AQUACULTURE EUROPE
The annual meeting of the European Aquaculture Society

Guidelines for preparing extended abstracts/short communications

The compilation of extended abstracts and short communications of the oral and poster presentations will be distributed at the meeting. Therefore, the final version of the extended abstracts must be submitted online by the stated deadline for the event. 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 uniformity, we kindly urge you to follow these basic guidelines.

Language
Extended abstracts/short communications must be submitted in English.

Content
A concise description of the subject, experiments, results, and major conclusions should be given.

Length
Extended abstracts/short communications should be two pages and single spaced. They may include different sections such as introduction, materials & methods, results, discussion, conclusions and references (in limited number), as well as tables and figures (if relevant only).

Typing and spacing
The extended abstracts/short communications must be camera-ready and be laser-printed on white paper (format DIN A4: 29.7cm by 21cm; otherwise Letter size 8 1/2 inch x 11inch) within a text space of 20cm (height) x 12.6cm (width), centralised horizontally (only) and with top margin= 2 cm.

Page setup settings are:
- In case of DIN A4 paper: left margin=4.2cm; right margin=4.2cm; margin top=2cm; margin bottom=4cm.
- In case of letter size 81/2 inch x 11 inch paper: left margin=4.49cm (or 1.77inch); right margin=4.5cm (or 1.77inch); margin top=2cm (or 0.79inch); margin bottom= 5.94cm (or 2.34inch).

Be sure not to mark on the text space with any ink lines! Type in clear black using Times New Roman 10 point (laser printer or very good quality printer) for all sections, except for address line(s) and references for which we recommend the use of Times New Roman point 9.

The following items must be included, not centred, beginning flush with the left margin of the text. For your ease we are enclosing a template, which we advise you to save under the first authors’ name and then simply overwrite the text in it enabling you to make us of the predefined ‘styles’ that have been incorporated or otherwise please respect the following (see example):

- 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 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
- 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 according to the "Système international d'Unités (SI)" e.g. kg, g, µg, m, cm, mm, µm, l (litre), ml, d (day), h (hour), min, s (sec), °C, kcal, cal, Hz. Use also m , m², 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 zero (0) and O; one (1) and litre (l)
- 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
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- 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 (use a hard space (in Word 2000: CTRL+SHIFT+Space bar) to prevent the figure to be separated onto two lines)

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:
Tables, Figures, and Photographs
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. Do not use vertical bars within the tables. Please compile tables by making use of the table facilities of the software package (i.e. make use of 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: Please keep in mind that reproduction will only be black and white. Hence if photos are used they should have a good contrast for optimal reproduction.

References
The bibliography should be arranged alphabetically according to the family name of the first author. The publication date must be given directly after the last author. Names of all authors have to 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:

- Book: Author(s) or Editor(s) name, year of publication, title, publisher, place of publication and number of pages: e.g.

Smith et al. (2006). For a list of references, arrange first chronologically, then alphabetically as follows: (Johnson, 1993; Bouvier, 1995; Ackers, 1997ab; 1998).

Layout
The layout should be made according to the example(s) provided. Figures, tables and photos should be computer-set and appear in the text exactly where you want them to appear. Figures and tables should be clearly laid out and should not detract from the visual quality of the page. Max width of figures or tables = 126mm.

Proof reading
The extended abstracts will be produced directly from the copy submitted for inclusion in the "CD of extended abstracts/short communications" to be distributed at the conference. 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. This CD will be published as an EAS Special Publication and it will be for sale through the EAs web site after the event.

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); Ackefor1 and Ackefor2 (if more than one).

Please submit before the deadline to increase your chances of acceptance!