

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 guidelines. Please submit all material in electronic format if at all possible either by e-mail or disc/CD. Hard copy can also be accepted provided it is not too long!

Text

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

Fonts, spacing etc. - general text: Times New Roman 12 point, single spacing

Do not include illustrations within the text (see below). You can insert placeholders to indicate how illustrations should be placed e.g. Insert Fig.1 here

Do not leave a space between paragraphs.

Do not add page numbers or anything else as headers or footers.

Illustrations (Figures and Plates)

Photographic images should be supplied as greyscale (black and white) images JPGs with a resolution of 300 pixels per inch and width of 7cm. Save at high quality. Image size should be 7cm wide.

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 15cm. Maps with complicated colouring schemes will not reproduce well in black and white.

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.

For each illustration submitted provide the following information:

Filename Caption Photographer (if appropriate)

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.

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.

If all this is thoroughly off-putting, just send whatever you have got and we will do our best with it!!