

# Guidelines for full papers

## ISAFE Proceedings

### 1. General Guidelines

The papers should focus on one of the themes provided in the brochure:

- Current status of Aquaculture and Fisheries Education
- Need-based curriculum development
- Innovative teaching and learning
- Distant / flexible education
- Academia and industry partnerships
- Support for education, research and young fisheries scientists
- Future direction and strategy

### 2. Sections in the Paper

All papers should have Abstract, Background/Introduction, Methodology/approaches/descriptions, Conclusions/ recommendations and References.

**Abstract** should be concise and no more than one page to summarize the whole paper in stand-alone format without references.

**Recommendations** should focus on more practical use and implications towards improvement in aquaculture and fisheries education.

The **full paper** should have at least 1,500 words but not over than 3,000 words.

The **deadline** for submitting your paper is November 28, 2009 (12:00 hrs).

### 3. Technical Instructions

#### General instructions for your paper:

- Papers should be prepared in MS WORD (2003 or 2007 version);
- Contributions are to be submitted by email ([isafe@ait.asia](mailto:isafe@ait.asia) or [isafe2009@gmail.com](mailto:isafe2009@gmail.com)) ;
- Paper should have 1,500 – 3,000 words (excluding references);
- Use the same font throughout the entire paper;
- The text should be single spaced throughout the paper;
- Do not use the space bar to achieve tabs or indents or to align text;
- Do not use more than three levels of headings and subheadings
- Number your pages;
- Make sure there are no comments, annotations, or hidden text whatsoever in the final version that you submit. In addition, make sure that all “tracked changes” or other revision marks have been accepted as final.
- Paragraphs, quotation, referencing, endnotes and inclusion of tables & figures, should be as give below:

#### Paragraphs

Please use maximum up to 3 levels of headings and subheadings

#### 1. First heading (Calibri 16, bold)

##### 1. Sub-heading (Calibri 14 bold)

##### 1.1 Third level heading (Calibri 12, bold)

## Reference

References are to be given by in-text citation, followed by inclusion in a reference-list entry at the end of the paper. Please follow the Journal *Aquaculture* as given below:

### *Citation in text*

Please ensure that every reference cited in the text is also present in the reference list (and vice versa). Any references cited in the abstract must be given in full. Unpublished results and personal communications are not recommended in the reference list, but may be mentioned in the text. If these references are included in the reference list they should follow the standard reference style of the journal and should include a substitution of the publication date with either "Unpublished results" or "Personal communication" Citation of a reference as "in press" implies that the item has been accepted for publication.

### *Web references*

As a minimum, the full URL should be given. Any further information, if known (DOI, author names, dates, reference to a source publication, etc.), should also be given. Web references can be listed separately (e.g., after the reference list) under a different heading if desired, or can be included in the reference list.

### *References in a special issue*

Please ensure that the words 'this issue' are added to any references in the list (and any citations in the text) to other articles in the same Special Issue.

### *Reference style*

*Text:* All citations in the text should refer to:

1. *Single author:* the author's name (without initials, unless there is ambiguity) and the year of publication;
2. *Two authors:* both authors' names and the year of publication;
3. *Three or more authors:* first author's name followed by "et al." and the year of publication.

Citations may be made directly (or parenthetically). Groups of references should be listed first alphabetically, then chronologically.

Examples: "as demonstrated (Allan, 1996a, 1996b, 1999; Allan and Jones, 1995). Kramer et al. (2000) have recently shown ...."

*List:* References should be arranged first alphabetically and then further sorted chronologically if necessary. More than one reference from the same author(s) in the same year must be identified by the letters "a", "b", "c", etc., placed after the year of publication.

*Examples:*

Reference to a journal publication:

Van der Geer, J., Hanraads, J.A.J., Lupton, R.A., 2000. The art of writing a scientific article. *J. Sci. Commun.* 163, 51-59.

Reference to a book:

Strunk Jr., W., White, E.B., 1979. *The Elements of Style*, third ed. Macmillan, New York.

Reference to a chapter in an edited book:

Mettam, G.R., Adams, L.B., 1999. How to prepare an electronic version of your article, in: Jones, B.S., Smith, R.Z. (Eds.), *Introduction to the Electronic Age*. E-Publishing Inc., New York, pp. 281-304.

## Quotation

Indicate quotations with quotation marks (" . . ."). Quotations longer than 2 lines should be set in an indented block in italics.

## Endnotes

Please use end notes (not footnotes) if you like to insert a note. To insert notes, use the endnote feature of Word. Do not use notes for referencing purposes (see above).

## Tables & Figures

When using tables and figures, please make sure they are readable when published on an A-5 page (half of an A4 paper). Tables and figures should be sent separately in an electronic document. Authors are advised not to use tables and figures abundantly.

## Submission checklist

Please ensure that the following items are submitted:

1. One Author designated as corresponding Author. Provide e-mail, postal address and tel and fax numbers.
2. Make sure all necessary files have been submitted e.g. tables, figures etc.)

3. Please consider:
  - Manuscript has been "spellchecked" and "grammar-checked"
  - References are in the correct format
  - All references mentioned in the Reference list are cited in the text, and vice versa
  - Permission has been obtained for use of copyrighted material from other sources (including the Web)
4. **CV**  
Include in the manuscript a short (max. 150 words) biography of each author, along with a passport-type photograph at the end of the paper.

*Final note: Proceedings Publication Committee has the right to accept or reject your paper for the publication in proceedings or monograph. After submitting your paper you will be contacted to notify acceptance, for further revision (if necessary) or rejection. If your paper is accepted, you agree that we will not submit the paper to any other publishing house in the same form.*