

Egyptian Journal of Aquatic Research

Checklist for Manuscript Preparation

A- General Instructions

- Type or print manuscripts on A4 (21 X 30 cm) paper.
- Use standard 12 pt typeface (Times New Roman).
- Justify margins.
- Indent the first sentence of all paragraphs.
- Double-space throughout, including title page, abstract, literature cited, tables, and Figure legends.
- Leave at least a 2.5-cm (1-inch) margin on all sides.
- Do not hyphenate a word at the end of a sentence.
- Number all pages sequentially.
- Use metric units of measurement. When needed, English equivalents may be given in parentheses.
- Abbreviations accepted without definition are listed on the back cover of the Journal.
- Designate temperature as 20 °C. Define all other abbreviations the first time they are used.
- Express ratios by using a slant line (e.g., mg/L).
- Scientific names should accompany common names in the title and when they are first mentioned in the abstract and in the text. Authority for scientific names need not accompany the genus and species unless needed for clarity.
- Spell out one to ten unless followed by a unit of measurement (e.g., four fish, 4 kg, 14 Fish). Do not begin a sentence with a numeral. Use 1,000 instead of 1000; 0.13 instead of .13; and % instead of percent.
- Use the 24-hour clock for dial time: 13:00, not 1:00 pm, Calendar date should be day /month /year (7 August, 1990).
- Each reference cited in the text must be listed in the Literature Cited section, and vice versa.
- Literature citations in the text should be as following:
 1. One author: (Jones, 1994)
 2. Two authors: (Smith and Jones, 1994)
 3. Three or more authors: (Smith *et al.*, 1994)
 4. Reference to unpublished data or personal communications is strongly discouraged. If necessary cite as R. Ishihara (Humboldt State University, unpublished data) or R. Ishihara (Humboldt State University, personal communication).
 5. Within parentheses, use a semicolon to separate multiple citations of literature (Smith, 1991; Jones, 1994).
 6. Cite multiple references within parentheses by year, with the oldest first .
 7. Figures and Tables (Table 1; Fig. 2). Use "Figure" only to start a sentence; otherwise use
 8. "Fig." or "Figs." (e.g. Fig. 5; Figs. 5, 6).
 9. Spell out "Table" in all usages.
- Assemble the manuscript in this order: title page, abstract page, text, literature cited, tables, figure legends, figures.
- **Language** (English)

We appreciate any efforts that you make to ensure that the language is corrected before submission.

Spelling should conform to *Webster's International Dictionary* or similar, and Systeme International (SI) units should be used throughout (although other commonly used units may be added in parentheses).

B- Title Page (Page 1)

- Type the title of the paper, centered, in capital case letters and Bold (e.g. **ACUTE TOXICITY OF COPPER SULFATE TO CHANNEL CATFISH ICTALURUS PUNCTATUS**).

- Leave one Blank line after the title of the paper and then type the author(s) names first letter in the Name in capital and the left litter in small caps (**OLA ABDELWAHAB, AHMED EL NEMR, AMANY EL SIKAILY, AZZA KHALED**).
- Affiliation(s), and unabbreviated complete address(es). If the author is currently at another location, include a superscript number after the name and provide the full present address as a footnote.
- In papers written by authors at different addresses, type the name and address of the first author, the name and address of the second author, and so on.
- In multi-authored papers, type "Corresponding author, and follow with the full mailing address of the author responsible for correspondence. Type this near the bottom of the page, but above any footnotes.
- Follow the title with 4-5 keywords related to the subject of the manuscript (please write Keywords as one ward and not bold) (e.g. *Keywords: Adsorption, Rice Husk, Direct Red-23, Isotherms, Kinetics*).
- Abbreviations
Abbreviations should be explained at first occurrence.

C- Abstract Page (Page 2)

- Type the heading "**ABSTRACT**" centered, at the top of the page.
- Abstract must be one paragraph.
- Do not cite references or use abbreviations other than those listed on the back cover of the Journal.
- Be concise (normally not more than 3% of the text length), but include why you did the study, how you did it, the results of the study, and what the results mean (250-350 wards).

D- Text (Beginning on Page 3)

- Follow general instructions in Section I.
 - 1. INTRODUCTION** (write number 1. for introduction).
Begin with an introduction that concisely establishes the background of the investigation, citing only essential references, and state the reason(s) for performing this study. Subsequent sections in the introduction should not contain any further headings.
 - 2. MATERIALS AND METHODS** (write number 2. for materials and methods).
Give sufficient detail for others to repeat the work. Describe new methods in detail; provide references and brief descriptions for previously published methods, including methods of statistical analysis.

First-, second- and third-order headings should be clearly distinguishable and should be numbered (1., 1.1, 1.1.1, 2., 2.1, etc.). (Use sub-headings with number such as 2.1.; 2.1.1; 2.1.2.;.....; 2.2.; 2.2.1.; 2.2.2.; 2.2.3.; 2.3.; 2.3.1.; 2.3.2.; ect.....). First Sub-heading must be in Capital and not bold type, second Sub-heading must be in **bold** and lowercase type, Third Sub-heading must be in *Italic* lowercase type, do not use more than three Sub-headings (e.g. do not use 2.1.1.1.).
 - 3. RESULTS AND DISCUSSION**
Avoid repetition by presenting data in only one form. Summary numerical data should be accompanied by an indication of variability (e.g., mean SD, mean SE) and all estimates should carry an index of precision (e.g., a confidence interval and no more than two significant digit for decimal values greater than one). The word 'significant' should be used only in its statistical sense and the level of significance used should be defined.

(Use sub-headings with number such as 3.1.; 3.1.1; 3.1.2.;.....; 3.2.; 3.2.1.; 3.2.2.; 3.2.3.; 3.3.; 3.3.1.; 3.3.2.; ect.....). First Sub-heading must be in Capital and not bold type, second Sub-

heading must be in **bold** and lowercase type, Third Sub-heading must be in *Italic* lowercase type, do not use more than three Sub-headings (e.g. do not use 3.1.1.1.).

Please use in the manuscript typing the following:

For temperature (example: 25°C) do not use Zero superscript for degree, do not use space between the number and °C.

For percentage (example: 75%) do not use space between the number and %.

For salinity (example: 35‰) do not use space between the number and ‰.

Make Blank line before all headings and subheadings and do not make blank line after subheadings.

For units please use mg/kg; µg/g, L, ml, do not use mg kg⁻¹, use only "/".

In Equations please use word office Equations Editor.

4. CONCLUSIONS

“*Communications*” do not have section headings. Write it in *Italic* format.

Acknowledgments. Acknowledgements of people, grants, funds, etc. should be placed in a separate section before the References. Do not start these sections with a new page. Write it in *Italic* format. Acknowledge only those people and institutions that contributed directly to the research or manuscript quality.

REFERENCES (do not use number before references).

Cross-referencing

In the text, a reference identified by means of an author's name should be followed by the date of the reference in parentheses and page number(s) where appropriate. When there are more than two authors, only the first author's name should be mentioned, followed by *et al.*. In the event that an author cited has had two or more works published during the same year, the reference, both in the text and in the reference list, should be identified by a lower case letter like *'a'* and *'b'* after the date to distinguish the works.

Example: (Winograd, 1986a, b)
(Winograd, 1986; Flores *et al.*, 1988)
(Bullen and Bennett, 1990)

References to books, journal articles, articles in collections and conference or workshop proceedings, and technical reports should be listed at the end of the article in alphabetical order. Articles in preparation or articles submitted for publication, unpublished observations, personal communications, etc. should not be included in the reference list but should only be mentioned in the article text (e.g., T. Moore, personal communication).

References to *books* should include the author's name; year of publication; title; page numbers where appropriate; publisher; place of publication, in the order given in the example below:

Peakall, D.B.: 2004, *Animal Markers as Pollution Indicators*, Chapman and Hall, London, pp. 620–650.

Boyd, C. E.: 1982, *Water quality management for pond fish culture*, Elsevier Scientific Publishing Company, Amsterdam, The Netherlands, pp. 250-300.

Stickney, R. R.: 1986, *Culture of nonsalmonid freshwater fishes*. CRC Press, Inc., Boca Raton, Florida, USA, 120-135.

References to *articles in an edited collection book* should include the author's name; year of publication; article title; editor's name; title of collection; first and last page numbers; publisher; place of publication., in the order given in the example below:

Nisbet, I.C.T.: 2000, 'Pollutants in Seabirds', in: D. Nettleship, J. Burger and M. Gochfeld (eds), *Threats to Seabirds of Islands*, ICBP, Cambridge, England, pp. 150–156.

Ward, P. D.: 1982, 'The development of bacterial vaccines for fish', in: R. J. Roberts (ed), *Microbial diseases of fish*. Academic Press, New York. USA. Pp. 47-58.

References to *articles in conference proceedings* should include the author's name; year of publication; article title; editor's name (if any); title of proceedings; first and last page numbers; place and date of conference; publisher and/or organization from which the proceedings can be obtained; place of publication, in the order given in the example below:

Skiba, Y.N.: 1995, 'Pollution Concentration Estimates in Ecologically Important Zones', in: *Proceedings of X World Clean Air Congress 'Growing Challenges – From Local to Global'*, May 28–June 2, 1995, Helsinki, Finland, Vol. 3, paper 525.

References to *articles in periodicals* should include the author's name; year of publication; article title; [abbreviated title of periodical; volume number (issue number where appropriate); first and last page numbers, in the order given in the example below:

Hyman, T.C. and Hamby, D.M.: 1995, 'Parameter uncertainty and sensitivity in a liquid effluent dose model', *Environmental Monitoring and Assessment* **38**: 51–65.

Luis, O. J. and Ponte, A. C.: 1993, 'Control of reproduction of the shrimp *Penaeus kerathurus* held in captivity. *Journal of the World Aquaculture Society* **24**: 31-39.

References to *technical reports or doctoral dissertations* should include the author's name; year of publication; title of report or dissertation; institution; location of institution, in the order given in the example below:

Stone, W.A.; Thorp, J.M.; Gifford, O.P. and Hoitink, D.J.: 2004, 'Climatological Summary for the Hanford Area', *Technical Report*, PNL-4622, Pacific Northwest Laboratory, Richland, Washington

- Start reference section at the top of a new page.
- Verify all entries against citations in the text.
- Verify the accuracy of all entries against the original sources, especially journal titles, authors, pages, and spelling.
- Start the first line of each entry at the left margin and indent other lines.
- Do not leave extra space between entries.
- Alphabetize entries first by the surnames of the senior authors and first word or acronym of corporate authors, second by the initials of senior authors with the same surname (e.g., Smith, B. F. precedes Smith, L.W.) and third by the surnames of the junior authors. Single authored citations proceed multi-authored.
- Works by the same senior author regardless of date.
- List multiple works by the same authors by date.
- Spell out journal names in full.

E- Tables (Continue page numbering)

Each table should be numbered consecutively (1, 2, etc.). In tables, footnotes are preferable to long explanatory material in either the heading or body of the table. Such explanatory footnotes, identified by superscript letters, should be placed immediately below the table. Please provide a caption (without abbreviations) to each table, refer to the table in the text and note its approximate location in the margin. Finally, please place the tables after the figure legends in the manuscript.

- Start each table on a new sheet.
- Double space everything, including title, column headings, and all entries. Do not reduce type size in an effort to fit the table on one page. Use the same size type as the text. Print tables broadside, if necessary, to allow adequate margins. In extreme instances, continue the table on a second page.
- Type the table caption at the top of the page. Start at the left margin with the table number, which should be in Arabic (e.g.: Table 4.).
- Place a single horizontal line beneath the table title.
- Use single horizontal lines to separate column heads.
- Use a single horizontal line to indicate the end of the table.
- Do not use vertical lines in the table.
- Indicate footnotes by lower case superscript letters (a, b, c, etc.).

F- Figure Legends (Continue page numbering)

Figures should be avoided as figures are often reduced in size. Provide a detailed legend (without abbreviations) to each figure, refer to the figure in the text and note its approximate location in the margin. Please place the legends in the manuscript after the references.

- Type the first line at the margin for each entry. Indent other lines. Spell out "Figure" followed by an Arabic number. Use sentence-style capitalization of the caption: (Example: Figure 1. Growth of *Penaeus setiferus* over time at various combinations of water exchange and stocking density.)
- Do not include symbols (dots, circles, triangles, etc.) in the figure captions. Label them in the figure or refer to them by name in the caption.
- Do not refer to magnification of photomicrographs in the caption: figures will be reduced when printed so they will be wrong if given in the caption. Place a bar scale directly on each photo and give its equivalent length in the caption (e.g., bar = 25 cm).

G- Illustrations

- **Line Drawings**
- Submit xerographic copies of line drawings with the initial manuscript submission.
- Original artwork should be submitted with the final accepted manuscript. Original line drawings give best printing fidelity and should be drawn in black ink with mechanical drafting equipment or output through a laser printer. Photographs of line drawings are often slightly out of focus and are not encouraged.
- Lettering should be clear and large enough to withstand at least 50% reduction without becoming illegible. A clean sans serif typeface (such as Arial or Univers) is preferred.
- Lettering on a figure 20 cm wide should be at least 4.5 mm high (18-point type) to withstand reduction.
- Typed or handwritten letters or symbols are unacceptable.
- Write a small number near the top, right-hand corner of each illustration for cross reference with the figure caption.

H. Photographs

- Submit four sets of photographs with the initial manuscript submission.
- Lightly write the figure number and author's name on the back of each photograph.
- Indicate the top of each photo.
- Print photographs on glossy paper with good contrast.
- Color illustrations will not be accepted without approval of the editor. The cost of color
- Reproduction must be paid for by the author.

I. Arabic Summary الملخص العربي

يلحق فى نهاية كل بحث ماخصا باللغة العربية يحتوى على عنوان البحث وأسماء الباحثين المشاركين وملخصا للبحث لايزيد كل ذلك عن صفحة واحدة.

- What and Where to Submit
- Submit four high-quality copies of the manuscript, tables, and line drawings. Submit four sets of photographs.
- Submit a cover letter that includes (1) a statement that no substantial part of the manuscript has been published or submitted for publication elsewhere; (2) a list of colleagues who have seen or reviewed the manuscript in draft; (3) complete mailing address and any address change during the next several months for the corresponding author; and (4) telephone, FAX, and e-mail address for the corresponding author.
- Submit this checklist with completed items marked.
- Make sure that everything is adequately packaged for mailing.

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k. Offprints

Twenty-five offprints of each article will be provided. Additional offprints can be ordered by means of an offprint order.

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