Instructions for Preparing Manuscript Files

The most important guideline is this: **keep it simple**. Do not try to achieve a "typeset" look that mimics the printed version of the journal. Keep in mind that most of your formatting commands will be discarded during copy editing. Complex formatting commands interfere with preparation of your manuscript for typesetting and may delay publication.

TEXT

Filename is Ms#_Text.doc, e.g., 2271_Text.doc.

Text is double-spaced, 12-point type. Use standard fonts such as Times, Arial, Helvetica, or Courier.

Use underlining or italic, not both. Avoid boldface. Use minimal formatting on section headings. (Underlining, italic, or boldface may, of course, be used in instances where the formatting conveys a particular meaning: *e.g.,* to distinguish mathematical variables.)

If you use any revision or editorial tracking feature (such as Word's "Revisions" or "Track Changes" commands), be sure that the document you submit has been finalized, *i.e.,* all changes have been accepted or rejected and the file contains only one version of the document.

Use hard returns (pressing the "Return" or "Enter" key) only to end a heading or paragraph and begin a new one. Do not use hard returns to end a line early to make the right margin seem indented.

Use tabs only to indent the beginning of a new paragraph. Do not insert tabs after the beginning of a paragraph to create a "hanging indent" (*e.g.,* for references). Instead, change the left and first indent settings appropriately.

Do not use any automatic paragraph numbering for lists, etc. Any numbers that should appear in your article must be explicitly typed in.

Do not use "hidden text" or "comments" or nonprinting text of any kind.

Abbreviations follow journal style:

General: s, min, h (hour), d (day), wk, mo, yr, g (gram), mg, kg, Hz, kHz, MHz, km, m (meter), mm, cm, cc, mi (mile), ft, in. (note period), kn (knot), ha, gal, mL, L (liter, spell out when used alone);

Statistics: *P* (probability), mean (XBar above), SD, SE, CV, SEM, *n* (sample size), df, *r* (correlation coefficient), *t, F, U, Z* (statistical tests); letters in equations are italicized.

Latin words and phrases (always italicized): *i.e.,* (note comma); *e.g.,* (note comma), *ca.; cf; in vivo; in situ; vs.; etc.; per se; et al.; via; sensu; sensu faro; sensu stricto; a priori.*

Taxonomic usage in Marine Mammal Science should follow the List of Marine Mammal Species and Subspecies on the Society for Marine Mammalogy website (http://www.marinemammalscience.org/index.php?option=com_content&view=article&id=420&Itemid =280). Authors wishing to use a different nomenclature should explain the departure in a footnote.

LITERATURE CITED

Check that each reference is cited in the text and that each text citation has a corresponding entry in the literature cited.

References should be cited in the text in the following form: Smith (1982); Smith (1982a, b); Smith (1983, 1984); Smith and Jones (1984); (Smith 1986); (Smith 1986, Jones 1987); (Smith 1986; Jones 1986, 1987); more than two authors, Smith et al. 1987.

References should be double-spaced and listed alphabetically as "Literature Cited" in the following standard form, giving the journal titles in full:

Armstrong, W. A., and C. W. Oliver. 1995. Recent use of fish aggregating devices in the eastern tropical Pacific tuna purse-seine fishery: 1990-1994. National Marine Fisheries Service Center Administrative Report LJ-95-14 (unpublished). 47 pp. Available from SWFC, P.O. Box 271, La Jolla, CA 92038.

Gentry, R. L., and J. R. Holt. 1982. Equipment and techniques for handling northern fur seals. U.S. Department of Commerce, NOAA Technical Report NMFS SSRF-758. 15 pp.

Hubbs, C. L., W. F. Perrin and K. C. Balcomb. 1973. *Stenella coeruleoalba* in the eastern and central tropical Pacific. Journal of Mammalogy 54:549-552.

Leatherwood, S., and R. R. Reeves. 1983. The Sierra Club handbook of whales and dolphins. Sierra Club Books, San Francisco, CA.

Murchison, A. E. 1980. Detection range and range resolution of echolocating bottlenose porpoise (*Tursiops truncatus*). Pages 43-70 in R. -G. Busnel and J. F. Fish, eds. Animal sonar systems. Plenum Press, New York, NY.

Multiple citations for an author and single co-author are arranged alphabetically according to co-author. If there is more than one co-author, citations are arranged chronologically.

Issue numbers are not used unless page numbering begins at 1 with each issue. The number of pages is not given for books, but should be included for unpublished documents, theses, and "gray literature" (government reports, technical bulletins, etc.)

Personal communications and unpublished data are not to be included under "Literature Cited" but may be cited as footnotes, which shall include the complete name and address of the source and the month and year of the communication or notification of the unpublished data. A paper may be cited "in press" only if it has been accepted IN FINAL FORM by a journal. Papers "submitted" or "in preparation" may not be cited as such, but information in them may be cited as "personal communication." Any citation of a

personal communication, unpublished data, manuscript submitted or in preparation, or unpublished report must be WITH THE EXPLICIT PERMISSION OF THE LEAD AUTHOR OR PERSON WHO PROVIDED THE INFORMATION. Reference to non-refereed documents (e.g., contract reports, environmental impact statements, meeting working papers) is discouraged. Citations of these documents MUST BE ACCOMPANIED BY THE ADDRESS WHERE THEY CAN BE OBTAINED. Meeting abstracts should not be cited. Any document bearing a "Do not cite without permission" statement may be cited only WITH THE EXPLICIT PERMISSION OF THE LEAD AUTHOR. The use of gray literature is DISCOURAGED and should only be cited when there is no primary literature to support important findings or the interpretation of those findings presented in the manuscript. Authors must double-check all literature cited; they are solely responsible for its accuracy.

TABLES

Authors using Word or WordPerfect must use those programs' table editors to create tables.

Do not create tables by typing single lines of text followed by a hard return, with spaces or tabs used to align columns. Such tables will have to be rekeyed by the copy editor, causing a possible delay in publication and an increased probability of error in the rekeyed data.

Do not embed tables from other applications into word-processing files unless the tables are converted to the word processor's native format. If the embedded table cannot be edited using the word processor's table editing and formatting commands, it will have to be rekeyed.

Do not break large tables into smaller ones merely to accommodate page breaks or to create subsections.

In a table, each row of data must be in a separate row of table cells.

EQUATIONS

To produce display equations—equations that sit by themselves on a line—use the Equation Editor included with Microsoft Word or WordPerfect.

To produce in-line math—small equations or single characters that appear within a line of regular text—you can insert the necessary characters like other normal text. If the desired math is too complex or not available as individual characters, then use Equation Editor.

FIGURES

Please read this information carefully to avoid publication delays. All figures will be reproduced exactly as transmitted, so authors must take special care to prepare high-quality files. Check with your technology support personnel if you need help with producing the proper files.

Filename is Ms#_Fig#.ext, *e.g.,* 2271_Fig1.pdf or 2271_Fig2.tif. If there are several parts to a figure, label them as 3(a), 3(b), 3.4(c), *etc.*

Each figure must be a separate file. If you have a multipart figure, the Press prefers to receive these as a single file, with panels labeled within the image, rather than as multiple files. However, if necessary you may transmit each part of the figure separately along with a document that shows how they should be laid out (including white space). Figures consisting of more than one panel should include uppercase panel designations ("A," "B," "C," *etc.*).

Line-art (charts, graphs, line drawings) should be in EPS or PDF format. The resolution should be such that the lines appear sharp when the image is zoomed to 400% final size.

Photographs should be in TIFF format with a resolution of 120 dpi at final size.

Check that figures are well labeled, *e.g.,* units on the x- and y-axes are marked.

Ensure that spellings and abbreviations on the figures are consistent with those used in the text (and journal style).

Fonts and line thickness should be large enough to still be legible but not excessively large after reduction to fit the maximum size of figures in Marine Mammal Science (11.7 x 17.5 cm).

Font styles and sizes should be consistent within and between figures. Use standard fonts such as Times, Arial, Helvetica, or Symbol. Sans serif fonts such as Arial and Helvetica are ideal and should be used whenever possible.

Keys and scale bars should be placed inside the figure whenever possible.

Avoid placing labels over shaded areas of a figure. Best results are obtained from black lettering on a white background. If the area requiring a label contains shading, it is best to create a white box and place the black label within.

Omit any extraneous information, such as page numbers, figure numbers, author names, or manuscript number, from the figure. Figures themselves should not contain a title or text that is duplicated in the figure legend. Figure legends should be included separately with the manuscript text.

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