



This style guide is based on submission guidelines for authors to the Journal of Experimental Marine Biology and Ecology and guidelines for theses at the University of Victoria.

Please send comments or suggestions about this guide to library@bamfieldmsc.com

Checklist

- Use the **Student Report Template**
- Submit the **Report** to instructor/TA in .doc format (NOT .docx or .pdf).
- Submit the **Data** to instructor/TA in .csv or .xls format.
- Name **Report** and **Data** files using the convention:

Last name(s)_CourseNameAbbreviationYYYY.ext

Examples: RogersDavies_CoastFieldArch2015.doc
 Gill_SciDive2014.xls
 White_MIZ2015.csv

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1.0 Formatting

Save time and frustration by using the **Student Report Template**. The Template uses defined styles for each section of the report, including text body, captions, and references. These styles can be located on the Home tab in Word. The Template also provides examples for how to format your tables and images.

- Text: twelve-point (including figure captions, tables and references) Arial font. For lengthy tables, smaller typeface is acceptable; however, no characters may be smaller than 6 point.
- Spacing: One and a half for the body of the text. Single for the abstract, references, and table and figure captions.
- Margins: All margins 1 in. (2.54 cm).
- Numbering: In upper right-hand corner (including references and tables). No number on the title page (pg 1). Don't reference page numbers in text. If necessary, refer to sections.
- Paragraphs: Left justified, separated by an extra blank line.
- Headings (Abstract, Keywords, Introduction, Materials and Methods, Results, Discussion, Research Proposal, Acknowledgements, References, Tables and Figures): Title-case and bold-faced on separate lines, without indentation. Underline subheadings, do not use bold or italic.
- Paper Size: 8.5 x 11 inches. If oversize pages are required they should be submitted flat-mounted on an 8.5 x 11 sheet of paper and folded to lie within the required margins. Very large oversize pages (such as large maps), which are too large to be folded and bound in

to the report, may be fit into a pocket provided by the author. See librarian for assistance. Large items may also be stored or reduced electronically on CD or DVD.

- **Units:** Standard International (SI). Use leading zeroes with all numbers <1, including probability values (e.g. $P < 0.001$).

2.0 Organization

Assemble the parts of your reports in this order (detailed descriptions below):

- Title Page
- Abstract
- Key words (indexing terms)
- Introduction
- Materials and Methods
- Results
- Discussion
- Research Proposal (typically only used by Marine Invertebrate Zoology – other courses may delete this section)
- Acknowledgements
- References
- Tables and Figures (unless these are imbedded in the text)

3.0 Title Page

Use the **Student Report Template** to format your title page.

- The **title** should be clear, concise (120 characters max.), descriptive, and contain keywords for digital title searches. Capitalize only the first letter of the first word (sentence case), and the first word of any subtitle (directly after the colon). Bold the entire title.
- Use student's full name(s). Separate multiple names as shown below:

Example:

Isla Keesje Davidson, Narvana Smith, and Morgan Bruintjes

- The title of the course should be entirely capitalized as shown below:

Example:

MARINE INVERTEBRATE ZOOLOGY

- Use instructor and TA's full names and titles. Separate multiple names as shown below:

Example:

Instructors: Dr. Tara MacDonald and Dr. Marjorie Wonham

- In the copyright section, use the student's full name, followed by the month and year the course ended. Follow this with the name of the student's home university and, if appropriate, the student's visiting/exchange university.

Example:

Isla Keesja Davidson, 11/2016
Home University: University of Exeter
Visiting University: University of Victoria

- When there are multiple authors, list students and their universities as follows:

Example:

Isla Keesja Davidson, 11/2016
Home University: University of Exeter
Visiting University: University of Victoria

Navara Smith, 11/2016
Home University: University of Victoria

- A completed example of a properly formatted title page is shown on the following page:

The possible role of serotonin in the rhythmicity of the crop of *Aplysia dactylomela*

by

Jane Doe

A report submitted in partial fulfilment of the requirements of
MARINE INVERTEBRATE ZOOLOGY

at

Bamfield Marine Sciences Centre

Instructor: Dr. John Smith

Teaching Assistant: Jane Smith

©Jane Doe, 06/2017

Home University: Vancouver Island University

Visiting University: University of Victoria

4.0 Abstract

Be clear, descriptive, and use less than 400 words. Briefly summarize the introduction, materials and methods, results, and conclusions of the study. References should be avoided. Single-spaced.

5.0 Keywords

Include 3 to 6 indexing terms, not already included in the title of your report, that convey the subject of the report. This may include, but is not limited to, common or scientific name(s) of species you used, methodologies employed, geographic locations etc. List the terms in alphabetical order, capitalize each and separate terms with commas.

Be strategic in your choice of terms and think about the terms that you might use if you were looking for a work on a similar subject; the keywords exist so that other researchers can locate your work. Be as concise and unambiguous as possible. For example, if your paper is about sea cucumbers, list 'sea cucumbers' not 'cucumbers'; if your paper is about multiple species, list these independently; for example, avoid '*Mytilus trossulus/edulis*', instead write '*Mytilus edulis*' and '*Mytilus trossulus*'; if your paper includes a commonly abbreviated subject or method, list the contracted form and the full phrase or word, for example, include both 'Generalized Linear Models' and 'GLM', but avoid 'Generalized Linear Models (GLM)' as a single entry; consider how the word may be most commonly spelt, especially as relates to US or UK spelling conventions or hyphenations, for example, 'Behavior' vs 'Behaviour' or 'Counter-clockwise' versus 'Counter clockwise'.

If in doubt, look at other reports in the catalogue to investigate keywords selected by previous students and researchers.

Examples:

Abundance, Biogeography, Diversity, Intertidal, Limpet, *Lottia pelta*

6.0 Tables

- All tables should be in the 'Figures and Tables' section at the end of your document, not embedded in the text.
- Consider limitations of paper size and required margins. See section 1.0 Formatting.
- If a table contains a lot of data, consider dividing the data into two or more tables. Tables should supplement, not duplicate text.
- Tables should be numbered consecutively according to their sequence in the text. The text should reference all tables.

- Include a brief, self-explanatory title at the top of each table. Format as follows:

Table 3

Properties of the forward-selected environmental PCA axes used in multiple regression analysis of log-transformed *Mytilus spp.* recruitment.

- The title must appear on the same page as the table.
- Use spaces, not vertical lines, to separate columns.
- Keep column headings brief, but sufficiently explanatory. Add standard abbreviations of units of measurements between parentheses (e.g. (cm)).
- Any explanation essential to the understanding of the table should be given as a footnote below the table, (e.g. explanations of abbreviations or significance levels: * $p < 0.05$, ** $p < 0.01$).

7.0 Figures (Illustrations/Photographs)

- All figures should be in the 'Figures and Tables' section at the end of the document, not embedded in the text.
- You may include original photographs, clear digital images, or high quality copies of good contrast and intensity.
- **Images must be scaled** to reduce the overall file size of your report. Scaling refers to the resolution or the number of pixels present in the image. This can be done using photo editing software (eg. IrfanView, Paint, Photoshop) before they are copied into reports, or it can be done from within Microsoft Word itself once images have been inserted.
- **Scaling images from within Microsoft Word:**
 - Insert the image into your document;
 - Adjust the physical size of the image so that it occupies the desired space within your document.
 - To change the resolution, select the picture again. The Format ribbon will appear across the top.
 - Under Picture Tools, on the Format tab, in the Adjust group, click Compress Pictures. Select 220 PPI.
- **If you are using photo editing software:**
 - We require a resolution that will provide a final printed resolution of 220 dots per inch (DPI). In a letter size document with 1 inch margins, the largest an image can be is 6.5". At 220 DPI, this means no image should be scaled larger than 1430 pixels horizontally (i.e. $1430/220 = 6.5$). If you want your image to print smaller, say 4 inches across, change the horizontal size to 880 pixels (i.e. $880/220 = 4$).

- Once you have changed the horizontal pixel width accordingly and the image is placed in your report, right click the image, select 'size and position...' and adjust the absolute width to the desired width (i.e. if you scaled the image to 880 pixels across, set the absolute width at 4").
- Number figures consecutively according to their sequence in the text. The text should references all figures.
- Include a brief, self-explanatory caption below each figure. This may include explanations of abbreviations or significance levels (e.g. * $p < 0.05$, ** $p < 0.01$). Format as follows:

Fig. 4. Correlations between the timing of seasonal abundance peak (T) and standardized SST anomaly (first row), annual average abundance and standardized SST anomaly (second row) and annual average abundance and timing (last row) for each taxon.
- The caption must appear on the same page as the figure.
- Avoid using colour, as colours can be difficult to distinguish when printed in black and white. Try using shades of grey, symbols or patterns instead.
- Lettering should be clear, in English, and consistent throughout.
- If a scale is required on an illustration, use a bar scale instead of a numerical scale.

8.0 Footnotes

Footnotes should only be used if absolutely necessary. If possible, incorporate the information in normal text. If used, footnotes should be numbered in the text, indicated by superscript numbers, and kept as short as possible.

9.0 Formulae/Equations

- Formulae should be computer processed, if possible. Leave one blank line above and below formulae.
- Subscripts and superscripts must be clear.
- Greek letters and other non-Latin or handwritten symbols must be clear. Take special care to show the difference between zero (0) and the letter O, and between (1) and the letter l.
- Provide the meaning of all symbols and abbreviations immediately after the equation in which they are first used.
- For simple fractions use the solidus (/) instead of a horizontal line.
- Use root signs, not fractional powers. Denote powers of e by exp.
- In chemical formulae, valence of ions should be given as, e.g., Ca^{2+} not as Ca^{++}
- Isotope numbers should precede the symbols, e.g. ^{18}O

- Avoid repeated writing of chemical formulae in the text. Instead, the name of the compound should be given in full.

10.0 Nomenclature

With the exception of common domestic animals, plants and animals should be identified by their scientific names, in italics, whenever the English name is used, e.g. *Strongylocentrotus droebachiensis*.

The first mention of a scientific name (in title or text) should be accompanied by its taxonomic authority. Scientific names of species referred to in other studies need no authority.

All biocides and other organic compounds must be identified by their Geneva names when first used in text. Active ingredients of all formulations should be likewise identified. For chemical nomenclature, follow the conventions of the International Union of Pure and Applied Chemistry and the official recommendations of the IUPAC-IUB Combined Commission on Biochemical Nomenclature.

11.0 Reporting Statistics

Begin by reporting the size and direction of the effect. For example, "Females were 20% heavier than males (Fig 2; $t=3,1$, $df=85$, $p<0.01$). Never begin with "There was a significant difference...". Provide sufficient information to assess the appropriateness of the method used. Assumptions and (or) the model underlying unusual statistical analyses must be clearly stated and results must be sufficiently detailed.

11.1 Statistics in the Methods Section

Data description: Clearly describe sampling designs, experimental designs, data-collection protocols, precision of measurements, sampling units, experimental units, and sample sizes. Always include sample sizes and some measure of the precision (standard errors or specified confidence intervals) of estimates. Present data graphically whenever possible.

Reporting of analyses: State the specific statistical procedure used. Cite any statistics program or program package (including version number) used. If necessary, indicate which procedure within a package was used and which method within a procedure was chosen. Unusual statistical procedures need to be explained in sufficient detail (including references if appropriate) for the reader to reconstruct the analysis.

11.2 Statistics in the Results Section

To denote levels of significance, use P values rather than symbols such as * and **.

If conclusions are based on an analysis of variance or regression, information sufficient to permit the construction of the full analysis of variance table (at least degrees of freedom, the structure of F-ratios, and P values) must be presented or be clearly implicit. Where ambiguity is possible, please indicate which effects were considered fixed or random and why.

Do not confuse effect size and biological importance with statistical significance. Power analyses (determination of type II error rates, β) can be very useful, if used in conjunction with descriptive procedures like confidence intervals. Such tests are not always routine; please sufficiently describe other statistical designs.

12.0 GenBank/DNA Sequencing

Gene accession numbers refer to genes or DNA sequences about which further information can be found in the databases at the National Center for Biotechnical Information (NCBI) at the National Library of Medicine. Include accession numbers to enable other scientists to access this information. Capitalize letters in accession numbers and check accession numbers very carefully.

Example:

GenBank accession nos. AI631510, AI631511, AI632198, and BF223228, a B-cell tumor from a chronic lymphatic leukemia (GenBank accession no. BE675048), and a T-cell lymphoma (GenBank accession no. AA361117).

13.0 In-text Citations

Citations may be made directly (or parenthetically). If using citation management software, use the most recent version of APA style. If citing manually, use the guidelines below.

13.1 Citing One Author

Format:

Author's name (without initials, unless there is ambiguity) (year of publication) or (Author's last name, year of publication).

Examples:

Since Peterson (1993) has shown that...

This is in agreement with results obtained later (Kramer, 1993).

13.2 Citing Two Authors

Format:

Both author's names and the year of publication.

Example:

Smith and Jones (2013) found...

13.3 Citing More than Two Authors

Format:

First author's name followed by 'et al.' and the year of publication.

Example:

(Reiss et al., 2003)

13.4 Citing Groups of References

Format:

Listed first alphabetically, then reverse chronologically.

Example:

...as demonstrated (Allan, 2000a, 2000b, 1999; Allan and Jones, 1999).

13.5 Citing Personal Communications

Information gained through conversations, emails, phones calls, faxes, letters, lecture presentations or interviews may be cited as "Personal communications" in text. It is important to obtain permission of the person referred to.

Format:

The full date (day month year) is included and an initial is placed before the surname.

Examples:

(Dr. A. Spencer. Interview. 14 May 2004. pers. comm.)

(Dr. D. Levitan. Telephone interview. 14 May 2004. pers. comm.)

13.6 Citing BMSC Student Reports

Use the same rules as for in-text citing of authors. Sections 13.1 – 13.3

13.7 Citing Electronic Media

For electronic sources without page numbers, use the paragraph number, if available, preceded by the paragraph symbol or the abbreviation 'para'. If there are neither paragraph nor page numbers, cite the heading and the number of the paragraph following it to direct the reader to the location of the material.

Examples:

(Myers, 2000, ¶ 5) or (Beutler, 2000, Conclusion section, para. 1)

13.8 Citing Secondary Sources (see also section 14.8)

In the text, acknowledge the primary source and cite the secondary source. In this example, Davidson and Jaccobssen published the original work (primary source), which was later cited in Lee and Jackson (secondary source). You only read Lee and Jackson.

Example:

Davidson and Jaccobssen's study showed (as cited in Lee and Jackson, 1942) that...

14.0 References

- Every reference cited in the text must be present in the reference list (and vice versa).
- Do not include unpublished data (excluding BMSC Student Reports) or personal communications in the reference list. Instead, these should only be cited in the text.
- Present references as a single-spaced list.
- Indent references after the first line (hanging indent).
- Capitals are used for journal and book titles. For articles and chapters, only capitalize the first word of the title, and the first word of a subtitle (directly after the colon). Always capitalize proper nouns.
- Abbreviate first names as initials. Do not leave a space between initials.
- List references alphabetically by the last name of the first author, then further sort chronologically if necessary. If there are multiple references for an author use the following order:
 - by publication date
 - one co-author: alphabetized by co-author's last name, then by publication date.
 - more than one co-author: alphabetized by 1st co-author, then by 2nd author, then by publication date.
- More than one reference by the same author(s) in the same year must be identified by the letters 'a', 'b', 'c', etc., placed after the year of publication.

- Use Arabic numerals for volume, bulletin, and issue numbers. Provide the full range of pages in the form: 123-128.
- Abbreviate names of journals. Standard journal abbreviations can be found at: <ftp://nlmpubs.nlm.nih.gov/online/journals/ljiweb.pdf> via a link on the Web of Science database general search screen.
- Internet sources: As a minimum, provide a full URL and the date the reference was last accessed. When possible provide further information such as: document title or description, authors, date updates. See sections 14.2-14.3 for online reference styles.
- Use secondary sources sparingly, for instance, when the original work is out of print, unavailable through usual sources, or not available in English.

14.1 References - Journal Articles

Format:

Author's last name, Author's Initials., Date of publication. Title of article. Abbreviated title of journal. Volume (issue), page range.

Examples:

Christini, R., 2002. Levels of acidity in the Howe Sound. *J. Exp. Mar. Biol. Ecol.* 100 (3), 101-123.

Jones, H.D., Richards, O.G., Southern, T.A., 1992. Gill dimensions, water pumping and body size in the mussel *Mytilus edulis*. *J. Exp. Mar. Biol. Ecol.* 155 (2), 213-237.

14.2 References - Journal Articles Online

For articles retrieved online, add the DOI (digital object identifier) after the page numbers. You can look up DOI numbers at: <http://www.crossref.org/guestquery/>. For a journal article retrieved online with no DOI, give the URL of the journal home page. If you found the article in a library database (e.g. BIOSIS, ScienceDirect), you may need to locate the journal's website address.

Examples:

Gimenez, L., 2011. Exploring mechanisms linking temperature increase and larval phenology: The importance of variance effects. *J. Exp. Mar. Biol. Ecol.* 400, 227-235.
doi:10.1016/j.jembe.2011.02.036.

14.3 Web References

As a minimum, the full URL should be given and the date when the reference was last accessed. Any further information, if known (DOI, author names, dates, reference to a source publication, etc.), should also be given.

Example:

GRASS Development Team, 2009. GRASS 6.4 users manual. Electronic document:
http://grass.osgeo.org/grass64/manuals/html64_user/ accessed 2010-11-01

Example no author:

Bamfield building new centre for ocean discoveries. June 21, 2002. Electronic document:
<http://www.bms.bc.ca/media/release/june02.html> accessed 2004-05-26

Example no date:

What is eelgrass? (n.d.). Electronic document: <http://www.bms.bc.ca/education/eelgrass.html>
 accessed 2004-05-26

If a document is contained within a large and complex web site (such as that for a university or a government agency), identify the host organization and the relevant program or department before giving the URL for the document itself.

14.4 References - Books

Format:

Author's last name, Author's Initials., Date of publication. Title of publication, edition. Name of Publisher, Place of Publication.

Example one author:

Clark, R.B., 1992. Marine Pollution, 3rd ed. Clarendon Press, Oxford.

Example multiple authors:

Clark, R.B., Mancy, J.C., Zeighe, Q.X., 2002. Salinity in Fresh Water Environments, 3rd ed.
 Clarendon Press, Oxford.

14.5 References - Chapter in an Edited Book

Format:

Author's last name, Author's Initials., Date of publication. Title of chapter. In: Editor's last name, Editor's Initials. (Ed(s).), Title of publication. Name of Publisher, Place of publication, Page range.

Example:

Hawkins, A.J.S., Baynes, B.L., 1992. Physiological processes, and the regulation of production.
 In: Gosling, E. (Ed.), *The Mussel *Mytilus*: Ecology, Physiology, Genetics and Culture*.
 Elsevier Science Publishers B.V., Amsterdam, pp. 171-222.

Notes:

For a book with no editor, include the word "In:" before the book title.

14.6 References – R

The correct citation for the version of R you used can be found by entering the function `citation()` into the console of R.

Example:

R Core Team, 2013. R: A language and environment for statistical computing. R Foundation for Statistical Computing, Vienna, Austria. URL <http://www.R-project.org/>.

14.7 References - BMSC Student Reports

Format:

Author's Last Name, First Initial. Year. Title of Report. Instructor(s), Course Title, Volume Number, Bamfield Marine Sciences Centre, Bamfield, BC. Adding: (Unpublished report on file at the BMSC Library)

Example:

Adam, P. 1994. Scat analysis of Stellar sea lions (*Eumetopias jubatus*) off Green Point Rocks, Vancouver, Island. Instructor Dr. John Ford. Biology of Marine Mammals No. 148, Bamfield Marine Sciences Centre, Bamfield, BC. (Unpublished report on file at the BMSC Library)

14.8 References – Secondary Sources (See also Section 13.8)

In the reference list, cite the secondary source. In this example, Davidson and Jaccobssen published the original work (primary source), which was later cited in Lee and Jackson (secondary source). You only read Lee and Jackson

Example:

Lee, J., Jackson, M. 1942. The Pacific Ocean: Currents and the moon. Clarendon Press, Oxford.

14.9 References – Theses

Example of an unpublished thesis:

Anthony, S.E. 2015. Selective cnida sequestration in the aeolid nudibranch *Hermisenda crassicornis*: ecology and mechanism of defense acquisition. M.A. thesis. University of Victoria.

Example of a thesis retrieved from a database:

Cincura, M. 2012. Beyond profit-centric: transcendent business modelling. Ph.D thesis, Swinburne University of Technology. Available from: Trove. [12 August 2013].

14.10 References – Lab Manual

Treat a lab manual like a book authored by the instructor and published by the University.

Example:

Case, R. 2015. Marine microbiology laboratory manual. Bamfield Marine Sciences Centre, Bamfield, BC.

15.0 Copyright

Be careful not to infringe copyright when quoting from someone else's work or reproducing an illustration or table from a book or journal article. Always acknowledge borrowed material.

You may quote from other published works but must obtain permission from the holder of the copyright before making substantial extracts or reproducing tables, plates, or other illustrations. If the copyright-holder is not the author of the quoted or reproduced material, permission of the

author should also be sought.

Unpublished letters and manuscripts are also protected by copyright and must not be reproduced without permission.

16.0 Sample Reference List

References

- Adam, P., 1994. Scat analysis of Stellar sea lions (*Eumetopias jubatus*) off Green Point Rocks, Vancouver, Island. Advisor Dr. John Ford. Biology of Marine Mammals No. 148, Bamfield Marine Sciences Centre, Bamfield, BC. (Unpublished report on file at the BMSC Library) Bamfield building new centre for ocean discoveries. June 21, 2002. Electronic document: <http://www.bms.bc.ca/media/release/june02.html> accessed 2004-05-26
- Clark, R.B., 1992. Marine Pollution, 3rd ed. Clarendon Press, Oxford.
- Clark, R.B. Mancy, J.C., Zeighe, Q.X., 2002. Salinity in Fresh Water Environments, 3rd ed. Clarendon Press, Oxford.
- Dodson, S., Crowl, T., Peckarsky, B., Kats, L., Covich, A., Culp, J., 1994. Non-visual communication in fresh-water benthos: An overview. J. N. Am. Benthol. Soc. 13, 268-282.
- Hawkins, A.J.S., Baynes, B.L., 1992. Physiological processes, and the regulation of production. In: Gosling, E. (Ed.), The Mussel *Mytilus*: Ecology, Physiology, Genetics and Culture. Elsevier Science Publishers B.V., Amsterdam, pp.171-222.
- Jones, H.D., Richards, O.G., Southern, T.A., 1992. Gill dimensions, water pumping and body size in the mussel *Mytilus edulis*. J. Exp. Mar. Biol. Ecol. 155(2), 213-237. doi: 10.1016/0022-0981(92)90064-H
- Lee, J., Jackson, M., 1942. The Pacific Ocean: Currents and the Moon. Clarendon Press, Oxford.
- Reiss, H., Knäuper, S., Kröncke, I., 2003. Invertebrate associations with gastropod shells inhabited by *Pagurus bernhardus* (Paguridae) — secondary hard substrate increasing biodiversity in North Sea soft-bottom communities. Sarsia 88, 404–415.
- What is eelgrass? (n.d.). Electronic document: <http://www.bms.bc.ca/education/eelgrass.html> accessed 2004-05-26

17.0 Data

- Data should be submitted in.xls or .csv format
- Arrange data with variables in columns, and observations in rows. Define/explain column headings within the data file.

