

# **Procedures for Issuing Manuscripts in the *Northeast Fisheries Science Center Reference Document (CRD) Series***

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## **Clearance**

All manuscripts submitted for issuance as CRDs must have cleared the NEFSC's manuscript/abstract/webpage review process. If any author is not a federal employee, he/she will be required to sign an "NEFSC Release-of-Copyright Form." If your manuscript includes material from another work which has been copyrighted, then you will need to work with the NEFSC's Editorial Office to arrange for permission to use that material by securing release signatures on the "NEFSC Use-of-Copyrighted-Work Permission Form."

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## **Organization**

Manuscripts must have an abstract and table of contents, and (if applicable) lists of figures and tables. As much as possible, use traditional scientific manuscript organization for sections: "Introduction," "Study Area" and/or "Experimental Apparatus," "Methods," "Results," "Discussion," "Conclusions," "Acknowledgments," and "Literature/References Cited."

## **Style**

The CRD series is obligated to conform with the style contained in the current edition of the United States Government Printing Office Style Manual. That style manual is silent on many aspects of scientific manuscripts. The CRD series relies more on the CSE Style Manual. Manuscripts should be prepared to conform with these style manuals.

The CRD series uses the American Fisheries Society's guides to names of fishes, mollusks, and decapod

crustaceans, the Society for Marine Mammalogy's guide to names of marine mammals, the Biosciences Information Service's guide to serial title abbreviations, and the ISO's (International Standardization Organization) guide to statistical terms.

For in-text citation, use the name-date system. A special effort should be made to ensure that all necessary bibliographic information is included in the list of cited works. Personal communications must include date, full name, and full mailing address of the contact.

## **Preparation**

Once your document has cleared the review process, the Editorial Office will contact you with publication needs – for example, revised text (if necessary) and separate digital figures and tables if they are embedded in the document. Materials may be submitted to the Editorial Office as files on zip disks or CDs, email attachments, or intranet downloads. Text files should be in Microsoft Word, tables may be in Word or Excel, and graphics files may be in a variety of formats (JPG, GIF, Excel, PowerPoint, etc.).

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The Editorial Office will perform a copy-edit of the document and may request further revisions. The Editorial Office will develop the inside and outside front covers, the inside and outside back covers, and the title and bibliographic control pages of the document.

Once both the PDF (print) and Web versions of the CRD are ready, the Editorial Office will contact you to review both versions and submit corrections or changes before the document is posted online.

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