

Instructions to authors

Although we can deal with most methods and styles of presentation, it would make our editorial lives easier and speed up publication if contributions to the *Bulletin* could follow these simple guidelines. Please submit material in electronic format where possible either by e-mail or CD.

Title, Author(s) & Address(es)

Title should be concise, informative and in bold type. Include author(s) names each with one full Christian name. In multi-authored contributions, the last name is separated by an ampersand, e.g., John Smith, David G. Jones & Susan White.

Include any institution/place of residence & contact details to appear with your name at the beginning of your article. Multiple author addresses can be linked to authors by superscript numerals.

Text

- Times New Roman font, 12pt, single line spacing, saved as a Word document (.doc/.docx)
- Use bold to highlight headings but do not use any Word 'styles' to format text. Avoid using headers and/or footers where possible.
- Reference tables & figures in the text as Figure 1, Table 1 etc. and in legends as Table 1: , Fig. 1: (individual parts A, B etc should be described also).
- Indicate where figures should be placed e.g. Insert Fig.1 here (send image files separately to text)

Illustrations (Figures and Plates)

- Photographs: greyscale or colour (RGB) JPGs or TIFFs with a resolution of 300 pixels per inch and maximum width of 16 cm. Save at **high quality** (very important).
- Line drawings (particularly maps): EPS (preferred) or TIFF files. If it is a detailed map which will need the full page width, save it with a width of 16 cm. Maps with complicated colouring schemes are difficult to interpret in print – please consider using easily distinguished symbols instead.
- Graphs, histograms, etc. can be supplied as line drawings, or Excel files, each saved 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: Filename, Caption, Photographer (if appropriate) and please be aware of any copyright issues.

Do NOT embed images in the text as they cannot be extracted at high enough quality to reproduce in the *Bulletin*. Send as separate image files, preferably with the caption as the file name though this is not essential.

Scientific names

Latin names should be italicized. The entire scientific name should be given in full the first time it is mentioned, but thereafter the genus can be abbreviated — except at the beginning of a sentence. Authorities for taxa follow standard taxonomic guidelines, with a comma before the date; e.g., *Zeuxo holdichi* Bamber, 1990; *Melinna albicincta* Mackie & Pleijel, 1995; *Neanthes irrorata* (Malmgren, 1867).

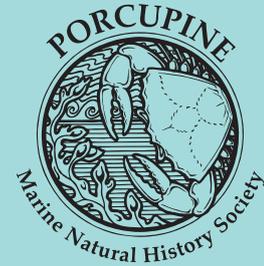
References

- Do not leave a line space between references. Journal titles should be cited in full.
- Citations in text:Brown & Lamare (1994)...or... (Brown & Lamare 1994)..., Dipper (2001)... or...(Dipper 2001).
- The main reference styles are as follows:

Brown, M.T. & 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, London. 96pp.

Ellis, J.R., Lancaster, J.E., Cadman, P.S. & Rogers, S.I. 2002. The marine fauna of the Celtic Sea. In J.D. Nunn (Ed) *Marine Biodiversity in Ireland and adjacent waters. Proceedings of the ECSA Conference, 26-27 April 2001*. Ulster Museum, Belfast. pp. 83-82.



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