

# Author's Manual for Preparation of Manuscripts

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## Guideline for formatting your manuscript

The Proceedings of the **Third International Conference on the Management of Coastal Recreational Resources ~ Beaches, Yacht Marinas, Coastal Ecotourism & Conservation and Coastal Hazards 27th – 30th Oct 2010; Grosseto, Italy** will be prepared directly from the Rich Text File (RTF) received from the authors. Authors are therefore requested to strictly adhere to the instructions contained in this manual.

The manuscript must be sent as a word document using Microsoft Word, and formatted exactly as outlined in this Manual. Associated images must be sent of good quality and sent as separate document preferably as in jpeg format. **No handwritten or typewritten manuscripts will be accepted.**

## General Structure of the Paper

The paper should be structured as follows:

- Paper Title and Name(s) of the Author(s)
- Contact Information for the Author(s)
- Abstract + Keywords
- Introduction
- Main Text (in sections if applicable eg: Materials and Methods)
- Results (if applicable)
- Discussion
- Conclusions
- Acknowledgements (if applicable)
- References
- Appendices (if applicable)

## Manuscript Format

### *Page Format*

The document should be formatted to use A4 (H297mm x W210mm) paper. Use 10point typeface in Times New Roman. The paper should be single spaced and justified throughout. The following margin sizes MUST be obeyed: Bottom Margin set at 2.5cm; Top, Right and Left Margins set at 3.0cm.

A full page of text should be produced whenever possible. Widows (last line of a paragraph alone at the top of a page) and orphans (first line of a paragraph alone at the bottom of a page) should be avoided. The **maximum number of pages should not exceed 12.**

### ***General Layout***

The Title of the Paper should not be longer than 50 characters. It should be placed at around 5cm down from the top of the first page. The title font size should be 16, font style **bold** and **centrally aligned**; it should be in Title Case Format. Insert a one line space after the title.

The Author/s Name/s should be printed in font size 14, font style should be **bold** and **alignment centered**. Leave one blank line between author names and Author Affiliation/s. The author affiliation details (Institute / Organisation; postal address; telephone and fax numbers; email address) should follow. They should be printed in font size 11, font style should be **bold and italic** and **alignment Left Justified**. Leave two blank lines between the Author Affiliation Details and the Abstract Title.

The Abstract should follow; the heading **Abstract** being printed in font size 10 and in **bold** characters and underlined. From this point onwards, all text should remain in font size 10.

Keywords - leave one blank line and then indicate a maximum of six keywords which characterize the paper. This line should be left justified and each word should be separated by commas eg:

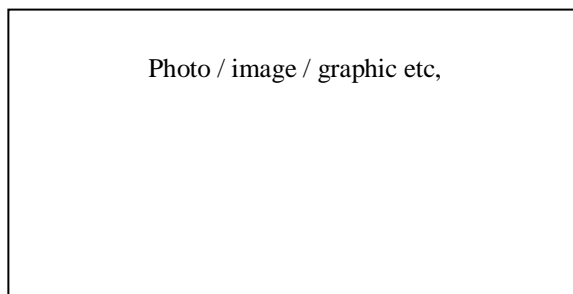
**Keywords:** ecotourism, yacht marinas, pollution, planning.

Headings and Text Sections. All section headings should be left justified and must NOT be numbered. They should be in Title Case Format. Primary headings (eg: Abstract; Introduction; Materials and Methods; Results; Conclusions; Acknowledgements; References; Appendices; etc) should be **bold and underlined** while secondary headings should be **bold and italic**. Any further sub-heading may be simply *italicized*.

Spacing between paragraphs. Two-line spaces should be left before **Primary Headings**; a one-line space should be left between paragraphs and before *secondary* and *other sub-headings*.

### ***Illustrations***

Illustrations (figures, photos, tables, graphs etc.,) must be clear and legible - black line drawings or black and white good quality photographs, colour images should be rendered into black and white graphics. Illustrations should be placed within the text as close as possible to their first mention. All figures and tables must be cited within the text. Figures and photos must be numbered as Figure 1 etc; tables must also be listed numerically eg: Table 1 etc., The Figures and Tables should be **centred** along the page width; the Captions must be centered and written directly below the Figures and Tables as below:



**Figure 1:** Example of figure and caption

Title	Example	Data	N	N+1


**Table 1:** Example table and Caption

***Important note re Tables:***

All tables must be tab-delimited. Use columns and tab stops (use CTRL TAB to tabulate data within a column) DO NOT use spaces to align your text – this will cause data to shift in an unpredictable manner when being processed for printing.

***Preparation of Text and Figures/Tables for sending***

Please send TWO versions of your paper:

1. A complete copy as it should look when printed. This copy is to be produced and saved as a **.doc** file (*authorsurname.doc*). This copy should show all the figures and tables in their correct positions and is needed as a guide for the Secretariat and the printers. The .doc file is to be sent as an email attachment. The complete formatted paper with all the images, tables etc. in place **should not exceed 12 A4 pages**.
2. A copy of the file saved as .doc file e.g. *authorsurname.doc* and sent as an email attachment. The position of figures, tables etc., should be indicated BUT NOT INCLUDED in this text. The Figures and Tables should be sent as separate email attachments. All tables must be created using columns or tab delimited and sent as a separate word document (eg: *authorsurnameT1.doc*) All figures must be saved as **jpegs** and sent as separate files (eg: *authorsurnameF1.jpg*)

If an author is submitting more than one paper (eg Paper 1 and Paper 2), please clearly distinguish which image files pertain to which paper. (eg: Table 3 from Paper 1 saved as - *authorsurname1T3.rtf*; Figure 4 from Paper 2 saved as - *authorsurname2F4.jpg*)

***Mathematics, Symbols and Units***

All mathematical and other symbols should be typed. Equations should be in **bold** font and **centred** as below:

$$\mathbf{A = B + C}$$

Use the International System of Units (SI units) as the primary units.

***Additional Notes***

Use **bold** characters only for headings, equations and symbols within them

Use *italic* characters only for subheadings and Latin terms.

Do not insert page numbers

Do not insert headers or footers

The complete formatted paper with all the images, tables etc. in place should not exceed 12 A4 pages.

***References within the text***

All references should appear together at the end of the paper. Do not number them but list them ALPHABETICALLY by the last name of the first author and then by year of publication (earliest work listed first). Wherever a reference is quoted in the text, the author(s) should be shown and the year of publication listed in parenthesis e.g.: Williams and Micallef, 2000; Williams *et al*, 2002; Ergin *et al*, 2003. All references cited in the text must be listed in the References list and vice versa. See also the references section further on for formatting guidelines.

**Keywords**

As well as including the keywords just after the abstract, please provide a separate sheet indicating the Author and Paper Title and listing a maximum of four keywords to be used to index the paper.

### **Approvals and Transfer of Copyright**

It is the author's responsibility to obtain all the necessary approvals prior to submission of the paper. **After receipt of the manuscript, withdrawal or revision of the paper will not be possible.** This also applies to any illustrations which may have been published elsewhere. The *Copyright Transfer Agreement* (sent as an email message accompanying this text in attachment) must be completed by the author and returned by email **together** with the manuscript. It will not be possible to publish a paper without the signed agreement.

### **References**

Do not leave lines between the reference entries; use a hanging indent of 1.2cm. Make sure that all entries have been cited in the text.

- Ergin, A., Micallef, A. and A.T. Williams, 2003. Coastal Scenic Evaluation – A Pilot Study of Some Dalmatian Areas. Report commissioned by the WWF/MedPO, Rome, Italy. pp. 109.
- Williams, A.T. and A. Micallef, 2000, (Eds). Aspects of Coastal Zone Management in the Mediterranean and Black Seas. (In): *Journal of Coastal Conservation, Special Feature, Vol.6, Issue 1, 2000*. Opulus Press, Uppsala, Sweden. Pp. 124.
- Williams, A.T., Micallef, A. and A. Ergin, 2002. A Theoretical Framework for Beach Management Guidelines. (In), *Proceedings of the International MEDCOAST Workshop on Beach Management in the Mediterranean and the Black Sea: dynamics, regeneration, ecology and management, Kusadasi, Turkey, 2002*. (Ed), E Ozhan, MEDCOAST, Middle East Technical University, Ankara, Turkey. pp. 191-200.

### **Submission Checklist**

- File saved as a word document sent by email as an attachment – the position of figures, tables etc., should be indicated BUT NOT INCLUDED in this text.
- All tables must be created using columns or tab delimited and sent as separate rich text files (e.g.: *authorsurnameT1.doc*)
- All figures must be saved as .jpg files and sent as separate attachment files (e.g.: *authorsurname F1.jpg*)
- Send a copy of the complete formatted paper with all the images, tables etc. in place as a .doc file (eg: *authorsurname.doc*) as an email attachment. The complete formatted paper with all the images, tables etc. in place should not exceed 12 pages.
- Separate Keywords Sheet
- Return the *Copyright Transfer Agreement* by email

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