

larvi 2013

6th fish & shellfish larviculture symposium
september 2-5, 2013
ghent university, belgium

GUIDELINES FOR PREPARING A MINI-PAPER*

*Mini papers are prepared per poster and will be published in the book of short communications that will be available at the conference.

Language

The extended abstract should be submitted in English.

Content and length

A concise description of the subject, experiments, results, and major conclusions should be given, and organized according to the sections: Introduction, Materials and methods, Results and discussion, (Conclusions), References (in limited number).

The papers are limited to 3, maximum 4 pages, pertinent tables and figures included. Longer papers will not be accepted. Please note that text space, margins, font size and line spacing are imposed (see below).

Submission format

The contributions should be send as attachment to larvi@UGent.be.

Prepare **the paper** using PC-compatible software such as Word or WordPerfect, or as Rich-Text-Format.

Lay-out specifications:

- Paper size: white DIN A4 paper (29.7cm x 21cm)
- Text space: 19.7cm(height) x 12.6cm(width)
- Margins: top & bottom – 5cm; left & right – 4.2cm
- Font: Times (New) Roman (= Times Regular) 11 point.
- Line spacing: single spaced, double spaced between paragraphs (not indented)
- Aligning: titles are left aligned, the text must be justified (= evenly divided between left and right margin).

The abstract must include following sections:

Title of paper: as short as possible (only one sentence); print bold in uppercase letters (= full capitals); leave two lines between title and author(s)

Author(s) name(s): in lowercase, except for the initials and first letter of the last names; leave one line between author(s) and affiliation

Affiliation(s) and complete address(es) of author(s): font size for affiliation is 10point; leave two lines between affiliation and text

Section headings: print bold, leave one line between text and heading, and one line between heading and text

Text:

- Put only scientific names in italics (e.g. *Sparus aurata*)
- Do not use tabs in text or tables
- Do not use footnotes
- Separate sentences by a full stop followed by one space only
- Acronyms are written as ICES, FAO, etc. (without stops)
- Use only the metric system; abbreviations of units: : kg, g, mg, µg, m, cm, mm, µm, l (litre), ml, d (day), h (hour), min, s (sec), °C, kcal, cal, Hz. Use also m², m³, cm², cm³, etc. Use the superscript and -1 notation, not the slash, e.g. use m.s⁻¹ and not m/s
- Do not leave a space between numbers and units, e.g. 1kg, 1g, 1ppt, 1%, 1min, exception made for litre, e.g. 1 l
- Distinguish numerals from letters, e.g. zero (0) from O; one (1) from l and I
- Do not use commas in numbers, use a point for decimals, e.g. 5.1, and spaces in large numbers, e.g. 2 856 653

References in text

A single author is cited as: Smith (1973) or... (Smith, 1973); two authors are cited as: Smith and Jones (1973) or... (Smith and Jones, 1973); more than two authors as: Smith et al. (1973) or... (Smith et al., 1973). For a list of references, arrange first chronologically, then alphabetically as follows: ... (Johnson, 1896; Bouvier, 1926; Ackers, 1960ab; 1978).

Tables

Tables should be numbered in Roman numerals and referred to as Table I, II, III... in the text. Each table must have a concise title put at the top. Use only horizontal lines below the title, the headings and at the end of the table (see example). Never use vertical bars. Tables should be added in a separate file. Please indicate in the text where they should be inserted.

Figures

Figures should be numbered in Arabic numerals and referred to as Fig. 1, Fig. 2, etc. in the text. Lines, lettering and symbols should be of suitable size and thickness to allow maximal reduction (final text space is 19.7cmx12.6cm). The captions of the figures must be concise and typed on a separate sheet. Label the figures with author's name and figure number and add separately. Please indicate in the text where they should be inserted. One original and three photocopies should be provided. Photographs: only good quality black and white photographs printed on smooth and glossy paper will be accepted. Please label overleaf in pencil with author's name and figure number.

References

The bibliography should be kept to an essential minimum and only include publications cited in the paper. Arrange the references alphabetically according to the family name of the first author. The publication date must be given directly after the last author. Names of all authors have to be spelled out completely, use lowercase letters except for the initial letter. The complete unabbreviated publication reference must be given for all citations.

Single author: if more than one reference is given for a single author, publications should be listed chronologically. If this author has several (quoted) publications in the same year, differentiate by letter (1973a, 1973b, etc.).

Two or more authors: references for which there are two or more authors should be arranged first alphabetically, then chronologically.

Use the following system for arranging the references:

Journal article: e.g. Lenfant C., K. Johansen, and G.C. Crigg. 1966. Respiratory properties of blood and pattern of gas exchange in lungfish. *Respiration Physiology* 2:1-22.

Book: Author(s) or Editor(s) name, year of publication, title, publisher, place of publication and number of pages: e.g. Polikarpov G.C. 1966. Radioecology of aquatic organisms. North-Holland, Amsterdam. 314p.

Article in book: e.g. Charniaux-Cotton H. 1960. Sex determination. p.411-477. In: *The physiology of Crustacea*. Vol.1. Metabolism and growth. Waterman T.H. (Ed.). Academic Press, New York, London. 670p.

Mailing and deadline

Submit your mini-paper to larvi@UGent.be .

The deadline for submission is April 15, 2013

For further information: contact the LARVI 2013 secretariat at larvi@UGent.be