

European Cetacean Society

ECS Proceedings



– INSTRUCTIONS FOR CONTRIBUTORS –

Members of the European Cetacean Society are invited to submit summaries of their talk or poster for inclusion in the Society's Conference Proceedings to be disseminated by digital means or on paper. They can be

- half-page abstracts as submitted before the conference,
- fuller papers up to 20.000 characters in length (max. five pages in print), or
- reproductions of posters as high-resolution files.

PLEASE ensure that you follow the outline for fuller papers below AND send these before (not AT) the deadline to the editor. Failure to comply may lead to exclusion of your work from the CD, which is a waste of your time and efforts.

1. For those to whom English is not their native language, please ask an English speaker to check the entire text.
2. Use common (vernacular) names of species in preference to Latin names, but on the first occasion only, please use both. All Latin names should be in italics and in parentheses.
3. References in the text should be written as follows: (Capelli *et al.*, 1979; Di Sciara, 1982). Note the commas between name and year.
4. Font type is Times/Times New Roman, size 10 throughout, unless otherwise requested.
5. Centre the title of your contribution, in capitals and bold type (latin names in the title should be in capitals and italics);
one line below, place a list of authors in lower case ordinary type (with their initials/first names BEFORE the surname, and a space between initials);
one line under this, use ascending numbers (Times font size 10, at 5-point position superscript) for each address of the respective authors. Please include in parentheses the e-mail address of the corresponding author.
6. Start the main text two lines below the authors' addresses. Include one line space between paragraphs. Please do not indent the first lines of paragraphs.
7. Sub-headings such as INTRODUCTION, MATERIALS AND METHODS, RESULTS, CONCLUSIONS, and ACKNOWLEDGEMENTS should be in the body of the text, at the left edge, but REFERENCES should be centred. There is no need for an abstract.
8. Check references carefully to ensure they are complete, including full title and page numbers. Place in ordinary type (except for scientific species names and book titles which go in italics), in Times/Times New Roman font, size 9 pt, as follows:
Aguilar, A. and Jover, L. 1982. DDT and PCB residues in the fin whale, *Balaenoptera physalus*, of the North Atlantic. *Rep. int. Whal. Commn.*, 32: 299-301.
Sequeira, M.L. 1990. On the occurrence of Ziphiidae in Portuguese waters. Pp. 91-93. In: *European Research on Cetaceans - 4*. Proc. 4th Ann. Conf. ECS, Mallorca, 2-4 March, 1990 (Eds. P.G.H. Evans, A. Aguilar & C. Smeenk). European Cetacean Society, Cambridge, England. 140pp.
Stewart, B.S. and Leatherwood, S. 1985. Minke whale *Balaenoptera acutorostrata* Lacépède, 1804. Pp. 91-136. In: *Handbook of marine mammals*, vol. 3. (Eds. S.H. Ridgway and R.J. Harrison). Academic Press, London. 430pp.
9. Prepare all tables and figures in their final form, number these accordingly, and insert them in the appropriate place in the text. Figures can be in colour. Couple figure captions underneath each figure and Table captions above each Table, with Fig. 1, Table 1, etc. in bold type, lower case, and the caption itself in ordinary type, lower case and centred.
10. Keep the text, references, and figures/tables to a total of no more than five pages (A4 page size, single-spaced). In text only, that is about 20.000 characters or 4.000 words.
11. If possible, insert graphs as high resolution JPG, PNG, TIFF or GIF, not as editable diagram or figure.

Send your contributions, **on time, spell checked** by a native speaker of English in one of the following **formats**:

- papers up to 20.000 characters in length (max. five pages in print) as ODF or Microsoft DOC
- posters as high-resolution PDF files (preferred format), or in ODF or Microsoft PPT format
- graphs included in ODF, DOC or PPT preferably as JPG, PNG, TIFF or GIF

on a **CD or DVD with your name** clearly written on the CD to:

- Dr Peter Evans, Sea Watch Foundation, 11 Jersey Road, Oxford OX4 4RT, UK
Tel: +44-1865-717276; e-mail peter.evans@zoo.ox.ac.uk

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