

Conference People and the Sea V: 'Living with uncertainty and adapting to change'



Instruction for Authors

Texts should be written in European English. Limit articles to 10,000 words maximum and include an abstract (150 words max.). Please follow the instructions below carefully and please submit it electronically (as email-attachment or on disk) in MS word.

In case you have any questions about style and format, please contact Didi van Dijk at conference@marecentre.nl

Style: Normal, Times New Roman 12, Justified
[Please use Word's 'Normal' style in Styles and Formatting]

TITLE: [bold, small caps, initial capitals, in case there is a subtitle – use a colon after the title]

Subtitle [bold, big initials, no full stop at the end]

<skip line>

<skip line>

Author [italics, first name, (middle name(s)), surname]

Affiliation

E-mail address [make sure it is not a hyperlink, making it blue and underlined]

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ABSTRACT [initial capital, small capitals, italics and small caps as indicated] Leave one space and immediately connect the text to it.

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Introduction [bold, initial capital]

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An introduction should state a clear question and preferably situate the article in an ongoing debate.

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Section Headings [bold, initial capitals]

<skip line>

Skip two lines before and one after each section heading. Use bold and initial capitals in section headings. Do not use numbers.

<skip line>
Section Subheadings [italics, initial capitals]
Skip one line before each section subheading. Let the text follow without skipping a line. Use initial capitals in section subheadings. Do not use numbers.
To indicate a new paragraph, use a hard return and one Tab. Do not skip a line and/or use spaces to indent and do not indent a paragraph under a title, heading, table or figure.

<skip line>
<skip line>

Acknowledgements [bold, initial capital]

<skip line>
The acknowledgements are a separate section, directly following the main text as if another section. It comes before the notes and references.

.....Page break

Notes [bold, initial capital]

<skip line>
Use endnotes after a page break and indicate them with the heading Notes. The text size should be font 10 (instead of 12). In the text the note number should follow the full stop (like here->).¹

<skip line>
<skip line>

References [bold, initial capital]

<skip line>
At the end of the article, always indicate the alphabetically ordered list of literature as References. Please use a left alignment for the references. The following format should be used, please be consistent in the use of spaces, dots, comma's etcetera, as we show below:

Book:

Trocki, A.
1979 Prince of Pirates. The Temenggongs and the Development of Johor and Singapore 1784-1885. Singapore: Singapore University Press.

Collection of essays:

Pugh, M. (Ed.)
1994 Maritime Security and Peacekeeping. A Framework for United Nations Operations. Manchester: Manchester University Press.

Article in a journal:

Ellen, E.
1989 Contemporary Piracy. California Western International Law Journal 21(1):123-128.

Article in an edited volume:

Scott, D.
1994 Piracy, Terrorism, and Crime at Sea. In: P.T. Haydon and A.L. Griffiths (Eds.), Maritime Security and Conflict Resolution at Sea in the Post-Cold War Era. Halifax: Centre for Foreign Policy Studies, Dalhousie University. Pp. 22-39.

More than one publication by an author:

Chalk, P.
1997 Gray Area Phenomena in Southeast Asia: Piracy, Drug Trafficking and Political Terrorism. Canberra: SDSC.
1998a Low Intensity Conflict in Southeast Asia: Piracy, Drug Trafficking and Political Terrorism. Conflict Studies 1(1):1-36.
1998b Contemporary Maritime Piracy in Southeast Asia. Studies in Conflict and Terrorism 21(2):87-112.

Referring to documents found on the internet:

Samudra
2001 Jaws: the Ban. Samudra 30:1. Available:
www.icsf.net/jsp/publication/samudra/pdf/english/issue_30/edit.pdf
Indian Ministry of Environment and Forests (MOEF)
2001 Notification S.O. 1197(E). Available: [http://envfor.nic.in/legis/wildlife/so1197\(e\).htm](http://envfor.nic.in/legis/wildlife/so1197(e).htm)

In Addition to the References

Authors: the (first) author should be listed with his surname first, followed by a comma, a space and then his initials separated by dots, no spaces. In case of a second author (and more), the initials are written prior to the surname, comma's are used to separate the names of the authors (don't make use of 'and'):

Trocki, A., M. van Dijk, R. Gaasp

If it is unknown who the author was, write Anonymous in stead. If a publication has more than three authors, only mention the first followed by et al.

Year: the year of publishing is followed by a Tab. Do not use spaces to indent. All of the following information should be aligned following that first Tab (see above). Where an author or author's have more than one work cited per year, the works should be referred to as 'a', 'b' etc., in order of the first citation of the text. If the original year of publication deviates from the edition used, indicate this as follows: 1969[1873]. Have this followed by a Tab as normal. Please make sure that on the next line of the reference only one Tab will be used:

Trocki, A.

1979[1834] Prince of Pirates. The Temenggongs and the Development of Johor and Singapore 1784-1885. Singapore: Singapore University Press.

Language: References used that are not written in English should state, in square brackets at the end, the language(s) in which it is written. It should be stated if the reference has an Abstract in English.

Citations and Quotations

Use author-year-page references in the text and separate references by a semicolon, but use commas between citations of works by the same author(s) (Jones 2000; Jones and Smith 1999a, 1999b; Pauly 1985, 2002; Pauly et al. 2002).

. Please don't use spaces between the year, commas and page number. Separate references to the same author by a comma (Acheson 1981, 1983). Do not use & when referring to co-authored work but use and (McCay and Acheson 1989).

Refer to websites in notes (do not italicize, do not have it hyperlinked (underlined and blue) and please only use 'http://' if something else follows then 'www' otherwise www.namewebsite.org is enough).

If the original year of publication deviates from the edition used, indicate this as follows: Jansen (1969 [1873]).

Quotes and quotation marks: use single inverted commas to mark quotes and 'as if' words. Use double inverted commas only for quotes and "as if" words within quotes. Quotes of more than three lines should be indented (Tab) without inverted commas (only use single inverted commas for quotes and 'as if' words within indented quotes). Skip a line before and after an indented quote.

When leaving out words from a quotation, indicate this with three dots When substituting words or adding an explanation within a quotation, use square brackets []. Also use square brackets when changing lower and upper cases into upper and lower cases, for example: '[I]n some instances ...'. If a quotation can be read as an entire sentence, the closing

inverted comma should follow the full stop (.’). In all other cases the full stop follows the closing inverted commas. For example, Johnson says: ‘The pilot whale is an endangered species.’ Johnson states that pilot whales are ‘an endangered species’.

When adding emphasis use italics and after the reference state (my italics, your initials).

Additional Matters

- Do not use abbreviations. For example instead of e.g.; et cetera instead of etc.; that is instead of i.e.; per cent instead of %; confer instead of cf..
- Italicize words you want to emphasize or non-English words like *raison d’être*, *Weltanschauung*. Do not italicize names of institutions but do use initial capitals, for instance United Nations.
- Acronyms should be written in small capitals: ASEAN instead of ASEAN.
- Enumerations should be preceded by a colon [:] and separated by semicolons [;] or placed on new lines using numbers, bullets or dashes.
- Illustrations: Photographs, drawings, maps, charts and diagrams are all to be referred to as ‘Figure(s)’ and should be numbered consecutively in the order to which they are referred. They should accompany the manuscript, but should not be included within the text. All illustrations should be clearly marked on the back or the files in which they come should be named with the figure number and the author's name. All figures are to have a caption. Captions should be supplied on a separate sheet. The style for the caption is as follows: Photo 1. State-of-the-Art Tug Boats in the Port of Vigo [*italicized captions with initial capitals, font 10*]. Illustrations should be of a high quality and submitted camera-ready or as .jpg or .tif files. Clearly indicate in the text where illustrations should appear.
- Tables should be numbered consecutively and have italicized captions with initial capitals, font 12 (for example: Table 1. Estimated Landings at Yerseke’s Fish Auction). Clearly indicate in the text where tables should appear. Don’t place them in the text, send them separately but make sure the name of the table-file clearly corresponds with the in-text order. When more than one table is used in the article, please make sure that a similar style is used for all tables. Tables should be given a suitable caption and each table typed on a separate sheet. Footnotes to tables should be typed below the table and should be referred to by superscript lowercase letters. No vertical rules should be used. Tables should not duplicate results presented elsewhere in the manuscript, (e.g. in graphs).
- Sentences in brackets. (The full stop should be behind the closing bracket).
- Dashes are indicated as: space-double dash-space [--].
- Please do not insert page numbers.
- Spell out numbers from one to ninety-nine, all three digit numbers and above may be written in numbers; 123. Please use commas when numbers are 4 digits or more; so 1,000 and 12,000 (and not 1.000 and 12.000 or 1000 and 12000). Numbers with digits behind the dot may written down in numbers: 1.34 and not ‘one point thirty-four’.
- When citing prices please do so as follows, 10 US dollars, in stead of US\$10. If prices are quoted in any other currency than the euro, US dollar or British pounds than please give the equivalent of its value in one of the three more known currencies (British pounds, euros, US dollars).