**Formatting instructions for Journal of Plankton Research** (modified from “Guide to Authors”)

Please use the guidelines below to begin building your manuscript. Your first assignment is to build your manuscript template to include all the sections listed below in the first bulleted list, properly formatted. In some sections, you will just add headers (e.g., Abstract, Methods, Results, etc). Sections you will populate with actual content for this assignment are: Title Page, Introduction (your revision based on your instructor’s feedback), and References. For the Reference section, you will include your citations from your Introduction formatted per journal instructions (see below).

As the semester progresses, you will continue to add sections to this template to build your manuscript.

Typically, papers should be divided into the following sequence of sections; each section should start on a new page.

* Title page: title (centered and boldface), followed by author and author contact information (each on a new line, left-justified; use your professional address (UVM). The papers are single-authored).
* Abstract (max. 250 words)
* Introduction
* Methods
* Results
* Discussion
* Acknowledgements
* References
* Tables
* Figures, with captions

**General Format of Submitted Manuscripts**

* Number each page to enable reviewers to refer to items in the manuscript easily.
* Use 1.5 line spacing with a 2.5 cm margin on all sides of the text.
* The text should be Times New Roman font size 11 (except if required within tables where size 10 may be used).
* Avoid footnotes.
* Add automatic continuous line numbers, i.e., line numbers DO NOT begin with "1" on each page. Line numbers begin with "1" only on the title page and then increase continually throughout the text, references, tables, figure legends, etc.
* Manuscripts which are not formatted correctly will not be processed; authors will be asked to re-submit correctly formatted files.

**Title and abstract**
Please pay particular attention to providing an accurate and informative title and abstract. For online bibliographic searching these have a key role in drawing the attention of potential readers to your paper. The Abstract should be self-contained including, background to the study, significance and principle findings, and conclusions and wider significance.

**References**
Authors are responsible for the accuracy of the References. Only published articles and those in press (state the journal which has accepted them) may be included.

In the text a reference should be cited by author and date as:

...experiments by Author (Author, 1989) have demonstrated...,

'or'

...as reported earlier (Author and Author, 1985; Author et al., 1998)...

Do **NOT**place text other than the author and date within the parentheses. No more than two authors may be cited per reference; if there are more than two authors use et al. If in doubt, please consult the most recent issue of the Journal.

*Reference Citation:*
At the end of the manuscript the citations should be typed in alphabetical order by first author's surname followed by initials. References should include, in the following order:

* Authors' names (please list up to and including eight names, followed by et al.)
* Year
* Paper title
* Journal title
* Volume number and inclusive page numbers

Please note: in the Reference List the first 8 authors of each paper should appear in full. For more than 8 authors include the first 8 followed by et al.

The name of the journal should be abbreviated according to the [CAS Source Index (CASSI).](http://cassi.cas.org/search.jsp)

The CAS Source Index (CASSI) Search Tool is an online resource intended to support researchers and librarians who need accurate bibliographic information. Use this free tool to quickly identify or confirm journal titles and abbreviations for publications indexed by CAS since 1907, including serial and non-serial scientific and technical publications. Book references should also include the editors and the name and address of the publisher.

*Some examples:*

Langeland, A. and Rognerud, S. (1974) Statistical analyses used in the comparison of three methods of freshwater zooplankton sampling. *Arch. Hydrobiol.*, **3**, 403-410.

Russell, F. A. and Yonge, M. (eds) (1976) *Advances in Marine Biology*. Vol. 13. Academic Press, London.

Schimizu, I. (1978) Dinoflagellate toxins. In Scheuer, D. J. (ed.), *Marine Natural Products, Chemical and Biological Perspectives*. Vol. 1. Academic Press, London, pp. 1-42.

Personal communications should cite the name and location of the author (J. Smith, Sydney, personal communication) and unpublished data should be cited as '(unpublished data)'. Both should be used as sparingly as possible.

*Reference citation checklist*

* Year of publication should appear in brackets
* Journal name must be appropriately abbreviated (see World List of Scientific Periodicals)
* Journal name must be in italics
* Journal volume number must be in bold
* Do not include journal issue numbers
* Use comma, not colon to separate volume number from page range
* Use a semi-colon rather than comma to separate reference citations within the text - (Harris, 2009; Harris, 2010) rather than (Harris, 2009, Harris, 2010)

**Tables and Figures**
These should be on separate, numbered pages of the manuscript (or several pages if needed) after the References. Define all symbols and abbreviations used in the figures unless these are defined within the figure itself. Common abbreviations and those defined in the preceding text need not be redefined in the legend.