

**NPAFC BULLETIN:
FORMATTING GUIDE FOR MANUSCRIPTS**
(updated on June 23, 2008)



These detailed instructions are cited from 1) Guide for Presenters issued by the NPAFC, and 2) Can. J. Fish. Aquat. Sci. Instructions to Authors, revised August 2007. Where instructions differ, first priority is given to NPAFC instructions. Type size is not specified here.

HEADINGS:

Title: Capitals on first letter of each word, centred, bold.

1ST LEVEL HEADINGS: All capitals, left justified, bold (no italics).

2nd Level Headings: Capitals on first letters of each word, left justified, bold (no italics).

3rd level headings: Capitals on first letter of first word, left justified, italicized.

FIGURES & TABLES:

Citation in text: (Fig. 3), (Table 3)—in brackets unless part of a sentence, “Fig.” abbreviated except if at start of a sentence: “Table” never abbreviated. If a fig. panel is identified, there is no space between the Fig. no. and panel letter, e.g., Fig. 3a.

Citation in legends and captions: **Fig. 3. Table 3.** in bold (the remainder not bold). No brackets, “Fig.” abbreviated, separated from remainder of legend or caption by a period.

Tables: no vertical lines; lines at top and bottom of tables bold; continuous line (not bold) separates column headings from body of table; when a heading pertains to more than one column, i.e., there are sub-headings, a line indicates coverage of the upper heading:

First major heading		
First sub-head	Second sub-head	Second major heading

REFERENCES:

In text:

For one author: Suzuki (1980)..., or (Suzuki 1980), no comma.

For two authors: Suzuki and Yamada (1980)..., or (Suzuki and Yamada 1980).

For more than two authors: Suzuki et al. (1980)..., or (Suzuki et al. 1980). “et al.” is with a period, not italicized, not underlined.

For two or more references given together: Smith (1980, 1981), Suzuki and Yamada (1983), and Smith (1984)...., or (Smith 1980, 1981; Suzuki and Yamada 1983; Smith 1984). N.B., references are listed first in order of publication date, then alphabetically by author.

Same author(s), same date (incl. in press): add “a”, “b”, ... after the date, e.g., (1999a, b, c; in press b) (N.B. space or lack thereof).

In press: Suzuki (in press)...., or (Suzuki in press). The publication must be accepted for publication, preferably at the galley stage; if this is not the case, cite as “unpublished data” or “personal communication”.

This volume: same format as for “In press”, e.g., Suzuki (this volume)...., or (Suzuki this volume).

Unpublished data by an author: (unpublished data); where the author(s) needs (need) to be identified: (Smith unpublished data; Beacham et al. unpublished data).

Unpublished information from a colleague: (J. Smith, Biol. smithj@....., personal communication) — first initial and name of colleague, E-mail address, and personal communication—all in parentheses.

Edited book: (Gordon and Hourston 1993) —no need to mention [ed.] in the text.

Corporate author: full spelling of name of company (with the acronym in parentheses) on first appearance, if the full spelling is given by the authors, and after that only the acronym should be used, e.g., (American Public Health Association (APHA), American Water Works Association, and Water Pollution Control Federation 1975).

In list:

The objective of consistent format is to ensure that all necessary information for retrieving a work is provided as succinctly as possible; where in a particular instance modification of format would facilitate retrieval, e.g., by addition of a date, or page nos., or other specifics, modification is approved.

References should be listed at the end of the paper in alphabetical order according to surnames of the first author. References with the same first author are listed in the following order. (1) Papers with one author only are listed first in chronological order, beginning with the earliest paper. (2) Papers with dual authorship follow, and are listed in alphabetical order by the last name of the second author, and then chronologically. (3) Papers with three or more authors appear after the dual-authored papers, and are arranged chronologically.

Journal article

Beamish, R.J., and C. Mahnken. 2001. A critical size and period hypothesis to explain natural regulation of salmon abundance and the linkage to climate and climate change. *Prog. Oceanogr.* 49: 423 – 437.

Entire issue of journal

Smith, H.D., L. Margolis, and C.C. Wood (Editors). 1987. Sockeye salmon (*Oncorhynchus nerka*) population biology and future management. *Can. Spec. Publ. Fish. Aquat. Sci.* No. 96. 486 pp.

Book in a series

Scott, W.B., and E.J. Crossman. 1973. Freshwater fishes of Canada. Bull. Fish. Res. Board Can. No. 184. 966 pp.

Book not in a series

Quinn, T.P. 2005. The behaviour and ecology of Pacific salmon and trout. University of Washington Press, Seattle. 378 pp.

Part of a book

Heard, W.R. 1991. Life history of pink salmon (*Oncorhynchus gorbuscha*). In Pacific salmon life histories. Edited by C. Groot and L. Margolis. UBC Press, Vancouver. pp. 119–230.

Theses

Narver, D.W. 1966. Pelagic ecology and carrying capacity of sockeye salmon in the Chignik lakes, Alaska. Ph.D. thesis, Univ. Washington, Seattle. 348 pp.

Reports

Myers, K.W., R.V. Walker, S. Fowler, and M.L. Dahlberg. 1990. Known ocean ranges of stocks of Pacific salmon and steelhead as shown by tagging experiments, 1956-1989. FRI-UW-9009. Fish. Res. Inst., Univ. Washington, Seattle. 57 pp.

Translation

Moiseev, P.A. 1956. High-seas salmon fisheries in the North Pacific. Rybnoe khozyaistvo 32 (4): 54-59. (Translated from Russian by Israel Program for Scientific Translations, Jerusalem 1961)

NPAFC Documents

Ishida, Y., S. Ito, G. Anma, T. Meguro, H. Yamaguchi, and Y. Kajiwara. 1997. Relative abundance and fish size of Pacific salmon in the North Pacific Ocean, 1997. N. Pac. Anadr. Fish Comm. Doc. 263. 34 pp. (Available at <http://www.npafc.org>)

Publications in press

Smith, J.L. In press. (no parentheses, no quotation marks) followed by the article's title and the journal, book, etc. where it has been accepted.

Anonymous Author

Anonymous. 2004. A provisional report on the 2004 salmon season. N. Pac. Anadr. Fish Comm. Doc. 828, Rev. 1. 18 pp. (Available at <http://www.npafc.org>)

For a list of acceptably abbreviated names of journals, reports, bulletins, etc., see Appendix 1.

MISCELLANEOUS ITEMS:

Arithmetic signs: plus (+), minus (-), expressing values have a space before, no space between sign and number (e.g., -36°C); when denoting an arithmetic action (add, subtract) they have a space on either side (e.g., 23 + 4 = 27).

Colons: no capital on the following word.

Dashes: use two kinds of dashes as follows.

- 1) Use an em dash (—) with no space on either side.
 - a) To indicate an abrupt break in thought (use sparingly).
 - b) To isolate parenthetical matter.
e.g. Multiple-scale variation in oceanographic and biological processes in the Alaskan Gyle—consequences for maturing salmon growth and carrying capacity.
- 2) Use an en dash (–) with no space on either side.
 - a) To indicate range.
e.g. April–May, 3–8°C, 8–27 September, 1980–1985, 23–45 m.

Do not use a minus sign or the word “from” with an en dash.

e.g. -4 to -6°C (not -4–6°C), from page 6 to 10 (not, from page 6–10).

Hyphen (-): use in certain compound nouns, adjectives and verbs, and to join prefixes to proper nouns.

e.g. intra- or inter-specific, non-hatchery, hatchery-marked, mid-January (no hyphen, “in midwater layers”, “fish were found in mid water”), odd-year fish (no hyphen, “in odd years”), high-seas fishery (no hyphen, “on the high seas”).

Degree latitude and longitude: 38°N, 110°W, 180°, 170°E–170°W. No spaces.

Compass directions: first letter capitalized, e.g., North, Southeast; adjectives and adverbs, no cap, e.g., northern, northward.

Measures: the numerical value and the kind of measure (kg, L) to be separated by a space [except °C, e.g., 3°C]. Abbreviations of measures are not followed by periods: kg, g, mg, µg; km, m, cm, mm, µm; °C; yr (no plural), mo (no plural), day, days (no abbrev.), min, s; L, ml.

Numbers in text: only cardinal numbers 10 or more should be written as numerals, those < 10 [except measurement or identification numbers, e.g., 3°C, p. 3, or unless enclosed in parentheses, e.g., “the control fish (6) were...”] and ordinal numbers must be written out (e.g., “On the fourth day, six fish...”); numbers at the start of sentences must be written out (e.g., “Four thousand and fifty-six fish were...”); number of a thousand or more may be written with a comma (e.g., “2, 350 fish were...”); round number of a million or more may be written “13 million”.

Less/more-than (< 5, > 6) or equal signs (= 36) have a space each side.

Numbers < one must have a “0” before the decimal point, e.g., 0.05 cm.

Percent symbol: with no space between number and symbol, e.g., 80%, 33‰.

Probability: “p” in lower case italics, e.g., $p = 0.05$. Where the probability is not followed by a value, use upper case, no italics, e.g., “P is the significance level...”.

Rates: centimetres per gram per second, $\text{cm}\cdot\text{g}^{-1}\cdot\text{s}^{-1}$.

Statistical abbreviations: mean, \bar{x} (x (lower case) with bar over); standard deviation, SD (caps, no periods); population number, N (cap. ital.); sample number, n (lower case, ital.); correlation coefficient, r (lower case, ital.), R^2 (capitalized, italics), logarithm to base e , Le , or base n , Ln .

t -test, the “ t ” is italicized.

Time of day, hours expressed by two digits followed by colon and then minutes in two digits, e.g., 07:00; 23:13; 10:45 a.m.

Vessel names: in italics, e.g., *Arctic Harvester*, NOAA RV *Chapman*; Japanese vessel names without hyphen, “maru” in lower case, the number after the name, e.g., *Riasu maru No. 2*.

Appendix 1. Abbreviations of Journals and Reports in Reference

Some rules:

- 1) Journal names consisting of one word are spelt out in full, no punctuation before the vol. no.
- 2) Journal names ending in a complete word (not abbreviated) have no punctuation before the vol. no.
- 3) When you include the total page no., put “pp.” after the total page no. e.g., 1141 pp.
- 4) Issue nos. are included only when each issue of a vol. starts at p. 1; in such cases the issue no. is included in parentheses, e.g., 55 (2): 13–20.
- 5) Where an article is not in English, the language of the article will be noted after the page nos. in parentheses, e.g., 236–248. (In Russian with English abstract)
- 6) Bulletin no. is shown with “No.” and a space before the bulletin no., and page no(s). of bulletin is shown with “p.” and a space before a single page number or with “pp.” and a space before multiple page nos., e.g., No. 56. p. 25. or No. 58. pp. 37–55., except otherwise shown the list below.

(Journal names in parentheses are incorrect; direction to the correct name follows “see:”.)

Acta Biotheor. 56: 27-49.

Adv. Appl. Biol. 7: 251–331.

Adv. Geophys. 10: 1–82.

Adv. Mar. Biol. 23: 301-362.

Alaska Department of Fish and Game Fishery Research Bulletin No. 90–02. (Old version up to 1992)

Alaska Fish. Res. Bull. 4: 181–187. (New version from 1993)

Alaska Sea Grant Rep. AK-SG-99-01, pp. 1–21.

Am. Fish. Soc. Symp. 7: 224–231.

Am. Nat. 154: 628–651.

Ambio 29: 195–201.

Analyt. Biochem. 129: 111–119.

Animal Genetics 30: 228–229.

Anim. Behav. 76: 25-35.

Ann. Zool. Fenn. 30: 277–285.

Annu. Rev. Ecol. Syst. 15: 39–425.

Annu. Rev. Fish Dis. 5: 3–24.

Aquaculture 274: 72-79.

Aquat. Toxicol. 48: 391–402.

Atmosphere-Ocean 28: 106-139.

Auk 115: 57–66.

Biologiya Morya 17: 88–90. (In Russian)

Biol. Reprod. 79: 43-50.

Biometrics 48: 361–372.
Biotechniques 27: 1016–1030.
Bull. Am. Meteorol. Soc. 78: 1069–1079.
Bull. Eur. Assoc. Fish Pathol. 19: 70–74.
Bull. Fac. Fish., Hokkaido Univ. 26: 87–98. (In Japanese with English abstract)
Bull. Far Seas Fish. Res. Lab. 26: 21–152.
Bull. Fish. Res. Board Can. No. 184, Ottawa, Canada.
Bull. Freshwater Fish. Res. Lab. 28: 61–75. (In Japanese with English abstract)
Bull. Hokkaido Reg. Fish. Res. Lab. 29: 85–97. (In Japanese with English abstract)
Bull. Japan. Soc. Fish. Oceanogr. 31: 39–44. (In Japanese)
Bull. Japan. Soc. Sci. Fish. 37: 18–29.
Bull. Mar. Sci. 60: 1129–1157.
Bull. Nat. Res. Inst. Aquacult. 1: 7–19. (In Japanese with English abstract)
Bull. Nat. Res. Inst. Aquacult. Suppl. 2: 11–15.
Bull. Nat. Res. Inst. Far Seas Fish. 35: 1–111.
Bull. Nat. Res. Inst. Fish. Sci. 7: 1–188. (In Japanese with English abstract)
Bull. Nat. Salmon Resources Center 1: 49–60.
(Bull. NPAFC - see: N. Pac. Anadr. Fish Comm. Bull.)
Bull. Ocean Res. Inst., Univ. Tokyo 26: 29–78.
Bull. Off. Int. Epiz. 87: 517–519.
Bull. Plankton Soc. Japan 44: 21–30.
(Bull. Salmon, 4: 5–9. (In Japanese)—incomplete, do not use.)
Bull. Seikai Nat. Fish. Res. Inst. 68: 1–142.
Bull. Tohoku Nat. Fish. Res. Inst. 62: 133–139.
Calif. Coop. Oceanic Fish. Invest. Rep. No. 37: 193–200.
Calif. Fish Game, Fish. Bull. No. 152.
Can. Dep. Fish. Oceans, Can. Stock Assessment Proc. Ser. 97/15.
Can. Dep. Fish. Oceans, Can. Stock Assessment Secretariat, Res. Doc. 98/114.
Can. Dep. Fish. Oceans, Stock Status Report DO-02.
Can. J. Fish. Aquat. Sci. 46 (Suppl. 1): 134–152.
Can. J. Fish. Aquat. Sci. 51: 965–973.
Can. J. Forest Res. 26: 143–148.
Can. J. Zool. 81: 734–742.
Can. Man. Rep. Fish. Aquat. Sci. No. 2219.

Can. Sp. Pub. Fish. Aquat. Sci. No. 121. pp. 585–591.
Can. Tech. Rep. Fish. Aquat. Sci. No. 1958.
Can. Vet. J. 34: 312–313.
Can. Water Res. J. 17: 238–245.
Chem. Senses 25: 533-540.
Chemosphere 34: 1151–1166.
Clim. Chang. 48: 551–579.
Clim. Dynam. 16: 661–676.
Comp. Biochem. Physiol. B 73: 3–75.
Cons. Biol. 8: 882–884.
Cont. Shelf Res. 28: 1405-1415.
Dana 10: 61–85.
Deep Sea Res. 23: 559–582.
Deep-Sea Res. II 55: 1133-1138.
DFO Stock Status Report D3-14.
Dis. Aquat. Org. 40: 163–176.
Ecol. Appl. 8: S33–S36.
Ecol. Freshw. Fish 8: 181–193.
Ecol. Monogr. 49: 109–127.
Endocrinology 138: 1419–1426.
Environ. Biol. Fish. 69: 37–50.
Environ. Health Perspect 107: 349–359.
Environ. Int. 20: 67–76.
Environ. Pollut. 76: 201–210.
Environ. Toxicol. Chem. 21: 507–514.
Eos Trans. Am. Geophys. Union 85 (33): 309–316.
Evolution 32: 550-570.
FAO Fish. Ser. No. 48.
FAO Statistic. Ser. No. 134.
Fish Pathol. 33: 311-320.
Fish Physiol. Biochem. 17: 303–312.
Fish. Bull. 76: 415–423.
Fish. Manage. Ecol. 2: 171–184.
Fish Mar. Serv. Tech. Rep. No. 865.

Fish. Oceanogr. 8: 33–41.
Fish. Res. 43: 47–80.
Fish. Res. Board Can. Man. Rep. Ser. No. 1161.
Fish. Res. Board. Can. Transl. Series 1423.
Fish. Sci. 68 Sup. 1: 53–56.
Fisheries 21: 6–14.
Food Chem. Toxicol. 30: 723–729.
Gen. Comp. Endocrinol. 126: 136–143.
Genetics 89: 583–590.
(Genetica—see: Russian Journal of Genetics)
Genome Res. 11: 1262–1268.
Geophys. Res. Lett. 24.
Holarct. Ecol. 11: 60–69.
Hydrobiologica 11:143–170.
ICES CM 2001/ACFM: 15.
ICES J. Mar. Sci. 55: 67–85.
ICES Mar. Sci. Symp. 198: 542–552.
ICES Working Group Leaflet No. 3.
Int. Comm. Northwest Atl. Fish. Spec. Pub. No. 4: 31–37.
Int. North Pac. Fish. Comm. Annu. Rep. 1961: 119–124.
Int. North Pac. Fish. Comm. Bull. No. 51 (I): 5-24.
Int. Pac. Salmon Fish. Comm. Prog. Rep. No. 5.
Int. Pac. Salmon Fish. Comm. Bull. No. 19.
Int. Pac. Salmon Fish. Comm. Rep. 42. 64 pp.
Izv. TINRO 132: 27-42. (In Russian)
J. Animal Ecol. 62: 160–168.
J. Appl. Ichthyol. 13: 121–130.
J. Aquat. Animal Health 9: 132–143.
J. Biol. Chem. 226: 497-509.
J. Climate 21: 1850–1862.
J. Environ. Pathol. Toxicol. 2: 1119–1125.
J. Exp. Biol. 199: 83–91.
J. Exp. Mar. Biol. Ecol. 3: 39–50.
J. Fish Biol. 50: 181–200.

J. Fish Diseases 24: 245–248.
J. Fish. Bull. 35: 99–107.
J. Fish. Res. Board Can. 26: 2363–2394.
J. Gen. Virol. 81: 2823–2832.
J. Geophys. Res. 103: 18567–18589.
J. Great Lakes Res. 21: 286–289.
J. Hered. 72: 281–283.
(J. Ichthyol. —see: Vopr. Ichthiologii)
J. Mar. Biol. Assoc. U.K. 47: 23–31.
J. Mar. Res. 65: 715–736.
J. Mar. Sci. 54: 1200–1215.
J. Mar. Syst. 72: 145–158.
J. Mol. Evol. 58: 400–412.
J. Neurobiol. 64: 1–3.
J. Neurochem. 67: 684–691.
J. Northw. Atl. Fish. Sci. 18: 77–97.
J. Nutr. 117: 1422–1426.
J. Oceanogr. Soc. Japan. 38: 95–107.
J. Parasitol. 68: 131–133.
J. Plankton Res. 14: 937–947.
J. Phys. Oceanogr. 24: 1671–1674.
J. Shimonoseki Coll. Fish. 11: 407–538.
J. Tokyu Univ. Fish. 58: 9–16.
J. Zool. 36: 1421–1422. (In Russian)
Limnol. Oceanogr. 20: 649–653.
Mar. Biol. Annu. Rev. 26: 317–359.
Mol. Biol. Ecol. 12: 1074–1084.
Mar. Biotechnol. 4: 12–16.
Mar. Ecol. Prog. Ser. 116: 11–23.
Mar. Environ. Res. 46: 1–5.
Mar. Mammal Sci. 8: 220–239.
Mar. Pollut. Bull. 38: 109–118.
Mem. Fac. Fish. Hokkaido Univ. 44: 18–23.
Mol. Ecol. 7: 141–155

Mol. Ecol. Notes 2: 17–19
Mol. Mar. Biol. Biotech. 2: 362–370.
Mol. Phy. Evol. 1: 179–192.
N. Am. J. Fish. Manage. 2: 413–414.
(Nat. Res. Inst. Far Seas Fish. Spec. Pub.—see: Spec. Pub. Natl....)
(Nat. Res. Inst. Far Seas Fish., Shimizu, Japan, Salmon Rep. Ser.—see: Salmon Rep. Ser.)
Nat. Salmon Resources Center Newsletter 5: 3-9. (In Japanese)
Nature (London) 227: 563–565.
Nippon Suisan Gakkaishi 58: 845–851.
NOAA Tech. Memo. NMFS-AFSC No. 61.
NOAA Tech. Rep. NMFS No. 61.
N. Pac. Anadr. Fish Comm. Bull. 1: 146–162. (Available at <http://www.npafc.org>)
N. Pac. Anadr. Fish Comm. Doc. 263. 34 pp. (Available at <http://www.npafc.org>)
N. Pac. Anadr. Fish Comm. Handbook. (Available at <http://www.npafc.org>)
N. Pac. Anadr. Fish Comm. Newsletter 16: 4–5. (Available at <http://www.npafc.org>)
N. Pac. Anadr. Fish Comm. Tech. Rep. 1: 1–2. (Available at <http://www.npafc.org>)
(NPAFC Doc.—see: N. Pac. Anadr. Fish Comm. Doc.)
Nucl. Acids Res. 36: 3552-3569.
NTI VNIRO 3: 38–41. (In Russian)
Ocean Res. Inst., Univ. of Tokyo, Otsuchi Mar. Res. Cent. Rep. 8: 21–47. (In Japanese)
Oecologia 19: 75–97.
Okeanologiya 23: 640–643. (In Russian with English abstract)
Ornis Scand. 18: 319–322.
Pac. Salmon Comm. Tech. Rep. 5. 36 pp.
Physiol. Ecol. Japan, Spec. Vol. 1: 605–614.
PICES Press 6 (1): 2–4.
PICES Sci. Rep. 10: 77–82.
PICES Sp. Pub. 1: 227–261.
Polar Biol. 7: 173–177.
Photochem. Photobiol. Sci. 2: 39-50.
Prelim. Transl. Bureau of Comm. Fish., Seattle, 1966.
Proc. Nat. Acad. Sci. USA 94: 9197–9201.
Proc. Roy. Soc. Lond. 267: 1717–1722.
Proc. Zoological Institute Acad. Sci. USSR 76: 46-60. (In Russian)

Prog. Fish-Cult. 15: 179–181.
Prog. Oceanogr. 49: 423–437.
Rapp. Pv. Reun. Cons. Int. Explor. Mer. 182: 21–32.
Rev. Aquat. Sci. 2: 55–81.
Rev. Fish Biol. Fish. 4: 272–299.
Russian Journal of Genetics (Genetika) 29: 1366–1374.
Rybnoye Khoziaystvo (Fisheries) 2: 19–22. (In Russian)
SakhNIRO 6: 3–38. (In Russian)
Salmon Database 3. 140 pp. Hokkaido Salmon Hatchery. (In Japanese)
Salmon Rep. Ser. 36: 67–78. (Available from the Hokkaido National Fisheries Research Institute, Fisheries Research Agency, 116 Katsurakoi, Kushiro 085-0802, Japan)
Sarsia 80: 313–322.
(Sci. Rep. Freshwater Fish.—see: Bull. Freshwater Fish. Res. Lab.)
Sci. Rep. Hokkaido Fish Hatchery 47: 7–14. (In Japanese with English abstract)
Sci. Rep. Hokkaido Salmon Hatchery 50: 1–99.
Sci. Rep. Kesenuma Fish. Exp. Stn. 4: 10–18. (In Japanese)
Science 265: 97–100.
Science Progress, Oxford 72: 345–370.
Sp. Pub. Nat. Res. Inst. Far Seas Fish. No. 20: 79–80.
Suisanzoshoku 36: 137–143. (In Japanese)
Tr. Inst. Oceanol. 8: 164–199.
Trends Ecol. Evol. 23: 347–351.
Trans. Am. Fish. Soc. 122: 647–658.
Trans. Royal Soc. Can. 34 Section V: 559–623.
Trav. Lab. Hydrobiol. Piscicult. Univ. Grenoble, 1960/1961: 7–44.
Uspekhi Sovremennoi Biologii 118: 551–563.
US. Fish. Wild. Serv. Alaska Fish. Prog. Rep. 99-1.
Verh. Int. Ver. Limnol. 20: 2556–2560.
Verh. Int. Ver. Theor. Angew. Limnol. 24: 1503–1507.
Vet. Res. 26: 477–485.
Virus Res. 38: 175–192.
Vitam. Horm. 33: 467–504.
Vopr. Ichthyologii 40: 516–529. (In Russian)
Water Qual. Res. J. Canada 34: 79–122.

Zool. Sci. 18: 99–106.