

GENERAL MANUSCRIPT REQUIREMENTS

Manuscripts must be original contributions and not submitted for publication elsewhere. Submissions, in general, should be organized in the following order: **(A) Title** (include a short running head); **(B) names and affiliations of authors** (with simple addresses [*i.e.* no P.O. Boxes or street addresses for universities] and an e-mail of the corresponding author); **(C) Abstract**; **(D) Additional Index Words** (include general, overarching words not included in the title that will lead a researcher to your paper); **(E) Introduction** (purpose, goals, objectives, study area, *etc.*); **(F) Methods** (*e.g.*, techniques, procedures, materials); **(G) Results**; **(H) Analysis** (if applicable); **(I) Discussion** (do not merge Results and Discussion; they are to be separate sections); **(J) Conclusions** (do not merge Discussion and Conclusions; they are to be separate sections); **(K) Acknowledgments**; **(L) Literature Cited**; **(M) Summary or extended abstract in native language** (if different from English); **(N) Tables**; and **(O) Figure Captions**. There should be a short paragraph between all headings, especially between main headings and subheadings to introduce following sections. Stacked headings are not accepted.

For general guides to manuscript layout and style (*e.g.*, grammar, punctuation, table preparation, figure layout, and other style matters) authors are referred to: the most recent version of Webster's or Oxford English Dictionary for spelling; *A Manual of Style* (2010), The University of Chicago Press, Chicago, Illinois (online version available for a fee); *Suggestions to Authors of the Reports of the United States Geological Survey* (1991) (online version for free at http://www.nwrc.usgs.gov/lib/lib_sta.htm); and Commonwealth of Australia (2002), *Style Manual for Authors, Editors and Printers*. Brisbane, Queensland: Snooks & Co. (Wiley) [not available electronically].

The following text formats are accepted for electronic submission: (*.doc, *.docx, and *.rtf). Submissions may be single or double spaced throughout. The following standard headings are set up to accommodate a majority of situations normally be encountered in the JCR. Note that headings are unnumbered and their rank is normally determined by case and position on the page.

FIRST ORDER HEADINGS ARE BOLD TYPE IN CAPITALS AND CENTERED

Second Order Headings Are Upper and Lower Case, Bold, Flush Left

Third Order Headings Are Upper and Lower Case, Bold, Indented

Fourth Order Headings Are Upper and Lower Case, Bold, Indented as a Paragraph. Text that follows is run in.

Manuscripts should be prepared using a popular font (*e.g.*, Helvetica or Times New Roman, 12 point font size). Do not use oversize letters or fancy fonts for headings or text. Book or journal titles and foreign words and phrases (*et al.*, *e.g.*, *i.e.*, *ca.*, and *etc.*) should be italicized. Symbolization used in mathematical formulae may be accompanied by marginal notes that identify the foreign characters (first occurrence only) for the typesetter. Authors are responsible for making their submissions clear, concise, and accurate. Contributors should consult these guidelines and general style manuals (indicated above). Manuscripts not properly prepared will fail the technical check and be returned for correction.

TITLES

A good title (a) briefly defines the subject, (b) indicates the purpose of the contribution, and (c) gives important, high-impact words early. Besides being descriptive, the title should be concise, usually less than 15 words except in unusual circumstances. Titles should never contain abbreviations, excessive notation, or proprietary names; and authors should avoid using unusual or outdated terminology.

TITLE PAGE

The first page of the manuscript should contain: (1) a concise title; (2) full name(s) of the author(s), under the title in one line; (3) affiliations (no P.O. Boxes or street addresses for universities); (4) a left running head (LRH) for authors' last names; and (5) a short right running head (RRH) of the title. Footnotes for new or current affiliations may be added to this page. Other information, such as contribution numbers and financial support should be placed in the Acknowledgements. A sample of a JCR manuscript title page is shown below:

Potential Natural Environments Based on Pedological Properties in the Coastal Conurbation of Subtropical Southeast Florida

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LRH: Finkl and Restrepo-Coupe

RRH: Coastal Environments in Southeast Florida

ABSTRACT

Because abstracts are viewed up to 500 times more than the full paper, it should convey information itself, not promise it. The general format of an abstract follows the classical **IMRAD** formulation (introduction, methods, results, analysis, discussion, conclusion). A concise abstract (not more than 3% of the text or 250 words) falls on the second page of the manuscript. The abstract should not contain bibliographic citations, figures, tables, equations, formulas, obscure abbreviations, or acronyms. Summaries in French, German, Spanish and/or other native languages may be provided. They are not literal translations of the abstract.

ADDITIONAL INDEX WORDS

List additional index words not found in the title. These words are useful to abstracting services and indexers who prepare lists for computer searches by subject. They are identified after the abstract as "**ADDITIONAL INDEX WORDS**" and are listed in italic, separated by commas, and followed by a period (full stop). Make sure these words are not overly specific, but generic in such a manner that they will direct researchers to your paper.

TABLES

Tables are submitted at the end of the manuscript text file or as a separate file (or files). They should be numbered consecutively, appropriately based, and kept as simple and short as possible. Longer appendices are exceptionally allowed, but preferably may be made available online only. The title to a table should not include the units of measurement or take footnotes. Show the units for all measurements in column heads, in spanner heads, or in the field. In general, only horizontal rules are used: a double rule at the top, a single rule below the box head, and a single rule at the bottom just over the footnotes; additional horizontal rules may be needed under spanner heads and subheads. Vertical lines within tables should be avoided. Tables should be submitted in either .xls, .doc, or .docx formats. Refer to previous JCR article tables for proper formatting. Table captions should be comprehensive in nature and should indicate why the reader is viewing the table.

ILLUSTRATIONS

ALL FIGURES MUST BE UPLOADED AS SEPARATE FILES (that is, not embedded in a text file). Photographs and line drawings are numbered in Arabic numerals in a single sequence as "Figure 1," "Figure 2," *etc.*, and so referred to in the manuscript text. Each must be clearly captioned and acknowledged when necessary. Figure captions must be included at the end of the manuscript in a "List of Figures." The size of a figure, the lettering and lines, must be carefully considered for reduction because these figures will be reduced as much as possible to one column (85 mm), two columns (175 mm), or even smaller. The length of a column is 230 mm. Larger illustrations may be rotated sideways and printed as a turn-page (landscape view) to take advantage of maximum page size. The minimum size of a reduced letter should be about 1 mm high. For a figure that is to be reduced to 1/4 of its size (1/2 length of size), lines of 0.5 to 0.8 mm and 16 to 18 point bold are recommended. Computer-generated figures should be used. Magnifications should be given as bar lines in photographs or satellite images and defined in the caption or legend. Maps and planimetric drawings should contain scales in bar lines as well as a north sign. See previous JCR article figures and captions for proper formatting. Figure captions should be comprehensive, not a synopsis of visual components, and indicate why the reader is viewing the figure.

All figures should be called out in the manuscript text as, for example, Figure 1 (not Fig. 1). Figures will not be placed out of numerical order. Figures are assumed to be grayscale or black and white (even if submitted in color), unless otherwise stated. If a figure is to be printed in color,

it must be indicated at the time a revision is submitted. For charges associated with figure remakes, see Proofs and Reprints.

Digital Figure Guidelines: Digital files that are recommended include: TIFF, EPS, AI, PDF, JPEG, and PSD. Many of these formats are resolution-dependent. The file resolution that is required for good quality printing is much higher than is required for viewing on a computer screen. Files that are created in programs or at settings that are “low” resolution will always retain the visual characteristics of low-resolution files regardless of what is done to them later. A low-resolution file has a bitmapped (pixilated) appearance. The best file resolution for a figure file depends on the type of figure that it is and what line-screen will be used to print the figure. Using resolutions that are higher than ideal does not serve any advantage. Ideal and minimum resolutions recommended for figures are provided in Table 1.

Table 1. *Ideal and minimally acceptable figure resolutions for the JCR.*

Kind of Figure	File Mode	Ideal Resolution (ppi)	Min Resolution (ppi)
Line	Bitmap	1200	600
Color	CMYK	350	200
Color / ‘line’	CMYK	600	200
175L b/w halftone	Grayscale	350	200
300L b/w halftone	Grayscale	440	200
Line/halftone combination	Grayscale	600	200

Digital files that require excessive time to open will be rejected. To avoid replacing a figure: crop excessive marginal white space, submit it in grayscale or bitmap mode unless it is intended to print in color, and size the figure close to the final print size. Do not exceed the ideal resolution for the specific kind of figure. Figure file formats that are not recommended: MS Word, WordPerfect, Excel (.xls), PowerPoint (.ppt), GIFF (.gif), Rich Text Format (.rtf), .pic or .pcx, Metafiles, Harvard Graphics, Cricket Graph, Sigma Plot, and JNB.

SCIENTIFIC NAMES

Identifiers of plant and animal genera, subgenera, species, and lower taxa need to be in italic, with specific and lower epithets being written with a lower case initial letter. Nomenclature should follow the appropriate international code. Geological, ecological, and other scientific terms should follow standard usage or be defined the first time they are employed in the paper.

UNITS OF MEASURE

The S.I. system (*le System International d' Unites*) of reporting measurements, as established by the International Organization for Standardization in 1960, is required insofar as practical. Other units may be reported in parentheses or as the primary units when it would be impossible or inconvenient to convert to the S.I. system. Equivalent units may be given in parentheses when tables, figures, and maps retain units of the English system (Customary units).

EQUATIONS

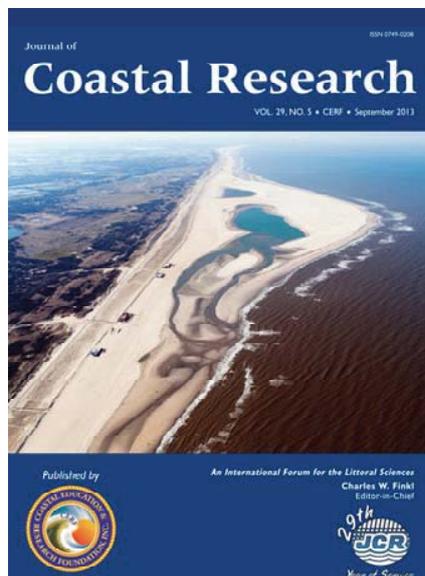
Keep in mind that elaborate equations often extend over several lines with many breaks. Alternatively, it may be advantageous to group long equations into a "table," which can run across the full width of the page, thus allowing clearer presentation.

LITERATURE REFERENCES

In Text Citations: Citations are generally treated according to the modified "Harvard System." In the body of the manuscript text, they are cited by naming the author(s) and indicating the year of publication. For three authors or less, all names are given (Jones, Smith, and Andrews, 2005). When there are more than three authors, *et al.* is used (Finkl *et al.*, 2005). Enclose the citation in parentheses if referring indirectly *e.g.*, "(Jones, 1988)" or "(Smith *et al.*, 1989);" or enclose the year of publication in parentheses if referring directly, *e.g.*, "according to Jones (1988)," "from data prepared by Smith *et al.* (1989)." Multiple citations given together should be listed in alphabetical (not chronological) order, separated by a semicolon. For example: (Andrews and Stewart, 2006; Jones, 2004; Jones, Andrews, and Stewart, 2003). For citations by the same authors with the same date, use this format: Jones (2013a,b) or (Smith, Roberts, and Cline, 2009a,b).

Literature Cited Section: Papers cited should be grouped together in a list headed "Literature Cited," (not References or Bibliography) alphabetically arranged by first authors' surnames, but unnumbered, at the end of the body of the paper. In this section, all authors' names and initials are required (no space between initials) followed by the year of publication and the full title of the paper in upper and lower case (see examples below). Then follows the full title of the periodical in *italic*, the volume and issue number in Arabic numerals, and finally the page spread. For books, the title is given in *italic*, and then the bare name of the publisher preceded by the place (city and state or country) of publication, and then the total number of pages in the book.

Scrupulously check the accuracy of references. Responsibility for accuracy rests solely with the authors. Examples of different types of citations can be found on the next following pages.



EXAMPLES OF LITERATURE CITED FORMATS FOR THE JCR

Single-Author Paper in a Journal:

Dickinson, W.R., 2000. Isostatic and tectonic influences on emergent Holocene paleoshorelines in the Mariana Islands, western Pacific Ocean. *Journal of Coastal Research*, 16(3), 735-746.

Please note that issue numbers should be listed for all journal citations, if possible.

Klemas, V., 2011. Remote sensing technologies for studying coastal ecosystems: An overview. *Journal of Coastal Research*, 27(1), 2-17.

Two-Authored Paper in a Journal:

Fairbridge, R.W. and Teichert, C., 1948. The low isles of the Great Barrier Reef: A new analysis. *Geographical Journal*, 3(1), 67-88.

Lidz, B.H. and Hallock, P., 2000. Sedimentary petrology of a declining reef ecosystem, Florida Reef Tract (U.S.A.). *Journal of Coastal Research*, 16(3), 675-697.

Multi-Authored Paper in a Journal:

Anthony, E.J.; Gardel, A.; Gratiot, N.; Proisy, C.; Allison, M.A.; Dolique, F., and Fromard, F., 2010. The Amazon-influenced muddy coast of South America: A review of mud-bank-shoreline interactions. *Earth-Science Reviews*, 103(1), 99-121.

Finkl, C.W.; Estebanell Becerra, J.; Achatz, V., and Andrews, J.L., 2008. Geomorphological mapping along the upper southeast Florida Atlantic Continental platform; I: Mapping units, symbolization and geographic information system presentation of interpreted seafloor topography. *Journal of Coastal Research*, 24(6), 1388-1417.

Martinez, J.O.; Gonzalez, J.L.; Pilkey, O.H., and Neal, W.J., 2000. Barrier island evolution on the subsiding central Pacific Coast, Colombia, South America. *Journal of Coastal Research*, 16(3), 663-674.

Tomás, A.; Méndez, F.J., and Losada, I.J., 2008. A method for spatial calibration of wave reanalysis data bases. *Continental Shelf Research*, 27(8), 952-975. doi:10.1016/j.csr.2007.09.009

Including DOI numbers is optional when printed page numbers are not available.

Paper in a Journal of Coastal Research (JCR) Special Issue:

Reed, C.W.; Brown, M.E.; Sanchez, A.; Wu, W., and Buttolph, A.M., 2010. The coastal modeling system flow model (CMS-Flow): Past and present. In: Rosati, J.D.; Wang, P., and Roberts, T.M. (eds.), *Proceedings, Symposium to Honor Dr. Nicholas C. Kraus. Journal of Coastal Research*, Special Issue No. 59, pp. 8-14.

Tillman, T. and Wunderlich, J., 2013. Barrier rollover and spit accretion due to the combined action of storm surge induced washover events and progradation: Insights from ground penetrating radar surveys and sedimentological data. In: Conley, D.; Masselink, G.; Russell, P., and O'Hare, T. (eds.), *Proceedings from the International Coastal Symposium (ICS) 2013* (Plymouth, United Kingdom). *Journal of Coastal Research*, Special Issue No. 65, pp. 600-605.

Paper in a Proceedings Volume with Editors:

Ashton, A.D.; Murray, A.B., and Littlewood, R., 1980. The response of spit shapes to wave-angle climates. In: Kraus, N.C. and Rosati, J.D. (eds.), *Proceedings of the Sixth International Symposium on Coastal Engineering and Science of Coastal Sediment Processes* (New Orleans, Louisiana), pp. 351-363.

Paper in a Proceedings Volume with No Editor:

Butenko, J. and Barbot, J.P., 1980. Geological hazards related to offshore drilling and construction in the Orinoco River Delta of Venezuela. *Proceedings of the Offshore Technology Conference* (Houston, Texas), Paper 3395, pp. 323-329.

Goda, Y., 1970. The observed joint distribution of periods and heights of sea waves. *Proceedings of the 16th International Conference on Coastal Engineering* (Sydney, New South Wales, Australia), pp. 227-246.

Uda, T.; Turner, R.E., and Hashimoto, H., 1982. Description of beach changes using an empirical predictive model of beach profile changes. *Proceedings of the 18th Conference of Coastal Engineering* (Cape Town, South Africa, ASCE), pp. 1405-1418.

Book; Commercial Publisher:

Darwin, C., 1842. *The Structure and Distribution of Coral Reefs*. London: Smith Elder, 214p.

Roberts, N. and Norseman, E.R., 1989. *The Holocene: An Environmental History*. Malden, Massachusetts: Blackwell, 316p.

Book; Government:

Fisk, H.N., 1944. *Geological Investigations of the Alluvial Valley of the Lower Mississippi River*. Vicksburg, Mississippi: U.S. Army Corps of Engineers, Mississippi River Commission, 78p.

Book; University Press:

Pilkey, O.H.; Neal, W.J.; Kelley, J.T., and Cooper, A.G., 2011. *The World's Beaches*. Berkeley, California: University of California Press, 283p.

Woodroffe, C.D., 2002. *Coasts: Form, Process and Evolution*. Cambridge: Cambridge University Press, 623p.

Chapter in an Edited Book:

Oertel, G.F., 2005. Coasts, coastlines, shores, and shorelines. In: Schwartz, M.L. (ed.), *The Encyclopedia of Coastal Science*. Dordrecht, The Netherlands: Springer, pp. 323-327.

Wang, Y. and Healy, T., 2002. Definition, properties, and classification of muddy coasts. In: Healy, T.; Wang, Y., and Healy, J.A. (eds.), *Muddy Coasts of the World: Processes, Deposits and Function*. Amsterdam: Elsevier, pp. 9-18.

Miscellaneous Reports with Specified Author:

Farrow, D.R.G.; Arnold, F.D.; Lombardi, M.L.; Main, M.B., and Eichelberger, P.D., 1986. *The National Coastal Pollutant Discharge Inventory: Estimates for Long Island Sound*. Rockville, Maryland: National Oceanic and Atmospheric Administration, 40p.

McKee, E.D., 1989. *Sedimentary Structures and Textures of Río Orinoco Channel Sands, Venezuela and Colombia*. U.S. Geological Survey Water-Supply Paper W2326-B, pp. B1-B23.

Mehta, A.J. and Montague, C.L., 1991. *A Brief Review of Flow Circulation in The Vicinity of Natural and Jettied Inlets: Tentative Observations on Implications for Larval Transport at Oregon Inlet, N.C.* Gainesville, Florida: University of Florida, Department of Coastal and Oceanographic Engineering, Report UFICOELIMP91/03, 74p.

Vann, J.H., 1969. *Landforms, Vegetation, and Sea Level Change along the Coast of South America*. Buffalo, New York: State University College at Buffalo, Technical Report No. 3, 128p.

Miscellaneous Reports without Specified Authors:

McClelland Engineering Staff, 1979. *Interpretation and Assessment of Shallow Geologic and Geotechnical Conditions*. Caracas, Venezuela: McClelland Engineering, Inc., *Orinoco Regional Survey Areas, Offshore Orinoco Delta, Venezuela*, 1, 109p.

U.S. Environmental Protection Agency Staff, 1994. *The Long Island Sound Study: Summary of the Comprehensive Conservation and Management Plan*. Washington, DC: U.S. Environmental Protection Agency Publication, *EPA 842-S-94-001*, 62p.

Theses and Dissertations:

Worthy, M.C., 1980. Littoral Zone Processes at Old Woman Creek Estuary of Lake Erie. Columbus, Ohio: Ohio State University, Master's thesis, 198p.

Zarens, S.M., 1996. Aeolian Processes in the Dutch Foredunes. Amsterdam, The Netherlands: University of Amsterdam, Ph.D. dissertation, 150p.

Maps or Charts:

Beltran, C., 1993. *Mapa Neotectónico de Venezuela*. Caracas, Venezuela: FUNVISIS Departamento de Ciencias de la Tierra, scale 1:2,000,000, 1 sheet.

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Coastal Education and Research Foundation, Inc. (CERF), 2018. <http://www.cerf-jcr.org>.

Turner and Townsend, 2012. *International Construction Cost Survey 2012*
http://www.turnerandtowntsend.com/construction-cost-2012/_16803.html.

United States Department of Agriculture, 1999. *The Federal Agriculture Improvement and Reform Act of 1996*.
<http://www.usda.gov/farbill/title0.htm>

