

CORDIO STATUS REPORT 2011 – Submission guidelines

All submissions and queries to – editor@cordioea.org

Size – past papers in CORDIO Status Reports have varied between 2,000-4,000 words, and have up to 10 figures, photos and/or tables.

Deadlines – manuscripts will be accepted and reviewed throughout 2011 and posted on CORDIO's website as pdf's immediately they are accepted and final proofs have been completed. At the end of 2011, they will be compiled into a single volume. Submitting early, to avoid the crunch at the end of the year, will give your paper a higher profile and better review process.

In general – the manuscript should address a specific topic, hypothesis or issue. We focus on country or area-specific status reports, and thematic papers on biological and socio-economic research, alternative livelihoods and education relevant to coral reefs. Management and policy topics will also be covered. Build on past work and publications, avoid duplication, and back up statements with references. Ensure the text is concise and to the point, and avoid including information that is beside the topic. Make sure the text flows well, is clear and understandable, grammatically correct, and check spelling (UK English). Consult with the editorial team if/as needed.

Submission format – Submit manuscripts electronically in MS Word (.doc or .docx) format. Set up the document to A4 size with as little formatting as possible. Maintain a clear and distinct hierarchy of headers, but avoid using too many styles. Separate paragraphs by one line. Be concise. Submit a SINGLE DOCUMENT FOR REVIEW, including figures and tables embedded at the end.

Structure – Following is a suggested manuscript structure but feel free to adjust this for your needs, but ensure all necessary components are clearly contained within the manuscript.

Title: The manuscript should have a clear and descriptive title that conveys either the main topic or the main findings. It should also attract the reader's interest.

Authors: Include full names, surname followed by first name and initials, and contact details for all authors, and indicate clearly who is the communicating author.

Abstract: 200-300 words. The abstract should describe briefly the main points of the manuscript i.e., *the topic, the main findings and the conclusions* reached. Keep the abstract short, to the point and result focused. Do not include material that belongs in the introduction.

Introduction: The objectives of the work should be given, with a brief survey of relevant literature. The introduction should largely be limited to *scope, purpose and rationale* of the study. Ensure that all information relevant to the study is included.

Materials and Methods: Methodology used should be briefly but clearly explained, including relevant references, so that another person could repeat what you did. It should provide the framework for getting answers to the questions or problems identified. Keep this section concise.

Results: Make the text as *objective and descriptive* as possible. Present the results, not the conclusions. Only material pertinent to the subject should be included.

Discussion and conclusion: should *interpret the results* in view of the problems identified in the introduction, as well as in relation with other published work. The final paragraph of this section could consist some concluding remarks and recommendations for future work. In some cases this may be combined with the above to give "results and discussion".

Citations: Authors should be cited using their surnames, followed by year of publication. If there are more than two authors, only the first author, followed by "et al." should be given.

Acknowledgements should be limited to those whose contributions were substantial in scientific and technical aspects of the paper; financial support; and in the improvement of the quality of the manuscript.

References: The reference section must contain an alphabetical list of all references mentioned in the text of the manuscript. Use a format similar to "Coral Reefs", as follows. Ensure any electronic references/websites are complete.

Payet R, Obura D (2003) The negative impacts of Human Activities in the Eastern African Region? An International Waters Perspective. *Ambio* 33: 24-34.

Wilkinson C (2002) Status Of Coral Reefs Of the World: 2002. Australian Institute of Marine Science, Townsville, Australia. Pp 345

Tables and figures should be included WITHIN THE MAIN DOCUMENT with their captions, after the references.

Tables should be simple and readable. Avoid designing tables with merged cells as these are hard to replicate in a final proof.

Illustrations should be numbered consecutively, accompanied by a complete caption, and should be referred to in the text. Make sure illustrations are clear, easy to understand, and do not duplicate each other. For final proofs, also submit data files for constructing the graphs (e.g. mean and standard deviations, etc) in Microsoft Excel spreadsheets, as a consistent style will be adopted for all papers in the report.

Photographs will be published at 300 dpi resolution or better, so ensure that they can be done at this resolution for the relevant paper width (one column – 6 cm; full page – 12 cm). Final submission for photographs will be as separate files in TIFF or high resolution JPEG format.