drawn in black ink on white paper. These should be mailed to the WorldFish Center flat or rolled, never folded;
  - If drawings are digitally produced, they must be of high quality;
  - One color (black) line drawing should

be produced at 500-800 dpi and saved as a bitmap tiff file;

- Tone illustrations or illustrations in color should be produced at 250-300 dpi and saved in grayscale as tiff files.
- Maps should include indicators of latitude and longitude.
- Check to ensure that figures are numbered correctly as they are cited in the text. Position figure numbers and headings at the bottom of the illustrations.
- **Tables**
  - Key in your tables using the Table Menu in Word.
  - Ensure that your tables are numbered correctly and that they tally with the numbering cited in your text.
  - Position table numbers and headings above the table. The headings should be clear, complete and informative.
  - Place sources and notes immediately below the table.

## References (examples)

### Book:

- Gupta, M.V. and B.O. Acosta (eds.) 2001. Fish genetics research in member countries and institutions of the International Network on Genetics in Aquaculture. ICLARM Conf. Proc. 64, 170 p.
- Longhurst, A. and D. Pauly. 1987. Ecology of tropical oceans. Academic Press, San Diego.

### Chapter or part of a book or published conference proceedings:

- Christensen, V. and D. Pauly. 1993. On steady-state modeling of ecosystems, p. 14-19. In V. Christensen and D. Pauly (eds.) Trophic models of aquatic ecosystems. ICLARM Conf. Proc. 26, 390 p.

### Journal article:

- Hillman, S. 1994. Environment on trial. NAGA, ICLARM Q. 17(1):8-10.
- **Notes on authors** should be included at the end of the article, for example: A. Shaleesha and V.A. Stanley are scientists at the J.R.D. Tata Ecotechnology Center, M.S. Swaminathan Research Foundation, Chennai – 600 113, India.