

New Instructions to Authors – Revised June 2019.

The Journal of Marine Animals and Their Ecology

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 the manuscripts and figures meet the requirements outline below. Manuscripts that do not 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:

- a) Microsoft WORD (.doc) format,
- b) double spaced
- c) Times New Roman font
- d) 12 font
- e) one inch margins
- f) line numbering

Manuscript types:

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 and complete research projects but may be valuable to inform the community regarding techniques, medical/other care and environment related to marine mammals, we require a title page, abstract, keywords, introduction, discussion, acknowledgements (if appropriate) and references.

ii) Reviews and Invited Commentaries

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

iii) Brief Communications - News in Marine Mammals

- Normally have no more than 2000 words (excluding title page, abstract, figure legends and references)
- Submission may include up to 4 figures and/or tables.
- No other instructions to authors criteria apply to this submission type.

iv) Case Reports - This category aims to complement larger animal numbers evidence-based marine animal studies by describing new and unique findings within one animal. By providing detailed descriptions of the symptoms, signs, diagnosis, and follow-up, bringing awareness to the field and potentially triggering larger scale studies.

- Normally have no more than 2000 words (excluding title page, abstract, figure legends and references)
- Submission may include up to 4 figures and/or tables.
- No other instructions to authors criteria apply to this submission type.

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

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

Manuscript Submission:

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 send 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
 - b. What category you wish it to be considered (ie. "Original Manuscript" or “Commentary” or “Brief Communication”, etc)
 - c. Copyright transfer form is attached with all authors signature and title of manuscript
 - d. Provide at least 3 potential reviewers, detail their area of expertise, and their email contact
 - e. Any reviewers you do not wish your submission to be reviewed by.

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

Review Process:

The submission will be initially reviewed by the managing editor, prior to being sent to the appropriate external reviewer(s).

A final decision on any submission will be made and communicated to the corresponding author ideally within 4 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 will be sent to the corresponding author for final review and approval must be returned within 48 hours of receipt of the electronic proof. The galley proof is meant for MINOR corrections only.

General Instructions to Authors:

Title Page

The title page must contain the title of the article; author(s) name(s); all departments and institutions 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 just after the abstract on same 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 ONLY to directly pertinent published works or papers that have been accepted for publication. (DOI number if full listing with volume etc not yet available).**
- **Journal titles must be official and fully written out. NO abbreviations.**
- **No posters, abstracts, submitted papers, or personal communications will be accepted – references MUST be sourceable.**
- **References must be in English**
- **References having more than 6 authors should be listed as the first 6 authors followed by *et al* afterward.**
- **References should be double-spaced, arranged alphabetically by author, and numbered serially.**
- **The reference number should be placed in parentheses at the end of sentences where used in the text. If more than 2 references used for one citing, they should be listed in sequence. If numerically in sequence then hyphenate between first and last number (eg 1,2,3 should be 1-3).**

Use the following examples to do references.

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, 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

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

Figures (including photographs)/Table Legends

Legends must be included for every figure (includes photograph) and table presented in the manuscript. Descriptions should be succinct and must not be a duplication of what is stated in the body of the manuscript. These must be placed on a separate page and not included as part of the figures or tables. Note that permission to reproduce any photographs from the owner must be stated as last sentence in legend for each 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.

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

Normally, up to 4 tables will be accepted. Size of table must ensure when photo-reduced all can be read

JPEG or TIFF are the only acceptable formats for all figures/photographs; resolution minimum 300dpi.

Tables should be in Word.

Copyright

Copyright ownership of your manuscript must be transferred officially to The Journal of Marine Animals and Their Ecology using the official JMATE copyright transfer and author declaration forms which must have the full title of the manuscript clearly printed on the form; before we can begin the peer-review process. This fully completed form signed by ALL the authors MUST accompany the submission.

Please note that permission to reproduce photographs must be noted in the figure legends from the owner of such material.