

## GUIDELINES FOR LOICZ WORKSHOP REPORTS

As far as possible, when you are preparing a contribution to a LOICZ workshop document, could you please follow the following guidelines:

1. **Word processing program** – Word for Windows Version 2000 or closest available.
2. **Font:** Times New Roman 11pt for text, tables, figure and table captions.
3. **Page setup:** A4, top and bottom margins 2.5 cm, inside margin 2.5 cm, outside margin 2.4 cm. Single spacing, two letter spaces between sentences, a line space between paragraphs but no indents. No headers or footers.
4. **Headings:**
  - i. Study area description
  - ii. Water and salt balance
  - iii. Balance of nonconservative materials
    - DIP balance
    - DIN balance
    - Stoichiometric calculations of aspects of net system metabolism.

**NOTE:** We are not after long texts. If you have written more than 5 pages, you have probably written more than we really want or need.

### 5. Notation:

It is most helpful if you would try and follow the notation and terminology used for budgets posted on the web pages and used in the published version of the guidelines. We try and be internally consistent, and the more closely your notation follows those guidelines the easier is our editing task. Please indicate locations in degrees and decimal degrees, **not** degrees and minutes. This is standard notation for GIS plotting the locations.

### 6. References – as in the following examples:

- i. For a paper within a journal:

Jones, C.M. and Heath, J.C. 1986 No way home. *Journal of Lost Souls* **17** (8): 21-30.
- ii. For a book:

Marshall, G.T. (ed.) 1978 *Brisbane River and Moreton Bay*. Jacaranda Press, Brisbane, 276 pages.

iii. For a chapter or section within an edited book:

Nicholas, L.M. 1978 The city limits. Pages 21-30 in Marshall, G.T. (ed.) *Brisbane River and Moreton Bay*. Jacaranda Press, Brisbane, 276 pages.

iv. For a thesis:

Bek, E.D. 1996 Shoreline development in eastern Caracas. *PhD thesis, University of Amsterdam, The Netherlands*.

v. For a LOICZ publication:

Gordon, D.C. Jr, Boudreau, P.R., Mann, K.H and Yanagi, T. 1966 LOICZ Biogeochemical Modelling Guidelines. *LOICZ Reports and Studies 5*, LOICZ, Texel, The Netherlands, 96 pages.

vi. For technical reports:

Provide as much information as possible about the authors of the report, its reference number etc.

## 7. Graphics

i. Please frame every figure.

ii. For box diagrams - preferably use MS Word drawing toolbar, textbox option, or Micrografx software.

iii. For maps and other figures – please do not anchor figures. Place all figures at the end of the manuscript, and we will insert them when the text compilation is complete. Captions should accompany the figures. **NOTE:** We are trying, insofar as possible, to move towards using figures from a global GIS coastline map. Therefore it is mostly important that we have a sufficiently good map from you that we can locate the extent of your system and any internal features that should be noted. However, for some small systems there is no GIS map available, so that a clearly drawn map with all relevant names on is appreciated. A scanned map is the least desirable option.