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## Instructions to authors

Although we can deal with most methods and styles of presentation, it would make our editorial lives easier if those wishing to contribute to the Newsletter could follow these simple guidelines. Please submit all material in electronic format if at all possible either by e-mail or disc/CD.

### Text

Please submit your paper, article, request for information etc. as a Word document.

General text: "Normal" style - Times New Roman 12 point, single spacing.

Title: "Heading 1" style - Times New Roman bold 16 point

Subtitles and section headers: "Heading 2" style - Times New Roman bold 14 point.

Insert placeholders to indicate where illustrations, photos, etc should be placed e.g. Insert Fig.1 here, and attach the illustrations, photos, etc separately rather than within the text.

Spaces between paragraphs, page numbers, headers and footers are not necessary.

### Illustrations (Figures and Plates)

Photographic images should be supplied as greyscale or colour (RGB) JPGs with a resolution of 300 pixels per inch and width of 7 cm. Save at high quality.

Line drawings, particularly maps, are best supplied as WMF files. If it is a detailed map which will need the full page width, save it with a width of 15 cm. Maps with complicated colouring schemes will not reproduce well in black and white (although most of the newsletter is now printed in colour) – please consider supplying a greyscale version for the printed Newsletter (we can publish colour maps and diagrams in the pdf version of the Newsletter).

Graphs, histograms, etc. are best supplied as Excel files – save each graph as a separate sheet.

We can scan good quality photographs, transparencies and hard copies of drawings, where necessary.

For each illustration, photo etc. submitted, please provide the following information:

Filename, Caption, Photographer (if appropriate) and please be aware of any copyright issues.

### References

Do not leave a line space between references. Please follow the examples below for format. Journal titles should be cited in full.

Citations are as follows ....Brown & Lamare (1994)... or.... (Brown & Lamare 1994)...., Dipper (2001)... or ...(Dipper 2001).

Brown, M. T. and Lamare, M. D. 1994. The distribution of *Undaria pinnatifida* (Harvey) Suringar within Timaru Harbour, New Zealand. *Japanese Journal of Phycology* **42**: 63-70.

Dipper, F. A. 2001. *Extraordinary Fish*. BBC Worldwide Ltd. 96pp.

That said, we will do our best with whatever you send.