

Oceanography STYLE GUIDE

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This style guide is based on common American practice and the guidance of *The Chicago Manual of Style*, 15th ed., published in 2003 by The University of Chicago Press.

REFERENCES AND DESIRED FORMAT

Oceanography does not cite references in footnotes (that is, numbered notes printed at the bottom of each page). Instead, references or citations are listed at the end of each article or manuscript. These endnotes are referenced in text citations.

References lists should contain only literature consulted in preparing the manuscript. *Complete and correct references are the author's responsibility.* Please follow the format provided below when creating your reference list; for those that don't exactly fit a style, come as close as possible.

GENERAL GUIDELINES

- Alphabetize references by author.
- If there are multiple authors, list the lead or principal author first (last name followed by a comma, then initials, and another comma). List subsequent authors beginning with initials and followed by last name. No spaces should be placed between initials.
- When the author is a government organization, federal agency, consulting firm, or business, please list the full name of the organization, not its abbreviation.
- When listing names of periodicals, use the full title. No abbreviations, please:
Journal of Physical Oceanography, not J. Phy. Ocean.
Formats for some publications commonly used in Oceanography:
Deep-Sea Research Part I, Deep-Sea Research Part II
Eos, Transactions American Geophysical Union
Proceedings of the National Academy of Sciences of the United States of America
- If you list several works by the same author(s), arrange them chronologically (i.e., list the oldest year first).
- If you list several works by the same author or group of authors, in the same year, add letters after the year in both callouts and references:
Brink, K., and C. Lee. 2001a. ...
Brink, K., and C. Lee. 2001b. ...
- If you list several works by the same first author with various succeeding authors, alphabetize the list by second author.
- If Jr. or a number follows an author's name, place it as follows:
Pickering, R., Jr., M. Henderson, and F. Jones Jr., 1982: The toxicity...
MacKinnon, G., III, 2001: Wave dynamics...
- List up to 10 authors, then add "and others."
- End each reference with a period.

JOURNAL ARTICLE

With One Author

Lampitt, R.S. 1990. Directly measured rapid growth of a deep-sea barnacle. *Nature* 345:805–807.

McGowan, J.A. 1990. Climate and change in oceanic ecosystems: The value of time-series data. *Trends in Ecology and Evolution* 5:293–299.

Note: The title of the article is written in sentence case (only the first word and proper nouns are capitalized.)

With More than One Author

Varekamp, J.C., E. Thomas, and O. van de Plassche. 1992. Relative sea level rise and climate change over the last 1500 years. *Terra Nova* 4:293–304.

With Both Volume and Issue Numbers

...4(3):...

...5(7a):...

With More than One Issue Number

...4(3–4):...

Note: Uses an En Dash (Option-Hyphen) Between the Numbers

Article from Supplement to a Volume

...4(suppl.):...

BOOK

With One Author

Edgerton, L. 1991. *The Rising Tide: Global Warming and World Sea Levels*. Island Press, Washington, D.C., 136 pp.

Note: Title is in title case (first caps) and italicized. If there is more than one volume and/or edition, indicate this after the title with, for example: vol. 6, 3rd ed.

With Editors

Boesch, D.F., and N. Rabalais, eds. 1987. *Long-term Environmental Effects of Offshore Oil and Gas Development*. Elsevier Applied Science, NY, 695 pp.

Note: abbreviations for editor are ed. (singular) and eds (plural, no period). We don't use parentheses around these abbreviations.

Chapter in a Book

Malvestuto, S.P. 1983. Sampling the recreational fishery. Pp. 387–419 in *Fisheries Techniques*. L.A. Nielsen and D.L. Johnson, eds, American Fisheries Society, Bethesda, MD.

Note: Book title (not chapter title) is in italics. Chapter title is in sentence case (except for the capitalization of proper nouns). Book title is in title case (first caps).

ORGANIZATION AS AUTHOR

United Nations. 1995. Agreement for the *Implementation of the Provisions of the United Nations Convention on the Law of the Sea of 10 December 1982 Relating to the Conservation and Management of Straddling Fish Stocks and Highly Migratory Fish Stocks*. United Nations General Assembly, NY.

ELECTRONIC/WEB-BASED DOCUMENT

When providing information on an electronic document, please include the following information: (1) name of author(s) or authoring organization, (2) year of publication and document date (look for the title on the Web or in header or footer; failing that, write or call the organization), (3) document title, (4) URL, and (6) date site last accessed. For example: Author/editor. Year. Title. Available online at: URL (accessed January 31, 2008).

National Governor's Association. 1999. *Principles for Better Land Use Policy*. Available online at: http://www.nga.org/nga/legislativeupdate/policy_position.html (accessed January 31, 2008).

When providing the Digital Object Identifier (doi) for a document, use the following format:

Ianson, D., and S.E. Allen 2002. A two-dimensional carbon and nitrogen flux model in a coastal upwelling region. *Global Biogeochemical Cycles* 16(1011): doi:10.1029/2001GB001451.

DATABASE (ONLINE)

U.S. Department of Commerce, National Oceanic and Atmospheric Administration. 1999. Available online at: <http://www.co-ops.nos.noaa.gov> (accessed March 22, 1998). (Data obtained from this Web site was used to plot sea level rise in Figure 6.)

TECHNICAL REPORT

Please include the following information for a technical report: (1) author/organization, (2) year of publication, (3) title, (4) organization where copy can be obtained, (5) location of organization where copy can be obtained (if not US, country name; if US, city and state), (6) technical report number, if listed, and (7) total number of pages of report.

US Environmental Protection Agency. 1999. *Water Quality Concerns in the Florida Keys: Sources, Effects, and Solutions*. EPA 904-R-99-005. The US Environmental Protection Agency, Washington, DC, 90 pp.

Buck, E., C. Copeland, J. Zinn, and D. Vogt. 1997. *Pfiesteria and Related Harmful Blooms: Natural Resource and Human Health Concerns*. Report 97-1047ENR. Congressional Research Service, Washington, DC, 22 pp.

RESEARCH DOCUMENT OR TECHNICAL REPORT FOR A STATE OR FEDERAL GOVERNMENT

List in similar fashion to a technical report (above), but include consultant(s) and company(ies) after title of document. If the government agency paid for the research, the agency is usually considered the owner of the research and, therefore, the document would be available from the agency (with some exceptions, such as the National Academy of Sciences/National Research Council, which owns its reports). *Note: The following example is fictitious.*

United State Army Corps of Engineers, Wastewater Division. 1997. *The Stormwater Improvement Plan for the State of California*. Prepared by Waxman Consulting, Inc., United States Army Corps of Engineers, Wastewater Division, Santa Barbara, CA, 35 pp.

Note: List the report's total number of pages.

CONFERENCE PROCEEDINGS

Please provide (1) name of author(s), (2) year of publication, (3) title of paper, (4) name of conference, (5) location of conference, (6) date of conference, (7) name of sponsoring association/publisher, (8) city of the sponsoring association/publisher, and (8) page numbers of the article within the proceedings document.

Mumby, P.J., E.P. Green, C.D. Clark, and A.J. Edwards. 1997. Reef habitat assessment using (CASI) airborne remote sensing. Pp. 499–501 in *Proceedings of the 8th International Coral Reef Symposium, June 24–29, 1996, Volume II*. Smithsonian Tropical Research Institute, Balboa, Panama.

UNPUBLISHED MATERIAL

TOS accepts as references only full articles that have been published or are “in press” (i.e., that have been reviewed and accepted for publication). Papers “submitted” or “in review” are not permitted. See the section on Citations below for referencing personal communications. If you need to make a crucial point using an unpublished work, please cite the document as follows:

Manuscripts In Press

Saenko, O.A., M. Eby and A.J. Weaver. In press. The effect of sea-ice extent in the North Atlantic on the stability of the thermohaline circulation in global warming experiments. *Climate Dynamics*.

Paper or Presentation Given at a Meeting

Jefferson, D. 2002. Paper presented at the 15th Annual Meeting of the Society on the Improvement and Coordination of Ocean Exploration Efforts, Monterey, CA, May 15, 2002.

Ph.D. Dissertations

Elliott, B.A. 1979. Anticyclonic rings and the energetics of the circulation of the Gulf of Mexico. Ph.D. Dissertation, Texas A&M University, College Station.

Gordon, A.L. 1965. Quantitative study of the dynamics of the Caribbean Sea. Ph.D. Dissertation, Columbia University, NY.

Zavala, H.J. 1997. Estudio Numérico de la Circulación y Termodinámica Estacional del Golfo de México. Ph.D. Thesis, Centro de Investigación Científica y de Educación Superior de Ensenada (CICESE), Ensenada, México

Note: References may be presented in the language of publication.

IN-TEXT CITATIONS (CALLOUTS)

In-text citations refer the reader to the correct reference at the end of the manuscript; exceptions are personal communications and legal citations, which are only cited in the text. If the author is an agency, please spell out the agency title (no abbreviations please). If there are two authors, both names should be given. If there are more than two authors, “et al.” should be used after the last name of the lead author. Use a **semicolon** between two cited documents when multiple citations are listed within a the same callout. Lowercase letters should be used to distinguish two or more works by the same author, published in the same year. Initials are not used in callouts in *Oceanography*, unless there are two different authors with the same last name in the same callout. Multiple documents cited in the same callout should be listed in year order, with lowest year first. A few examples:

(Farrington, 2007)
(Smith and Jones, 1999)
(Brown et al., 1987)
(US Environmental Protection Agency, 1990a, 1999b)
(Ocean Consulting, Inc., 1992; Jones et al., 1997)
(Edwards, 2001a, b, c)
(E. White, 2000; J. White, 2000)
(F.M. Lee, 1987; F.R. Lee, 1987)
(James Anderson, University of Alaska, *pers. comm.*, June 13, 2003; Mathews, in press)
(James, in press)
(Anderson and Walters, 1998; Grant et al., 2002)

When the author’s name is mentioned in a sentence in the text of a manuscript, the callout lists only the year of publication.

Clarke et al. (1995) state that the loss of habitat is the leading cause of declining biodiversity.

Each table or figure should be referenced in the text as follows:

There are hundreds of thousands of marine mammals in the ocean (Figure 7).
As the examples in Table 1 show, many are endemic to the Great Lakes.

Personal Communications

Place the citation at the end of the sentence as follows:

(Richard Spinrad, National Oceanic and Atmospheric Administration, *pers. comm.*, May 5, 2002).

Note: Personal communications are cited only in the text, not in the reference list at the end of the manuscript. Please provide first and last name of person, his/her affiliation, and date of communication.

FIGURE AND TABLE CAPTIONS

Stand-Alone Captions

Figure captions should explain the figure well, so that if the reader only reads the figure captions and not the manuscript, the figures would make sense.

Table Captions

Table captions are placed above the table. Notes and sources of data in the table are placed below the table.

Table 1. Number of Steller Sea Lions Sighted at the Following Alaskan Haulouts and Rookeries in 2000–2002.

Figure Caption Example

Figure 8. This before-and-after pictures show the tremendous problem that biofouling presents to the long-term deployment of instruments in the upper ocean, especially in coastal regions. *Courtesy of Richard Jahnke, Skidaway Institute of Oceanography*

If a figure has more than one image, please use **lowercase** letters in the figure and caption to distinguish between different panels of the figure: (a) (b) (c) (d), etc.

Figure 9. Dolphins belong to the suborder Odontoceti (toothed whales) of the order Cetacea. The common bottlenose dolphin (a) is classified *Tursiops truncatus*, and the Indo-Pacific bottlenose dolphin (b) is classified as *Tursiops aduncus*. (Smith, 1999).

Credit Line in Figure Caption

For borrowed tables and figures, permission should be obtained and credit should be cited in the caption. Please use “*Courtesy of*” or “*Used with permission of...*” or whatever specific language the copyright owner requests. *It is the author’s responsibility to obtain permission for use from the copyright owner (usually the publisher of the journal or book).* Please submit a copy of this permission to Vicky Cullen, assistant editor, via fax or US mail. Credits are usually placed at the end of the caption in italics; in the case of a figure showing several images that each need crediting, the credits may follow the explanations of individual images.

ABBREVIATIONS AND ACRONYMS

Abbreviations and acronyms must be identified with their first use in a manuscript or chapter. Do not use an acronym if the series of words is used only once in a manuscript. In general, abbreviations should conform to the current *Chemical Abstracts Service Source Index* published by the American Chemical Society. Available online at: <http://www.cas.org/products/print/ca/standabbrevacro.html> (accessed January 2008).

ITALICIZED WORDS OR PHRASES

Books, Newspapers, Periodicals

Italicize names of books, newspapers, and periodicals, both in the text and in the references.

Latin Expressions

Oceanography does not italicize either familiar Latin expressions or abbreviations, such as *a priori*, *circa*, *e.g.*, *et al.*, *etc.*, *i.e.*, *in situ*, *in vivo*, *in vitro*, *ipso facto*, *v.*, or any other international words that have been taken into common English usage.

Scientific Names

It is common practice to italicize the generic and specific names of plants and animals, *i.e.*, their Latin names. The name of a genus is both capitalized and italicized when used with the name of a species or subspecies (or subdivision of species). The species name follows the genus italicized and in lower case. Classifications higher than genus should not be italicized.

Example 1

Guo, C., and P.A. Tester. 1994. Toxic Effect of the Bloom-forming *Trichodesmium* sp. (Cyanophyta) to the Copepod *Acartia tonsa*. *Natural Toxins* 2:222–227.

Example 2

Sequoia sempervirens (D. Don Lamb.) Endl. (Coast Redwood, in the family Taxodiaceae) is the most outstanding tree on the U.C. Santa Cruz campus. Restricted to the fog zone along the Pacific coast, *S. sempervirens* can grow to heights of more than 100 m. Often growing along streams in redwood forests is the endemic California Hazel, *Corylus cornuta* ssp. *californica*.

Explanation

Plant and animal taxonomy is arranged in a hierarchy, from phylum down to species.

Kingdom:	Plantae
Phylum/Division:	Coniferophyta
Class:	Spermatophyta
Order:	Coniferales
Family:	Taxodiaceae
Genus:	<i>Sequoia</i>
Species:	<i>Sequoia sempervirens</i>
Subspecies:	none
Synonyms:	<i>Taxodium sempervirens</i> , <i>Steinhauera sempervirens</i>
Common Names:	California redwood, Coastal redwood, redwood, California redwood, coastal sequoia
Relative:	The Giant Sequoia, <i>Sequoiadendron giganteum</i>

PREFERRED SPELLINGS AND USAGES IN TEXT

e-mail

Web site

Web or World Wide Web

online

CD-ROM

home page

log on

log off

US (no periods)

State names: Write out in text, but use zip code abbreviations in references.

‰: Use symbol rather than writing out “percent.”

Use the serial comma, that is, place a comma before “and.”

BIAS-FREE LANGUAGE

TOS advocates avoiding the usage of specific language that can create disparity or cause offense to a particular gender or ethnic group. For example, instead of using chairman, TOS prefers chair or chairperson. Other possibilities for he/she are they, the researchers, the participants, scientists, etc.

UNITS

The International System (SI) should be used throughout your manuscript (available online at: <http://physics.nist.gov/cuu/Units/units.html> [accessed January 2008]). Symbols for a unit of measurement should be used only when preceded by a number (e.g., “10 m” but “several meters”). Unit symbols are not punctuated (i.e., they are not treated as abbreviations); the same symbol is used for both singular and plural.

MATHEMATICAL FORMULAE

The use of mathematical symbols and formulae should be held to the absolute minimum necessary, and in those cases all symbols must be clearly defined in the text. To avoid potential problems in translating formulae across platforms or software, vector-based encapsulated postscript (eps) files of any formulae are preferred.

NUMBERS

Write out one to nine, but use numerals for 10 and above. Omit comma in four-digit numbers. Spell out centuries (twentieth century).