



## General Format and Literature Citation Guidelines for *Aquatic Mammals Journal*

(Updated 17 July 2019)

### I. Text

- A. Font: Times, 10 or 12 point font
- B. Double spacing
- C. British or American English; 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 (~3-5) words.

### III. Pagination

- A. Include page numbers at the bottom-center of each page.
- B. Paragraphs are indented one tab, except immediately under a heading or subheading.
- C. Headings and Subheadings
  1. If subheadings are used, there should be two or more per section:
    - a. First-level headings are centered, in bold, and the first letter of each **important** word capitalized (e.g., Abstract, Introduction, etc.).  
(**Note:** Research articles include the following first-level headings: Abstract, Introduction, Methods, Results, Discussion, Acknowledgments, Literature Cited. Short Notes include only the following first-level headings: Acknowledgments, Literature Cited.)
    - b. Second-level headings are left-aligned, on a separate line, and italicized, with important words capitalized.
    - c. Third-level headings (with important words capitalized) are followed by an **em-dash** (—); the text continues after the heading with no new paragraph.

## **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. Tables and figures may be included in the manuscript and should be placed after the Literature Cited section with one table/figure per page (with corresponding caption and legends). Alternatively, tables and figures may be submitted in a single Word document (.doc or .docx format) with one table/figure per page.
- B. The appropriate position of each table, figure, or photograph should be identified in the body of the manuscript: (e.g., place Table 2 here).
- C. When referring to numbered figures, spell out the reference (i.e., write Figure 1; do not abbreviate as Fig. 1).
- D. 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. Do not use vertical lines/grids in tables, only horizontal lines.



## 2. Table Legends

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

## E. Figures

### 1. Format

- a. Original figure files should be in a suitable computer-generated file (JPEG, TIFF, or PDF) but for review, all figures should be placed either at the end of the manuscript text in the same file or in a separate document (.doc or .docx). Each figure should be placed with the caption below the figure.
- b. Figures can be landscape or portrait.
- c. Design should be simple and compact, leaving out words and numerals that could be mentioned in the captions.
- d. The ultimate dimensions of a figure and its caption should not exceed the 202 mm × 145 mm page format.
- e. Lines, lettering, and symbols should be adapted to allow maximal size reduction (so that the letters approximate the size of Times, 10 point).
- f. Make sure the figures are not fuzzy—that the graphics are crisp and the text easily legible. If they are photographs, have them be the *highest resolution possible*. (**Note:** For review, lower resolution images are acceptable.)

### 2. Figure Legends

- a. The word “Figure” and the number in the legend/caption are in bold followed by a period (i.e., **Figure 3.**).
- b. A legend/caption should appear underneath each figure, describing the nature of assembled facts (i.e., who, what, where, when).
- c. *If the legend/caption is not a complete sentence, it does not end with a period.*
- d. A list of figure legends may be provided on a separate page, but a list is not required.

### 3. Graphs as Figures

- a. Graphs should not have excessive grid lines or tick marks.
- b. Label all axes with proper words and unit(s).
- c. First 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. Photos will be printed in black and white unless other arrangements have been made (see c. below).
- c. Color photographs will only be included in the online and/or print copy versions of the article after coordination by the author with the managing editor. There is an additional fee for color figures that differs between online only and online/print versions. Contact the managing editor with questions ([business@aquaticmammalsjournal.org](mailto:business@aquaticmammalsjournal.org)).



## Formatting the Manuscript Text

**Full articles and reports should include** Title, Author information, Abstract, Key Words, Introduction, Methods, Results, Discussion, Acknowledgments, and Literature Cited

**Short Notes should include** Title, Author information, Acknowledgments, 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. Title should be 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. 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. On separate lines
  5. Include corresponding author e-mail

## **Two Cases of Physical Interaction Between White-Beaked Dolphins (*Lagenorhynchus albirostris*) and Juvenile Harbour Porpoises (*Phocoena phocoena*) in the Southern North**

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## Short Note

### **Abundance, Distribution, and Group Composition of Indian River Lagoon Bottlenose Dolphins (*Tursiops truncatus*)**

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### III. Abstract

- A. This should be less than 300 words.
- B. Place it after the author(s) affiliations and addresses.

### IV. Key Words

- A. A list of 5 to 7 key words should follow the Abstract.
- B. A period does not follow the Key Words.

#### **Abstract**

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.

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

#### **Standard Practices**

##### I. Sentence Structure

- A. Use the active, 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).
- D. Always use the Oxford comma when including a list: a comma used after the penultimate item in a list of three or more items, before “and” or “or” (e.g., a harbor porpoise, a bottlenose dolphin, or a spinner dolphin).

##### 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. Derivation of 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; thereafter, either name is appropriate.
- C. Latin words should be in italics: *in utero*, *post hoc*, *ad libitum*, *in vivo*, *a priori*, and *ca.*
- D. The name of a software program should be in italics and the first letter capitalized.
- E. Names of major taxonomic ranks (e.g., class, order, family) are **not** italicized.
- F. The term (et al.) is **not** italicized.
- G. 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 2012)
- C. Time format: military time (0200 to 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 and consistent with the number of significant digits past the decimal point.
- 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 “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, 6th ed., 2010, pp. 119-123)

Abbreviation / symbol	Definition
ANCOVA	Analysis of covariance
ANOVA	Analysis of variance (univariate)
$\chi^2$	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
$\mu$	Micro
$\bar{x}$	Median
<i>N</i>	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	Standard deviation
SE	Standard error
SS	Sum of squares
<i>t</i>	Computed value of <i>t</i> test
T	Computed value of Wilcoxon’s paired-sample test or McCall’s test



## Literature Citation Guidelines

*Aquatic Mammals* follows *American Psychological Association Publication Manual*, 6th ed. (2010) 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 ed. *and* the APA, 6th ed. exceptions of *Aquatic Mammals*.

### Please Note:

Per APA, 6th ed. 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 have DOIs:

*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, commonly at the end of the sentence.
- 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 **semicolon**.
  - B. Citations by the same author(s) **should** be separated by a **comma** (e.g., Adams, 2002, 2006, 2009; Jones, 2004; Adams & Caspar, 2006—we don't put Jones, 2004, between Adams, 2002 and 2006)
- 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, 2006; Perrin & Reilly, 1988; Perrin et al., 1996).

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Kastelein & Smith (1999) also investigated that northeast Greenland has limited access to food and wintering area . . . .

Perrin et al. (1996) discovered males feeding. . . .



VII. Other abbreviations used in the journal:

- s = second(s)
- min = minute(s)
- h = hour(s)
- d = day(s)
- mo = month(s)
- y = year(s)
- ha = hectare
- nmi = nautical miles



**Table 2.** Guide to citations within the manuscript. Modified from *APA Publication Manual*, 6th ed. (2010).

Source	Citation	Comments
No author	( <i>Short title</i> , 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, 2000a, 2000b) (Marine Mammal Commission [MMC], 1996)	Notice that these works are separated by a comma and not a semicolon.
Corporate acronym	Next Cite: (MMC, 1996)	
In press	(Smith, in press)	
Personal communication	(A. B. Smith, pers. comm., 23 January 2001)*	Give initials and surname of contact and the most approximate date as possible.
Unpublished data	(MMC, unpub. data)	
No date	(Smith, n.d.)	

## Literature Cited Section

### I. Basic Referencing

- A. Reference details should be complete, clear, and easy to survey (see Table 3).
- B. Place entries at the end of the paper.
- C. Order of references in the “Literature Cited” section:
  1. Alphabetical by surname
  2. Order of several works by the *same first author*:
    - a. Number of authors (one, two, or 3+)
    - b. Arrange in 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. Have each entry be double-spaced but do NOT include extra line spaces between entries.

### II. Use of City Names, States, and Provinces

- A. U.S. cities of publication are listed with state abbreviation. For example: Upper Saddle River, NJ or Washington, DC.
- B. Province cities of publication are listed with province abbreviation if not in name of publisher.
- C. Cities of publication outside of the USA are listed with country name—for example, Sydney, Australia, or Madrid, Spain.





**Table 3.** General Formatting Rules for the Literature Cited Section

Source	Citation	Comments
No author	<i>Short title.</i> (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 ampersand (&).
3-7 authors	Smith, A. B., Jones, C. J., Walter, E., Thomas, J. A., Dudzinski, K. M., Gregg, J., & Mollman, G. E. (2000).	List all authors.
8+ 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 <sup>th</sup> 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 and unpublished data	Personal communications and unpublished data are not included in the “Literature Cited” section.	
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 **issue numbers** nor **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(3), 380-389. <https://doi.org/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 p. 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—for example, (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 7.

**Entire Book, Print Edition**

Dierauf, L. A., & 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. A. 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.

**Edition Other than the First**

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

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

**Multi-Volume Work**

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



### 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 article’s URL.

### Informally Published Web Document

International Union for Conservation of Nature (IUCN). (2007). *2007 IUCN red list of threatened species*. Retrieved from [www.iucnredlist.org](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 [www.uiowa.edu/6.9.htm](http://www.uiowa.edu/6.9.htm)

### Personal Communications

Personal communications and e-mails are not included in “Literature Cited” section but should be referenced in the 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:

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

### 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 ed., 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* (Unpub. doctoral dissertation). University of California, Santa Cruz.

*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, College Station. Retrieved from [www.dolphincommunicationproject.org/pdf/Dudzinski1996.pdf](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/LMlink1.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: MMC.