



## INSTRUCTIONS TO AUTHORS

The Journal of Coastal Research is a quarterly journal published by the Coastal Education & Research Foundation (CERF). Topics of interest encompass all subjects relevant to natural and man-made environments (freshwater, brackish, or marine) and the protection and/or management of their resources. The focus is on shorelines and their immediate surroundings.

Manuscripts (an original and two copies) should be sent to **Dr. Charles W. Finkl, Editor-in-Chief, P.O. Box 210187, Royal Palm Beach, FL 33421 USA**; telephone: (561) 753-7557, FAX: (561) 753-7558, E-mail: cfinkl@gate.net. If a physical address is required for courier delivery, use: **1656 Cypress Row Drive, West Palm Beach, FL 33411, USA**. Each manuscript will be reviewed by at least two referees, as well as the Editor-in-Chief and Associate Editors. Manuscripts submitted to the *Journal* should be well written, in English, and should conform to the style outlined for this journal. Summaries in French, German, Spanish, or other modern languages using the Latin alphabet are appreciated. All manuscripts must contain original material and should not be currently submitted for publication elsewhere. Upon acceptance of the manuscript, the publishers acquire the copyright for publication as well as the sole right for reproduction, distribution, or translation.

Authors may submit material for the following subject areas:

**PROFESSIONAL PAPERS** Original research contributions dealing with all aspects of coastal and environmental issues are of primary interest to the *Journal*. In addition manuscripts dealing with theory, methodology, applied topics, and case studies, as well as periodic reviews of history, progress in specific topic areas, and state-of-the-art summaries are appropriate.

**TECHNICAL REPORTS** These papers are generally shorter and more limited in scope than professional papers. Brief reports and notes dealing with new or improved techniques, procedures, or methodologies should follow the same format as professional papers.

**DISCUSSION AND REPLY** Discussion of professional papers or technical communications is encouraged. Commentaries should clearly identify the article title and author(s) as well as the journal issue in which the article appeared. Copies of discussion papers are sent to the senior or first author so that a reply may be printed following each discussion. Rejoinders are permitted.

**NEWS AND ANNOUNCEMENTS** This section includes announcements, discussions, and progress reports of supporting organizations (INQUA, IGCP, IGU, ITC, IABO, IFAQ, IAM) and other associations interested in coastal issues. Brief descriptions of professional activities; news items; news features about people, honors, and awards; and opportunities for fellowships, scholarships, and research funds will be included.

**LETTERS TO THE EDITOR** Critical observations and clarifying discussions of articles appearing in the *Journal* will be published as soon as possible along with the author's reply. Brief responses are requested. Editorials providing informative commentaries on any aspect of coastal research are welcome.

**LITERATURE REVIEWS, BOOKS RECEIVED** Literature reviews of unresolved issues as well as modern developments will be featured in this section. Selected book reviews and shorter listings of books received also will appear.

**COASTAL PHOTOGRAPHS** Black-and-white photographs of general interest will be published as single-page entries with appropriate captions (please include location and date).

### MANUSCRIPT REQUIREMENTS

All parts of the manuscript (including Abstract and References) should be typewritten on one side of high quality paper, not more than 216 mm by 280 mm (8.5 × 11 inches), double spaced, with ample margins. Number each page consecutively, beginning with the Abstract. Do not justify the right-hand margin and do not end lines with word divisions. A popular typeface such as Courier should be used, with italic indicated by underlining only. Italic, boldface, or other special fonts should not be used; they will be communicated to the printer by the editor. For style recommendations please refer to *A Manual of Style* (1982), The University of Chicago Press; *Suggestions to Authors of the Reports of the United States Geological Survey* (1991), U.S. Government Printing Office, Washington, DC; or *Geowriting—A Guide to Writing, Editing, and Printing in Earth Science* (1973), American Geological Institute, Washington, DC.

Geological, ecological, and other scientific terms should be defined at first use. The S.I. system (le Système International d'Unités) for reporting measurements is required insofar as practical. Other units may be reported in parentheses or as the primary units when conversion is not possible. Extra space should be left around and between lines of equations. Long equations that would require many breaks should be arranged into a "table" so that the equation can run across the full width of the page.

### MANUSCRIPT ARRANGEMENT

Manuscripts should be organized in the following order:

A) **TITLE PAGE** The first page should include 1) a short running head, 2) a concise title (generally <12 words), 3) the name(s) and affiliation(s) of author(s), 4) a postal address for each author, and 5) footnotes for new affiliations, contribution numbers from institutions, or acknowledgement of financial support.

B) **ABSTRACT** The second page should include a concise abstract and key words for indexing. The abstract should be <250 words or <3% of the text, whichever is greater. The abstract should provide the purpose of the report, a brief de-

scription of the methods used, significant results, and conclusions. Key words should not already be found in the title.

C) **BODY OF PAPER** The body of the paper should generally include, in order, 1) an introduction, 2) methods, 3) results, 4) analysis, 5) discussion, 6) conclusions, and 7) acknowledgements.

Please use the following system for heads:

**First order heads:** capitals, centered;

**Second order heads:** upper- and lowercase, flush left;

**Third order heads:** upper- and lowercase, indented;

**Fourth order heads:** upper- and lowercase, indented as a paragraph, and run into the text.

D) **REFERENCES** References in the text should be cited as JONES (1991) or (JONES, 1991) for one author, JONES and SMITH (1991) or (JONES and SMITH, 1991) for two authors, and JONES *et al.* (1991) or (JONES *et al.*, 1991) for three or more authors.

A list of all references cited in the text should follow the acknowledgements section. Citations should be arranged alphabetically by the surname of the first author, with all authors' names typed in capital letters. The list of references should be in the following format:

#### Articles

CADEE, G.C., 1982. Tidal and seasonal variation in particulate and dissolved organic carbon in the Western Dutch Wadden Sea and Marsdiep tidal inlet. *Netherlands Journal of Sea Research*, 17, 426–440.

#### Books

KELLETAT, D.H., 1995. *Atlas of Coastal Geomorphology and Zonality*. Charlottesville, Virginia: Coastal Education & Research Foundation, 286p.

#### Article within a larger work

STEVENSON, J.C.; WARD, L.G., and KEARNEY, M.S., 1986. Vertical accretion rates in marshes with varying rates of sea-level rise. In: D.A. Wolfe (ed.), *Estuarine Variability*. New York: Academic, pp. 241–259.

Accuracy of all reference citations is the responsibility of the author. All text references should match the reference section citation for date and spelling of names.

E) **FOREIGN LANGUAGE SUMMARY** For those able to do so, a short summary in a modern language using the Latin alphabet is appreciated. The summary need not be an exact, literal translation of the abstract.

F) **TABLES** Tables should be typed separately and grouped at the end of the manuscript. Each table should have a short title, free of units of measure and footnotes. Tables should be numbered consecutively and be kept as simple and short as possible. Insert a double rule between the title and the column heads, a single rule between the column heads and the table body, and a single rule following the table body. Addi-

tional horizontal rules may be used under spanner heads and subheads. Avoid using vertical lines.

G) **FIGURE CAPTIONS** Captions should be typed separately and grouped following the tables. All figures should be mentioned in the text in numerical order. Figures will not be placed out of numerical order and should be numbered accordingly.

#### ILLUSTRATIONS

Photographs and illustrations should be composed with the journal specifications in mind. Whenever possible figures will be reduced to one- (85 mm) or two- (180 mm) column widths. The minimum size of a reduced letter should be 2 mm high. A lettering device should be used. Figures labeled with a typewriter will not be accepted.

Magnifications should be given as bar lines in the illustration and defined in the figure caption or legend. Maps and planimetric drawings should contain scales in bar lines as well as a north arrow.

#### PROOFS

The senior author or other designated individual will receive page proofs of professional papers or technical articles. Proofs should be checked carefully for printer's errors and returned promptly. Proofs should be received in the editor's office no later than 14 days after the author has received them. The publisher reserves the right to approve copy for press when the author's corrections are not received on time. Changes other than printing errors will be charged to the author. Instructions for correcting proofs will accompany the proofs and should be followed completely. The author is responsible for the accuracy of all facts, dates, statistics, and the position of all parts of mathematical formulas. The author is also responsible for all information given in reference citations, as well as the proper placement of citations in the text.

An offprint order form will accompany the proofs. Offprints will be sent to the author (or first named if more than one) of each signed paper unless otherwise instructed.

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