

## **Guidelines for Submissions to *Shore & Beach***

Thank you for your interest in submitting a manuscript to *Shore & Beach*. *Shore & Beach* is a peer-reviewed journal published by the American Shore & Beach Preservation Association. *Shore & Beach* encourages submittals of articles on a broad range of topics related to shore and beach issues throughout the world. Articles should be written to be of interest to an intelligent, but non-specialized audience and they may cover topics of scientific discovery, recent policy efforts, responses to storm or hurricane events, or recent project development.

From time to time, *Shore & Beach* will publish Special Issues with several articles covering one specific topic. If you are interested in developing a topic for a Special Issue, please contact the Managing Editor to explain your ideas for the Issue and your willingness to find and help review papers on this subject.

Manuscripts should be submitted electronically, as a Word document, and should be accompanied by a separate document containing the names and full contact information, including email address, of at least 5 people who could provide a fair review of the manuscript. If electronic submittal is not possible, please contact the managing editor to determine if other submittal options can be used.

Manuscripts submitted for possible publication in *Shore & Beach* should conform to the following guidelines:

1. All manuscripts should be submitted electronically as Microsoft Word documents. In some case with extenuating circumstances, we will accept hard copies.
2. All articles should be written in English. Foreign terms or expressions may be used in the text, but should be explained if there is any doubt as to their meaning (for example, sirocco, a hot, dust-laden wind that blows from the Sahara to the Mediterranean coast).
3. Text must be prepared in double spaced, 12 point "Times" typeface. All figure and photo captions (which should be submitted in a separate document) should be prepared in "Arial" bold typeface.
4. The manuscript title should be centered at the top of the first page of the manuscript. The first letter (only) of every word in the title should be capitalized, with the exception of articles, prepositions, and conjunctions. There should be no punctuation at the end of the title. Example: The Myth and Reality of Southern California Beaches
5. The name(s) of the author(s) and their affiliation(s) should appear, centered, below the title. The main author's email address must be included.

6. An “Abstract” should follow the title and authors. Please keep abstracts brief and to the point, but cover all the essential elements of the paper including location, methods, measurements, analysis, and conclusions.
7. A list of “Additional Keywords” should follow the abstract. These are related words and terminology that cover central topics, concepts, and locations that do not already appear in the title of the paper.
8. Please remove extra carriage returns, or blank lines, between paragraphs, and please do not insert tabs at the start of each paragraph. A new paragraph is noted by a double carriage return.
9. Throughout the text, only one space should follow each sentence, as opposed to the traditional two spaces.
10. Metric (cm, m, km) or English (in, ft, mi) units are acceptable, but must be consistently used throughout your paper. Dual units with one type in parentheses are also acceptable, but must also be used consistently. For example: 1 in (2.5 cm); 1 km (0.6 mi); 600,000 yd<sup>3</sup> (459,000 m<sup>3</sup>).
11. Precision: Please use common sense in reporting quantitative results and do not over or understate the precision of numerical values. This also applies when reporting results in dual units. For example, 1 km (0.6 mi) is sensible, 1 km (0.6214 mi) while technically accurate, is not.
12. Within the text, please take special note of common grammar, usage, and style issues such as the following:
  - a. Numbers one through nine should be spelled out. Numbers 10 or higher should be numerical. Exceptions: Numbers being compared or contrasted should be written in the same style, as in “8 to 11 years,” or “eight to eleven years.” Numbers preceding units should always be numerical, such as: 5 mi, 18,000 yrs, 1 km, 16.5 ft.
  - b. Proper names and places should be capitalized, whereas seasons of the year (winter, summer), words used to indicate direction (north, southeast), and titles (senator, chief boson) that are not proper names, should not be capitalized. (Please refer to Webster’s Collegiate Dictionary for a useful guide to style, signs and symbols, punctuation, and capitalization.)

Examples:

When referring to Monterey Bay as “the bay,” the word “bay” is not capitalized. When using the full name, “Monterey Bay,” the word, “bay” is capitalized.

“Southern California” is not a proper name, so it should always be written as “southern California.” In contrast, “Southern California Bight” and “Gulf of Mexico” are proper names.

When referring to “President Obama,” the word “President” is capitalized. When referring generally to the “president” as in, “the president signed the bill into law,” then “president” is not capitalized.

- c. Please separate all items in a list with commas. For example: “A, B, and C,” or “pumps and dredges, scientists and engineers, money, water, and sand.”
  - d. Please use the English form of foreign names. For example, use “North Sea” not “Nord See.” Foreign place names may appear in parentheses following their English name if desired for clarity. For example: “North Brittany (Bretagne Nord).”
  - e. Please capitalize “Range 3,” “Station X,” or “Transects 404 and 406,” etc. Please do not capitalize “6 transects” or “25 ranges.”
  - f. Units should be abbreviated (only) when following a number: meters (m), feet (ft), degrees (°) and years (yrs). Example: “The beach eroded 5 m in a period of 10 yrs” as opposed to “Erosion has occurred for many years.”
  - g. When using dashes or hyphens, please do not add extra spaces between characters, as in “30 – 40 ft.” This should appear as “30-40 ft.”
  - h. When using slash marks (/) please do not add extra spaces around the slash, as in “and / or.” This should appear as “and/or.”
13. *Shore & Beach* strives for gender neutrality. Please avoid the use of words like “man’s intervention,” “works’ of man,” or “councilman,” or “councilwoman.” Instead, please use phrases like “human intervention,” “anthropogenic”, and “council member.”
14. A “Conclusions” section must appear at the end of the paper, before the “References” section (as opposed to Literature Cited, Bibliography, etc.). Please do not state conclusions for the first time or out-of-the-blue in the Conclusions section. All conclusions must be supported by appropriate data and discussion in the main body of the paper.
15. Please place figures and tables (with captions) at the end of the paper, after the text and references. The inclusion of photographs of beaches and shores related to the subject of your paper is encouraged. All photos, figures and tables will be printed in black and white or grey-scale (except the cover picture) so please ensure that any contrasting elements in the figures, charts or graphs will be evident in shades of gray. Please also ensure that any labeling within the figures will be discernable at the finished, printed size in the journal. Figure and table references within the text of the paper should be

written out, as in “Table 4,” “Figure 1,” and “Figures 3-5,” and not abbreviated, as in “Fig. 1” or “Figs. 3-5.”

16. Please also submit, in a separate Microsoft Word document, just the list of captions for each figure or photograph and the title for each table appearing in the paper. As mentioned in article #3, all figure and photo captions should be prepared in “Arial” bold typeface.

17. All figure and photograph captions should be written in complete, informative sentences with a period at the end, and with the following format:

“Figure 1. Map shows transect locations at the Coldwater Shores study site.”

Figures with 2 or more parts should be labeled “A” and “B,” etc, with captions having the following form:

“Figure 1. Maps show (A) study area location in Ocean Shores County and (B) transect locations at the Coldwater Shores study site.”

18. All table titles should have the first letter (only) of every word capitalized, with the exception of articles, prepositions, and conjunctions. There should be no punctuation at the end. For example:

“Table 3. Statistics of Sand Loss at Moneymaker Beach”

19. References within the text should be given in parentheses, at the end of the sentence, using the format (Author Year). There should be no comma following the author’s last name and before the year. Examples: (Writesalot 2004); (Writesalot et al. 2003); (Writesalot and Plotsalot 2001); (Writesalot 2004; Gibberish 1900; Plotsalot et al. 2000). Please check the rules for citing different types of sources.

20. References cited in the article should be included in the References section. References should be placed in alphabetical order and not numbered. Please check that all references are complete, and that all works cited in the text have a complete citation in the references list. Please do not include references that have not been cited within the text of the paper, or within a figure, table, or photo caption.

21. References to papers and books, respectively, should be in the following general formats:

Writesalot, S.A. and P.U. Plotsalot, 2004. Counting to infinity: The number of sand grains on the beaches of the world, *Beach & Desert*, 72(4), 120-125.

Writesalot, S.A. 2000. *The Great Big Book of Sand*, Sand Storm Press, Palm Desert, CA, 4,328 pp.

Please take note of punctuation type and location in the above examples, as well as text style (such as italics).

- Please be sure to research the proper format for correct citation of other types of sources you may be using.
22. After acceptance of the paper, photographs, figures and charts will be requested for electronic submission as original image files in .jpg or .tif format. Please note that receipt of the original image files (from a digital camera or from a scanned photo) is imperative for assuring proper resolution in the final publication. When photos and figures are requested after paper acceptance, they cannot be extracted from Microsoft Word documents, as critical resolution is lost during this process. Additionally, photos or figures should not be extracted by the author from Microsoft Word documents and then saved as .jpg or .tif files. Again, in doing so, resolution is lost. Please provide all photographs and figures at no less than 300 dpi.
  23. For final submittal, the manuscript should be provided in the recommended format, along with separate files for all tables and figures, and a separate document containing table and figure captions.

For submission of papers or for further information, please contact the editors at [editor@asbpa.org](mailto:editor@asbpa.org) and [mg\\_editor@aspba.org](mailto:mg_editor@aspba.org). Information is also available online at [www.asbpa.org/publications](http://www.asbpa.org/publications).

Lesley Ewing

Executive Editor, *Shore & Beach*

Beth Sciaudone

Managing Editor, *Shore & Beach*