

# Step 1. Submitting a Manuscript

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## Overview

Papers reporting original research conducted on aquatic mammals will be considered for publication by the editors, editorial board, and appropriate reviewers based on scientific merit. Papers should not be concurrently submitted to another journal nor previously published, either wholly or in part. Each manuscript will be reviewed by two external reviewers and one journal co-editor. If there is disagreement between reviewers, the manuscript will be submitted to a third external reviewer.

## Types of Contributions

*Aquatic Mammals* accepts contributions formatted as Research Articles, Short Notes, Reports, and Letters to the Editor. Please consult the journal's [Author Formatting Guidelines](#) when formatting your submission. **Research Articles** should discuss novel and important findings in the study of aquatic mammals, demonstrate sufficient methodological rigor, and provide a discussion/conclusion that is both important and justified given the results of the study. **Short Notes** may include experimental results or observations involving scientifically valid methods for which small sample sizes or limited results do not allow for sufficient elaboration to constitute a full Research Article. **Reports** include results compiled from conferences or other workshops, meetings, etc. **Letters to the Editor** may include important announcements or comments on topics relevant to the scientific study of aquatic mammals or constructive comments related to previous contributions to *Aquatic Mammals*. Reviews will also be considered, but please contact the Managing Editor before submitting a review paper.

**Consultation with the Managing Editor at an early stage of manuscript preparation is advisable when**

- the subject matter makes it difficult to follow the formatting instructions.
- the printed paper will exceed 25 pages (i.e., more than 60-page *Word* document (.docx) at double space 12 pt Times font).
- more detailed directions for preparing manuscripts are required.

## Before submitting,

- review and revise your manuscript to fit our [formatting guidelines](#)
- note our [policy on plagiarism](#).

## All submissions should contain the following:

- **Manuscript:** Microsoft *Word* document (.doc or .docx). **Please do not submit a PDF version.**
- **Cover letter:** A cover letter must clearly state that the material has not been published elsewhere and must include the address, telephone number, and e-mail address of the corresponding author. It is the responsibility of the author to keep in touch with the editors about changes in contact information.
- **Optional figures/tables document:** Figures and tables may be inserted into the manuscript (at the end of the text) or may be submitted in a separate single *Word* document (doc. or .docx). Please do NOT submit all figures and tables as separate files.

## To submit,

- register and submit the manuscript online at Manuscript Fast Track:  
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- enter all documents related to your manuscript under the same submission ID (201#-XXXX), which will be assigned to the manuscript upon submission.
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Authors will be able to view reviewers' and the editor's comments on their manuscript by logging in to their account on the Manuscript Fast Track system. All necessary documents (e.g., format-checked versions of the manuscript and edited versions of the manuscript) will be viewable to the author via the system or sent to the author from their editor via e-mail.

## Step 2: Revising a Manuscript

Once a manuscript has been accepted after peer review, detailed revision requests will be sent to a corresponding author by the editor via e-mail. You may be asked to incorporate changes and edits, and to address questions and concerns indicated by the reviewer(s). The editor will advise as to which documents on Manuscript Fast Track need to be consulted or will send you revision instructions directly via e-mail. Please incorporate all changes indicated by the editor and reviewer(s). If you disagree with changes suggested by the editor or the reviewer(s), please detail your reasoning in a separate cover letter.

Changes may be made directly to a Microsoft *Word* version of the manuscript once a reviewed manuscript has been accepted for publication. A separate document detailing the author(s)' responses to all reviewer comments should also be created. After making the necessary revisions, the revised manuscript should be sent directly to the specific co-editor via e-mail. In the event that you are unable to edit a *Word* version of the manuscript, summarize changes to the manuscript by page, paragraph number, and line number and send to the editor by e-mail.

### *Accepted Manuscript Revision Return Deadline*

Once a manuscript has been peer-reviewed and accepted (with minor or major revision) for publication in *Aquatic Mammals*, the revised manuscript and response to reviewer comments files are required to be returned no later than **three (3) months** from the acceptance date. Authors are responsible to coordinate the return of their revised manuscript and response to reviewer comments files by e-mail with their journal co-editor. Failure to meet this three-month return deadline could necessitate a full resubmission of the manuscript as a new document, which will include subsequent new peer-review.

## Step 3: Manuscript Publication

Once your revised manuscript is approved, it will be sent to our copy editor and layout designer for formatting/copy editing. You will be notified by the assistant editor when your manuscript is forwarded to our copy editing/layout team. At this point, you may be asked to submit separate high-resolution files of tables/figures to facilitate the formatting process.

Shanee Sullivan will format the text and layout of figures and tables. Sandy Larimer ([copyeditor@aquaticmammalsjournal.org](mailto:copyeditor@aquaticmammalsjournal.org)) will copy edit the formatted article and coordinate with the journal's assistant editor to send to you any questions she has and a galley proof via e-mail.

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You will be able to review the revised galley proofs as many times as needed, assuming the edits are minor in nature. Any significant changes requested to the text, layout, tables, or figures at this stage will be charged a minimum fee of \$55 per hour of time expended. Thus, we encourage authors to make any significant changes to their manuscript prior to submitting your revised manuscript to the editors.

If you have a short video clip associated with your manuscript, we have the ability to place this on the *Aquatic Mammals* website at no charge. Please notify your Managing Editor of the video-clip(s) when sending your revised manuscript.

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