



**GENERAL FORMAT AND LITERATURE CITATION GUIDELINES FOR
AQUATIC MAMMALS JOURNAL
(Updated 1 January 2010)**

Text

- A. Font: Arial, 10 or 12 point font
- B. Double spacing
- C. British or American English, but the spellings must be consistent with one version of English throughout the manuscript

II. Headings

- A. A running header should be in italics at the top-center of each page
- B. This page header summarizes the title in a few words

III. Pagination

- A. Include page numbers at the bottom-center of each page
- B. Paragraphs are indented 1 tab, except immediately under a heading or subheading
- C. Headings and Subheadings
 - 1. If subheadings are used, there needs to be two or more per section
 - a. First-level headings are centered, in bold, and the first letter of each word capitalized (e.g. Abstract, Introduction, etc.)
 - b. Second-level headings are left-aligned, on a separate line, and italicized, with important words capitalized
 - c. Third-level headings are followed by two dashes--the text continues after the heading with no new paragraph with important words capitalized

Results

Age Differences in Food Consumption

Adults -- The text continues on this line.

Infants and Juveniles -- The text continues on this line.

IV. Tables and Figures

- A. The appropriate position of each table, figure, or photograph should be identified in the body of the text: (e.g., place Table 2 here).
- B. When referring to numbered figures, spell out the reference
 - 1. Write Figure 1, do not abbreviate as Fig. 1
- C. Tables



1. Format

- a. Tables should be clear and simple
- b. A single bold line should end the table and any footnotes should appear below this line
- c. Tables can be landscape or portrait
- d. Do not use vertical lines or grids in tables, only horizontal lines

2. Table Legends

- a. A list of table legends should be included on a separate sheet, numbered with Arabic numeral
- b. A legend also should appear above each table
 - i. The word “table” and the number in a legend are in bold (i.e., **Table 2.**)
 - ii. A bold line should separate the legend and body of the table
 - iii. Describes the nature of the assembled facts (i.e., who, what, where, when)
 - iv. If the legend is not a complete sentence, it does not end with a period

D. Figures

1. General Formatting

- a. Figures should be in a suitable computer-generated file (JPEG, GIF, or TIFF)
- b. Each figure, numbered with an Arabic numeral, should be on a separate sheet of paper
- c. Can be landscape or portrait
- d. Design should be simple and compact, leaving out words and numerals that could be mentioned in the captions
- e. The ultimate dimensions of a figure and its caption should not exceed the 202 X 145 mm page format
- f. Lines, lettering, and symbols should be adapted to allow maximal size reduction (so that the letters approximate the size of Arial 10 point)

2. Figure Legends

- a. The word “Figure” and the number in the legend are in bold (i.e., **Figure 3.**)
- b. A list of figure legends should be provided on a separate page
- c. A legend should appear underneath each figure
- d. Describes the nature of assembled facts (i.e., who, what, where, when)



- e. If the legend is not a complete sentence, it does not end with a period

3. Graphs as Figures

- a. Should not have excessive grid lines or tick marks
- b. Label all axes with proper words and unit(s)
- c. All words on the X- or Y-axis of a graph should begin with a capital letter

4. Photographs as Figures

- a. Photographs should exhibit strong contrast and sharpness
- b. Should be kept to a minimum
- c. Only black and white photos should be submitted
- d. Color photographs will only be printed by special payment by the author and at a negotiated price with the printer

FORMATTING THE MANUSCRIPT TEXT

Full articles and Reports should include: Title, Author information, Abstract, Introduction, Materials and Methods, Results, Discussion, Acknowledgements and Literature Cited

Short Notes should include: Title, Author information, Acknowledgements and Literature Cited

I. Title

- A. The first letter of all significant words in the title should be capitalized
- B. All words in main title should be in bold
- C. Important words begin with a capital letter
- D. Centered, concise and include the scientific name of any species

II. Author Information

- A. The first and last names with middle initials of the author(s) should be:
 1. Centered below the title



2. Each name separated by a comma with a superscript number(s) following each name with a different affiliation
- B. Affiliations and addresses should be listed below the author names
1. Centered
 2. In italics
 3. Preceded by the corresponding superscript number (if different affiliations)
 4. Each superscripted affiliation and address should be on a separate line
 5. Corresponding author e-mail address will be published if provided

Food Consumption in Captive Blue Whales (*Balaenoptera musculus*)

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III. Abstract

- A. Less than 300 words
- B. Placed after the author(s) affiliations and addresses
- C. A list of 5 to 10 key words should follow the abstract, and be left-aligned
- D. A period does not follow the key words.

Abstract

Text here, this paragraph is less than 300 words. An abstract is a brief, comprehensive summary of the contents of the manuscript. It allows readers to survey the contents of an article quickly and, like a title, it enables abstracting and information services to index and retrieve articles. No period follows the key words.

Key Words: Energetics, feeding, nutrition, cetacean, reproduction, blue whale, *Balaenoptera musculus*



STANDARD PRACTICES

- I. Sentence structure
 - A. Use the active voice, not passive voice
 - B. Use third person, unless it is important to use first person
 - C. Past tense should be used, unless the statement is always true (e.g. The Earth is round)

- II. Capitalization
 - A. Names of major taxonomic ranks are capitalized (e.g. class, suborder, order, family)
 - B. Only a proper name in a common name is capitalized (i.e., Ross seal)
 - C. Taxonomic rank names are not capitalized (i.e., pinnipeds, cetaceans)

- III. Italics
 - A. Scientific names should be italicized
 - B. Both the common name and scientific names should be given the first time a species is discussed in the manuscript
 - C. Thereafter, either name is appropriate
 - D. Latin words should be in italics: *in utero*, *post hoc*, *ad libitum*, *in vivo*, *apriori*, and *ca*
 - E. The name of a software program should be in italics and the first letter capitalized
 - F. Names of major taxonomic ranks (e.g., class, order, family) are not italicized
 - G. The term (et al.) is not italicized.
 - H. Derivatives of taxonomic rank names are not italicized (e.g., pinnipeds, odontocetes)

- IV. Numbers
 - A. Metric system should be used
 - B. Date format: day month year (23 March 1952)
 - C. Time format: military time (0200-1630 h)
 - D. Numbers less than 10 should be written out in text, unless they are reporting real measurements or data
 1. Three objectives
 2. 6 m of water
 - E. Be careful with the number of significant digits past the decimal place
 - F. Do not use a naked decimal point (e.g., use 0.45, not .45)

- V. Other Comments
 - A. The word “data” is plural



- B. The word “between” compares two items, whereas “among” compares more than two
- C. Footnotes should be avoided
- D. Contractions should be avoided
- E. Refer to tables and figures in “Materials and Methods” or “Results,” not in the Introduction or Discussion
- F. Do not animate nouns by using verbs with an inanimate object (like “the table suggests” or “the analysis shows”)

VI. Statistical methods and Values, see Table 1

Table 1. Statistical Abbreviations and Symbols (Based on APA, 2001, pp. 141-144)

<i>Abbreviation / Symbol</i>	<i>Definition</i>
ANCOVA	Analysis of covariance
ANOVA	Analysis of variance (univariate)
X^2	Chi-squared
CI	Confidence interval
CV	Coefficient of variation
<i>df</i>	Degrees of freedom
DFA	Discriminate function analysis
H_0	null hypothesis
ln	Natural log
log	Common or Briggsian logarithm
μ	Mean (arithmetic average)
<i>Mdn</i>	Median
N	Size of a population
<i>n</i>	Size of a sample
P	Probability
<i>p</i>	probability of a test value (e.g. $p = 0.05$)
PCA	Principle component analysis
<i>r</i>	Pearson product-moment correlation
r^2	Pearson product-moment correlation



	squared; coefficient of determination
R	Multiple correlation; also composite rank, a significance test
R ²	Multiple correlation squared; measure of strength of relationship
s ²	Variance
SD or s	Standard deviation
SE	Standard error
SS	Sum of squares
t	Computed value of t test
T	Computed value of Wilcoxon's paired-sample test or McCall's test

LITERATURE CITATION GUIDELINES

Aquatic Mammals follows American Psychological Association (APA) 6th Edition guidelines. Any exceptions to these rules are annotated by an asterisk (*).

A quick note about *EndNote*: If you use the computer software *EndNote* to organize your references, please take the time to confirm that the software is properly formatting your references for APA 6th Edition *and* the APA 6th Edition exceptions of *Aquatic Mammals*.

PLEASE NOTE:

Per APA 6th Edition guidelines, all manuscripts with a digital object identifier (DOI) must be cited with their DOI. The general rule for whether a manuscript has a DOI is if the DOI is provided on the first print page of the manuscript. If the DOI is present on the first page, it should be provided in the citation. If the DOI is *not* present on the first page, *Aquatic Mammals* *does not* require it be provided in the citation.

It is the responsibility of the author(s) to provide DOIs with all appropriate literature citations upon submission of the manuscript to *Aquatic Mammals*.

References we know to have DOI include:

Aquatic Mammals (2004-present)

Marine Mammal Science (2007-present)

LITERATURE CITATIONS WITHIN THE MANUSCRIPT

- I. Preferably, references should be excluded from sentences and given in parentheses



- II. When listing a series of citations in the text, they should appear in **chronological order** (past to recent); then by first author’s last name; then as single, double, or multiple authors*
 - A. Citations listed in chronological order should be separated by a semi-colon.
 - B. Citations by the same author(s) be separated by a comma unless another manuscript falls between those manuscripts in chronology.
- III. See Table 2 and the text box below for specific examples.

Since males feed in different areas from females during summer, this could have the effect of reducing intraspecific competition for food. A similar pattern was observed in the highly sexually dimorphic northern elephant seal (Harrison, 1969; Harrison et al., 1972; Kasuya, 1984, 1986; Perrin & Reilly, 1988; Perrin et al., 1996; Kasuya, 2006).

Kaelstein and Smith (1999) also investigated that NE Greenland has limited access to food and wintering areas...

Table 2. Guide to citations within the manuscript. Modified from APA Publication Manual, 6th Edition (2009).

Source	Citation	Comments
No Author	(<u>Short Title</u> , 2000)	
1 Author	(Smith, 2000)	
2 Authors	(Smith & Jones, 2000).	Note the use of an ampersand (&) and not the word “and”.
3+ authors*	(Smith et al., 2000).	Note the term et al. is <i>not</i> in italics.
Multiple works by same author(s) in the same year	(Smith, A. B., 2000a, 2000b)	Notice that these works are separated by a comma and not a semi-colon.
Corporate Acronym	(Marine Mammal Commission [MMC], 1996) Next Cite: (MMC, 1996)	
In Press	(Smith, in press)	
Personal Communication	(A. B. Smith, pers. comm., January 23, 2001).	Give initials and surname of contact and the most approximate date as possible.
No Date	(Smith, n.d.)	

Aquatic Mammals Journal | Formatting Guidelines





LITERATURE CITED SECTION

I. Basic Referencing

- A. Bibliographical details should be complete, clear, and easy to survey
- B. Place entries at the end of the paper
- C. Order of references in the reference list
 1. Alphabetical by surname
 2. Order of several works by the *same first author*:
 - a. Number of authors (one, two, or 3+)
 - b. Arrange by year of publication
 - c. Then by chronological order (past to most recent)
- D. First line of the entry is not indented, all other lines are
- E. Abbreviations should be avoided, especially with journal titles
- F. The term “et al.” is not italicized
- G. See also details to follow.

II. Use of city names, states and provinces

- A. U.S. cities of publication are listed with state abbreviation. For example: Chicago, IL or Washington, DC. For a quick guide to state abbreviations used in the United States, please visit: http://www.usps.com/ncsc/lookups/usps_abbreviations.html
- B. Province names/abbreviations are not given.
- C. Cities of publication outside of the USA are listed with country name, for example: London, England or Madrid, Spain.



Table 3. General Formatting Rules for the Literature Cited Section

Source	Citation	Comments
No Author	<u>Short Title</u> . (2000).	
1 Author	Smith, A. B. (2000).	Initials for the authors should be separated by one space. Surnames of authors always precede initials in APA.
2 Authors	Smith, A. B., & Jones, C. J. (2000).	Please note the use of commas and the ampersand (&).
3-6 authors	Smith, A. B., Jones, C. J., Walter, E. M., Thomas, J. A., Dudzinski, K. M., & Mollman, G. E. (2000).	List all authors.
7+ authors	Smith, A. B., Jones, C. J., Walter, E. M., Thomas, J. A., Dudzinski, K. M., Koppes, K. N., . . . Mollman, G. E. (2000).	List the first 6 authors and then (. . .), followed by the final author surname and initials. This rule is different than APA 5 th Edition.
Multiple works by same author(s) in the same year	Smith, A. B. (2000a). Smith, A. B. (2000b).	
Corporate Acronym	Marine Mammal Commission [MMC]. (1996).	
In Press	Smith, A. B. (in press).	
Personal communication	Personal communications are not in the literature cited.	
No Date	Smith, A. B. (n.d.).	

→ Pay close attention to the use of periods, commas, and ampersands (&) when formatting references.



PERIODICAL ARTICLES

This section shows how to prepare an entry for an article in a journal, a magazine, or a newspaper. You may need to refer to *Basic Referencing*. Journal name and volume numbers are italicized, but not page numbers.

Article in a Journal Paginated by Volume (page numbers are continuous within a volume; e.g. Issue 2 does not begin at p. 1 but at p. 200). *Most periodicals cited by marine mammal scientists tend to be formatted this way.*

Highfill, L. E., & Kuczaj II, S. A. (2007). Do bottlenose dolphins (*Tursiops truncatus*) have distinct and stable personalities? *Aquatic Mammals*, 33, 390-389. doi: 10.1578/AM.33.3.2007.380

→ There is only one space between pieces of information in APA citations.

Article in a Journal Paginated by Issue (New issues begin at page 1)

Scruton, R. W. (1996). The eclipse of listening. *The New Criterion*, 15(3), 5-13.

Article in a Magazine

Shea, R. H. (2002, October 28). E-learning today. *U.S. News & World Report*, 133, 54-56.

Article in a Newspaper

Haney, D. Q. (1998, February 20). Finding eats at mystery of appetite. *The Oregonian*, pp. A1, A17.

Letter to the Editor

Moller, G. (2002, August). Ripples vs. rumbles [Letter to the editor]. *Scientific American*, 287, 12-22.

→ Do not abbreviate page numbers, e.g. (pp. 12-5) should be (pp. 12-15).

In-Press Article

Self-Sullivan, C. (in press). Seasonal occurrence of male Antillean manatees (*Trichechus manatus manatus*) on the Belize Barrier Reef. *Aquatic Mammals*.



REFERENCING A BOOK

In addition to consulting the items in this section, you may need to refer to Basic Referencing on page 8.

Entire book, print edition

Dierauf, L., & Gulland, F. M. D. (Eds.). (2001). *CRC handbook of marine mammal medicine* (2nd ed.). Boca Raton, FL: CRC Press.

→ Capital letter (Ed.) refers to an editor, lower case (ed.) refers to an edition.

Article or Chapter in an Edited Book

Rowles, T. K., van Dolah, F. M., & Hohn, A. A. (2001). Gross necropsy and specimen collection protocols. In L. Dierauf & F. M. D. Gulland (Eds.), *CRC handbook of marine mammal medicine* (2nd ed., pp. 449-470). Boca Raton, FL: CRC Press.

→ Note that initials for editors come before their surnames, and initials for authors come after their surnames.

3. Edition other than the first

Sokal, R. R., & Smith, F. J. (1981). *Cetaceans today: Problem solving* (2nd ed., pp. 12-15). San Francisco, CA: W. H. Freeman & Company.

→ Capitalize only the first word of a book title, unless it is a proper noun or is the first word that follows a colon.

4. Multivolume Work

Author, A. A. (1973). *Giant book of dolphin facts*, *Tursiops truncatus* (vols. 1-4). Washington, DC: Smithsonian Institution Press.

→ Multiple volumes are annotated by lower case (vols.), but a single volume is annotated by upper case (Vol.)

5. Single Volume Work

Lewis, W. M., Jr., Hamilton, S. K., & Saunders III, J. F. (1995). Rivers of northern South America. In C. E. Cushing, K. W. Cummins, & G. W. Minshall (Eds.), *Ecosystems of the world: Vol. 22. River and stream ecosystems* (pp. 219-256). Amsterdam, The Netherlands: Elsevier.



ELECTRONIC SOURCES

When citing online articles, follow basic referencing rules and give whatever information is available in the online source. If the article also appears in a printed journal, a URL is **not** required; instead, include “Electronic Version” in brackets after the title of the article. If there is no print version, include the date source and the article’s URL.

Informally Published Web Document

International Union for Conservation of Nature [IUCN]. (2007). *2007 IUCN red list of threatened species*. Retrieved from <http://www.iucnredlist.org>

Article from an Online Periodical with Printed Version

Whitmeyer, J. M. (2000). Whales of the world [Electronic version]. *Marine News Report*, 16, 535-555.

Online Periodical

Ashe, D. D., & McCutcheon, L. E. (2001). Shyness, loneliness, and attitude toward celebrities. *Current Research in Social Psychology*, 6(9). Retrieved from <http://www.uiowa.edu/6.9.htm>.

E-mails and Personal Communications

E-mails & personal communications are not included in the literature cited section.

OTHER REFERENCES

Meetings and Symposia

Conference presentation, abstract or poster session

Brandon, E. A., Davis, R. W., Calkins, D. G., & Loughlin, T. R. (1995, December). *Foraging trip duration in lactating Steller sea lions as an index of foraging effort*. Proceedings of the Eleventh Biennial Conference on the Biology of Marine Mammals, Orlando, FL.

Symposium

Faria, G., & Vasconcelos, J. (2008, September). *Reproduction biology of the blue jack mackerel, Trachurus picturatus (Bowdich, 1825) off Madeira Archipelago*. XV Simpósio Ibérico de Estudos de Biologia Marinha, Funchal, Portugal.



Doctoral Dissertations and Master's Theses (see also APA 6th Edition, pp. 207-208).

Unpublished dissertation or thesis from within United States

Gisiner, R. C. (1985). *Male territorial and reproductive behavior in the Steller sea lion, Eumetopias jubatus* (Unpublished doctoral dissertation). University of California, Santa Cruz, CA.

Doctoral dissertation or thesis from the web

Dudzinski, K. M. (1996). *Communication and behavior in the Atlantic spotted dolphins (Stenella frontalis): Relationships between vocal and behavioral activities* (Doctoral dissertation, Texas A&M University). Retrieved from <http://www.dolphincommunicationproject.org/pdf/Dudzinski1996.pdf>

Thesis from a university outside the U.S.

Meynier, L. (2004). Food and feeding ecology of the common dolphin, *Delphinus delphis*, in the Bay of Biscay: Intraspecific dietary variation and food transfer modelling (Master's thesis, University of Aberdeen, Aberdeen, Scotland). Retrieved from http://wildlife.massey.ac.nz/people/files/LM_link1.pdf

Articles not written in English [translation follows title in square brackets].

Aliaga-Rossel, E. (2000). *Distribución y abundancia del delfín de río, bufeo (Inia geoffrensis) en el río Tijamuchi, Beni, Bolivia* [*Distribution and abundance of the river dolphin, bufeo (Inia geoffrensis), in the Tijamuchi River, Beni, Bolivia*] (Tesis de Licenciatura, Universidad Mayor de San Andres, La Paz, Bolivia).

Corporate or Government Reports

Government Document with Official Number

Wilkinson, D. (1996). *National contingency plan for response to unusual marine mammal mortality events* (NOAA Technical Memo NMFS-OPR-9). Washington, DC: National Oceanic and Atmospheric Administration.

Article written by corporate group with acronym

Marine Mammal Commission [MMC]. (2000). *Report to the executive committee on status of the oceans*. Washington, DC: Author.

Personal Communications

Personal communications and e-mails are not included in literature cited, but should be referenced in text of the manuscript. Give initials and surname of the communicator and provide the most accurate date for the communication if possible. Either format below is acceptable.

Aquatic Mammals Journal | Formatting Guidelines



(J. A. Thomas, pers. comm., 5 January 2009)

J. A. Thomas (pers. comm., 5 January 2009)