



AQUACULTURE EUROPE - The annual event of the European Aquaculture Society

Guidelines for the preparation of abstracts/short communications

Over recent years, the number of abstracts submitted for the AE events has largely exceeded the number of available presentation slots – both for oral and poster presentations. The session chairs therefore have the difficult task of selecting abstracts for their sessions. **This selection is based upon several criteria, but the most important one is quality.** Abstracts therefore need to reflect the quality of the science, in terms of its rigour, its contribution to knowledge and its impact to end-users.

EAS strongly supports good knowledge management. **Please therefore clearly show the impact and implications of your research for the sector and how you will/have communicated the knowledge derived for the potential users of your results.**

The compilation of abstracts and short communications of the oral and poster presentations will be distributed at the meeting and available online and through the Aquaculture Europe APP for mobile devices. **The compilation will be produced directly from the copy submitted by the authors.** This means there will be no proof-reading of your text and that you will be entirely responsible for the quality submitted. If in doubt about your English, please have it proof-read prior to sending.

**To ensure quality and uniformity, we kindly request that you follow these guidelines.
Abstracts that do not will not be assessed by the chairs.**

Two-stage submission

The deadline for abstract submission changes (slightly) each year, depending on the actual date of the event. The stated deadline (usually around May 1) enables the assessment of the number and quality of abstracts received so that the programme chairs can produce the preliminary programme grid, showing the date and duration of sessions. Given that the programme is the principal decision factor for delegates attending the event, it is crucial that this is online as early as possible.

It is therefore imperative for you to submit your abstract before the deadline to increase your chances of acceptance!

We recognise that ongoing analysis and interpretation of results may hinder early submission, and **it is therefore possible to amend/update your abstract before a second (final print) deadline** (usually early July). Naturally, updates and amendments can only be made to abstracts that have been submitted before the initial deadline, so this is not an opportunity to make a late initial submission.

Language

Extended abstracts/short communications must be submitted in English.

Content

A concise description of the subject, experiments, results and their impact/implication should be presented.

Length

Abstracts/short communications can be one or up to two pages and single spaced. They may include different sections such as introduction, materials & methods, results, discussion, conclusions and key (limited) references, as well as tables and figures (only if relevant).

Page set-up

Abstracts/short communications must be formatted to A4 (29,7cm by 21cm) paper size with left margin of 4.2cm; right margin of 4.2cm; top margin of 2cm and bottom margin of 4cm.

Font should be **Times New Roman 10** point for all sections, except for address line(s) and references which should be 9 point.

The following items must be included, beginning flush with the left margin of the text:

- **Title of paper:** type in bold in upper-case letters (= full capitals) and the scientific names in the title in italics; leave two lines between title and author(s).
- **Author(s) name(s):** the first letters of both first and last names must be capitalised; leave one line between author(s) and affiliation. Use * after the presenting author.
- **Affiliation and complete address of the author(s):** (in point 9) leave two lines between affiliation and text. The e-mail address only of the contact person/presenting author should be provided.
- **Headings of sections:** type bold (not in full caps); space above should be two single lines for the first section header and one and a half lines above all the other section headers; space below section header should be half a line (or 6pt) only.
- **Text:** typing must be single spaced; space between paragraphs can be half a line (or 6pt); paragraphs should begin flush with the left margin of the text, not indented.

Style & format

- Only scientific names should appear in Italics, e.g. *Sparus aurata*.
- Do not use tabs in text or tables; do not use footnotes nor endnotes; do not use uppercase in references.
- Separate sentences by a full stop followed by one space only.
- Acronyms are written ICES, FAO, etc. (without full stops).
- Use only the metric system. Abbreviate units of measure using the "Système international d'Unités (SI)" e.g. kg, g, mg, µg, m, cm, mm, µm, l (litre), ml, d (day), h (hour), min, s (sec), °C, kcal, cal, Hz. Use also m², m³, cm², cm³ etc. Use the -1 notation, not the solidus, e.g. m.s.-1 not m/s.
- Do not leave a space between the number & the unit, e.g. 1kg, 1g, 1ppt, 1%, 1min, exception: for litre, e.g. 1 l.
- Make a distinction between numerals and letters, e.g. zero (0) and O; one (1) and litre (l) Do not use commas in numbers, use a point for decimals, e.g. 5.1, and spaces for large numbers, e.g. 2 856 653 and prevent them from being separated onto two lines (use a hard space: CTRL+SHIFT+Space bar).

References in text

A single author is cited as: Smith (2006); two authors are cited as: Smith and Jones (2006); more than two authors as: Smith et al. (2006). For a list of references, arrange first chronologically, then alphabetically: Johnson, 1993; Bouvier, 1995; Ackers, 1997ab; 1998.

Tables, Figures, and Photographs

Tables, figures and photographs should only be included if they enhance the presentation of the work.

Tables must be numbered in Roman numbers and referred to as Table I, II, III, in the text. Each table must be accompanied by a concise heading, put at the top. Please compile tables by making use of the table facilities of the software package (i.e. using cells not tabs) and use standard (and true type) letter fonts only (e.g. Times New Roman). In case tables are being incorporated from a spreadsheet into word, ensure that a standard letter font is used *prior to* importing and please either paste it into the document *without* the option of linking (and automatic update) to the original spreadsheet or undo all links in the text document prior to sending (option you find in Word under Edit – Links). Also ensure that the max total width of the table =12.6cm.

All **figures** must be numbered in Arabic numbers (1, 2, 3, etc.). Lettering and symbols should be clear and easily readable. Each figure must be accompanied by a concise caption, put at the bottom of the figure. Figures should be submitted as originals, ready for publication. Ensure that standard letter fonts (e.g. Times New Roman or Helvetica) are used *prior to* importing these from your software into the word processing software. Preferred wrapping style of the figure: square or in line with text. (options: behind or in front of text, to be avoided).

Photographs: Embedded photos (colour or black & white) should be of sufficient size and contrast for optimal viewing.

References

The bibliography should be arranged alphabetically by the family name of the first author. The publication date must be given directly after the last author. Names of all authors should be spelled out completely.

- **Single author:** if more than one reference is given for a single author, publications should be listed chronologically. If this author has several (quoted) publications in the same year, differentiate by letter 2007a, 2007b, etc.).
- **Two or more authors:** references for which there are two or more authors should be arranged first alphabetically, then chronologically.

The complete unabbreviated publication reference must be given for all citations.

Use the following system for arranging the references:

- **Journal article:** e.g. Sérot T., G. Gandemer, and M. Demainay. 2005. Lipid and fatty acid composition of muscle from farmed and wild adult turbot. *Aquaculture International* 6: 331-343.
- **Book:** Author(s) or Editor(s) name, year of publication, title, publisher, place of publication and number of pages: e.g. Midlen A. and T. Redding. 1998. *Environmental management for aquaculture*. Chapman & Hall, London. 240pp.

- **Article in book:** e.g. Adams C.E. 1996. The impact of introductions of new fish species on predator-prey relationships in freshwater lakes. p.98-105. In: Aquatic predators and their prey. Fishing News Books. Greenstreet S.P.R. and M.L. Tasker (Eds.). Fishing News Books, Oxford. 191p.

Proof reading

The extended abstracts will be produced directly from the copy submitted for inclusion in compilation of abstracts/short communications" to be distributed. **This means that there will be no proof reading of your text and that you will be entirely responsible for the quality submitted.** The compilers, however, reserve the right to refuse abstracts of bad quality and/or ask for improvement.

Submission of abstract

Submit your abstract online. Please do not submit abstracts by fax or email.

The electronic version (with tables and figures included in text on correct place) should be in IBM compatible format in Microsoft Word 2000 or later. Filename: please use first 8 letters of first author as filename; if 2 or more presentations submitted by same first author add figure as the 8th character, e.g. Ackefors (if one); Ackefors1 and Ackefors2 (if more than one). **Please note, however, that we do not favour submissions of multiple abstracts by the same authors for the same session. We do not also favour abstracts that have been submitted (of the same work) to previous AE events.**

Summary of key points:

1. The selection of abstracts is based upon several criteria, but the most important one is quality.
2. Please submit before the deadline to increase your chances of acceptance.
3. Updates and amendments can only be made to abstracts that have been submitted before the initial deadline.
4. Please ensure that your abstract follows these guidelines. Those that do not will not be assessed for inclusion.