

GUIDELINES FOR MANUSCRIPT PREPARATION
TO BE SUBMITTED TO THE *BULLETIN OF THE OCEANOGRAPHIC INSTITUTE OF*
VENEZUELA

The *Bulletin of the Oceanographic Institute of Venezuela* is a peer-reviewed, biannual digital journal that publishes original and unpublished contributions in marine sciences. These include marine biology, geology, and ecology, oceanography, evolution, systematics and taxonomy of marine organisms, pollution, fisheries, marine culture, marine biotechnology, conservation, and the integrated management of marine and coastal resources. Manuscripts may be submitted in Spanish or English (for English submissions, authors are encouraged to have their manuscripts reviewed by a native English speaker or a language specialist). The *BIOV* accepts articles, notes, and reviews.

Articles are original scientific publications based on experimental or theoretical research. Notes are short communications on a specific topic, sometimes reporting partial research results. Reviews are invited contributions from researchers on a particular topic in which the author has a proven track record, as reflected in their publications.

INSTRUCTIONS FOR AUTHORS

Manuscript Preparation

Manuscripts must be typed on letter-sized paper (215 x 279 mm), double-spaced, including the main text, references, tables, table headings, and figure captions. Use Times New Roman font, size 12, for all text. Margins must be 25 mm on all sides, with justified right margins. Pages should be numbered in the top right corner, except for the first page.

Manuscripts submitted to the *Bulletin of the Oceanographic Institute of Venezuela* must comply with the following ethical principles:

- a) Manuscripts must be original, not published before (except in the form of an abstract, or as part of a published lecture, or thesis), not under consideration for publication elsewhere.
- b) When applicable, they must be approved by all authors as well as by the responsible authorities - tacitly or explicitly - at the institute where the work has been carried out, prior to submission.

c) Authors are responsible for obtaining the consent of their co-authors in order to include their names in the publication. Only the authors will be responsible for any disagreement arising after their article is published online at Pan-American Journal of Aquatic Sciences' site. Once published, no request from any co-author to delete his/her name from the publication, or any sort of modification in the publication's content will be accepted. In order to avoid authorship issues, please state in the cover letter that all co-authors agreed with its content and submission to our Journal, and that everyone meriting authorship have been so named.

d) For studies including experimentation with humans, in the submission letter authors should make clear that the investigation was approved by the appropriate institutional and/or specific research ethics committee, and that it was performed in accordance with all relevant ethical and legal standards. Please note that in many cases anonymity must be observed. For accepted manuscripts a statement will be included immediately after the Acknowledgments section disclosing these matters.

e) For studies which involve experimentation with animal or harm to animals in any way, in the submission letter authors must inform that appropriate permits for animal collection and all relevant animal welfare issues were observed and approved by the local committee(s) or authorities responsible for such permits. For accepted manuscripts a statement will be included immediately after the Acknowledgments section disclosing these matters.

f) Authors should make sure they have permissions for the use of proprietary software, questionnaires/(web) surveys and scales in their studies.

Main section headings should be written in uppercase and bold, while subheadings should use title case (uppercase and lowercase) and be left-aligned. In general, articles should follow the following structure: Title, Resumen (Spanish abstract), Abstract, Keywords (at least five), Introduction, Materials and Methods, Results, Discussion, Conclusions, Acknowledgments, References, Tables, List of Figures, and Figures. Notes and reviews are not necessarily required to follow this structure.

When an article includes more than three authors, a statement must be attached indicating each author's specific contribution to the planning and execution of the research.

Long and complex lists that are indirectly related to the primary subject of the article should be placed in an appendix at the end of the article. Appropriate content for appendices includes: lists of examined specimens, lists of morphometric or ecological characters, complex mathematical derivations or statistical formulations, and algorithms for computer programs. Appendices may be formatted as paragraphs, tables, or any other appropriate layout. Short lists, simple formulas, and all material directly related to the subject of the article should be included in the main text. Any non-essential material should be omitted.

Scientific names must be written in full the first time they are mentioned. Thereafter, abbreviate the generic and subgeneric names to their initial letter followed by a period (e.g., *P. major*), except when the name begins a sentence or paragraph. Include the author and year when essential for the identification of the taxon (such as in synonymies). All scientific names must be italicized; underlining or bolding of scientific names is not allowed.

Paragraphs and sentences must never begin with an abbreviation. The names of localities, study areas, morphological features, government agencies, physiological parameters, and statistical tests should not be abbreviated or referred to by acronyms or mnemonics. Acronyms may be used for the names of museums, collections, or institutions; abbreviations for proteins or enzyme loci; and symbols in mathematical equations are acceptable as long as they are defined or referenced the first time they are mentioned in the text. Do not use back-to-back parentheses () () when citing a reference and a table in the text; use (SAKAI 1988; Table 1), not (SAKAI 1988) (Table 1).

Numbers and Mathematical Expressions

Decimals not preceded by a whole number must always include a leading zero (e.g., 0.25) in the text, tables, and figures. In the text, use numerals for quantities greater than nine, except when starting a sentence. Cardinal numbers from one to nine should be written in words unless they refer to units of measurement, but not when used in enumerations. Use numerals for series that include at least one number greater than nine. The same rule applies to ordinal numbers. In taxonomic articles, numbers must be used when referring to examined specimens, diagnoses, and descriptions. Use a colon (:) rather than a slash (/) to express ratios (e.g., 1:2.5 for $n = 63$); do not present the total sample proportion (e.g., 20:50) as a sex ratio—instead, calculate the actual

proportion and sample size. Use the symbols “less than” (<) and “greater than” (>) with numbers (e.g., < 12, “not less than 12”; > 8 spines, “no more than 8 spines”).

When writing ranges, use “from 12.4 to 20.8 mm” or simply “12.4–20.8 mm.” For equations and formulas, use a slash (/) for simple fractions and define the symbols and variables in the text. The slash should also be used when expressing data relating one factor to another (e.g., g/m²); if three or more units are related, use exponents (e.g., 23 mg g⁻¹). Do not reproduce any previously published equation unless it is modified; in such cases, simply citing the original is sufficient. When reporting statistical parameters such as mean, mode, standard deviation, or standard error, measurement units must not imply greater precision than the original data (e.g., if total length was measured in fish to the nearest 0.1 mm, then the mean should be reported as 35.5, and the mean ± standard error as 35.5 ± 0.1, not 35.5 ± 0.01). This rule applies both to tables and to the main text.

TIME AND DATE: Dates should be written as December 12, 1997. As an exception, the use of three-letter abbreviations for the month or slashes is acceptable in specimen lists (e.g., Dec 12 1997; 12/12/1997). Time must be written using the 24-hour clock in four-digit format; midnight is written as 00:00 h. Photoperiods under laboratory conditions should be expressed as 12 light:12 dark.

UNITS OF MEASUREMENT: Abbreviations should follow the International System of Units (SI).

LATIN WORDS AND FOREIGN LANGUAGES:

ad libitum = *ad lib*; conferre = *cf.*; exempli gratia = *e.g.*; et alia = *et al.*

STATISTICAL TERMS: ANOVA; MANOVA, PERMANOVA, df., SIMPER, ANOSIN, nMDS

SYMBOLS: The male and female symbols (♂, ♀) should not be used in the text, but may be used in figures and lists of specimens examined. Write percentages in words, not symbols, but use the symbol after a cardinal number (e.g., 25%, 12%). Do not use the letter X as a symbol for the word “per,” as it can be confused with a similar symbol meaning magnification or increase; for example, write “trawl 15.4 m by 4.8 m.” If you use the multiplication sign in a mathematical expression or to indicate magnification, indicate it as such in the margin of the manuscript.

DEFINITION OF THE ELEMENTS OF THE MANUSCRIPT

TITLE: On a separate page preceding the article, the title of the work, the name of the author(s), and their professional address must be indicated; in addition, the email address of the author responsible for receiving all correspondence related to the manuscript must be indicated. Center the title and write it in capital letters, including scientific names in italics. Three spaces after the title, write the name(s) of the author(s) centered on the page; three spaces, and write the professional address of the author(s). Include the email addresses of all authors of the work, as well as the ORCID code. The title should be short and should contain sufficient information about the topic. When the title of the work mentions species that are unfamiliar to readers, include the class, order, and family (separated by a colon and a space (e.g., Crustacea: Thalassinidea: Callianassidae). In subsequent uses of scientific names, abbreviate the generic names where possible (e.g., Studies on *Gourretia laresi* and *G. biffari*). Do not abbreviate scientific names in titles or subtitles if they have not been fully mentioned previously.

ABSTRACT: On a separate page, begin the abstract by placing a tab in the left margin, followed by a colon. It should be no more than 250 words, written in a single, double-spaced paragraph, and should contain sufficient information about the topic being discussed. Write the "Resumen" (Spanish summary) three spaces after the abstract. This should be as accurate a translation as possible of the English summary, observing Spanish grammar rules. In both the abstract and the Resumen, add no more than five keywords.

INTRODUCTION: Three spaces after the Abstract and centered, write "Introduction." It should be a statement of the study's purpose in relation to its background and importance. It should reflect research into the existing literature and define the problem or question to be answered by the study reported in the article. It should clearly state why the research was conducted. When writing the introduction, avoid repetition, as this makes the article very long and loses objectivity. Support each statement with at least one updated reference and avoid creating interrogative phrases or sentences. Ensure that the bibliographic evidence presented in the introduction convincingly demonstrates the need for the article. Close the introduction with a brief summary of the research purpose and study design.

MATERIALS AND METHODS: This should be limited to a simple statement, except when there has been innovation in the method or technique used, or if the methodology is little-known. The materials and methods section should clearly explain how the research was conducted.

RESULTS: You must present the new evidence generated to answer the question posed in the article's introduction. The text should contain significant results; numerical data and illustrations are best presented in tables and figures (see below). If the author used statistical methods in the work, the results should be significant. Avoid writing phrases such as: "a certain tendency toward variations in..."

DISCUSSION: You should explain the impact of the study's results on the initial objective that prompted the research. The discussion should begin with a concise summary of the most notable results, supporting them with relevant and up-to-date bibliographical references. Numerical data from the study should not be included in this section, as they are part of the results. In some cases, this section may be included in conjunction with the results section.

CONCLUSIONS: Conclusions should be supported by evidence from previously published work and the results reported. In some cases, or when the work allows it.

ACKNOWLEDGMENTS: They should be as brief as possible, citing the people involved in the research and editing the article. Professional titles should not be included. The source of funding (if any) that made the work possible should be mentioned.

REFERENCES: The purpose of bibliographic references is to assist the reader in locating the citations made by the author in their article. It is a process of orderly growth of knowledge about the topic being discussed. Special care and precision must be taken when citing references; this is a very common mistake in manuscripts submitted for publication. Documents written primarily to fulfill administrative requirements are not cataloged by most libraries, and should not be included in the references. Similarly, abstracts of oral presentations or posters submitted to professional conferences and printed separately should be excluded from the references, unless they appear in Dissertation Abstracts, Master Abstracts, or abstracts published in Journals, in which case they are permitted.

DOCUMENT STYLE: When citing information in the text of the manuscript, use the style "Sánchez (1993)" if the author's name is part of the sentence, and "(SÁNCHEZ 1993)" if it is not. Two articles by the same author cited at the same time should be written as "(SÁNCHEZ 1995, 1996)"; two articles published by the same author in the same year should be written as "(SÁNCHEZ 1995a, 1995b)". When referring to a specific table or figure from another publication, in addition to the

author and year, you must also cite the pagination (e.g., "SÁNCHEZ 1995: 125" or PÉREZ (1992: 9, TABLE 3).

Citations with two authors in the text should be written as "SÁNCHEZ & FIGUEROA (1997)," not "(SÁNCHEZ & FIGUEROA 1997)." Citations with more than two authors should be written in the text as "(FIGUEROA *et al.* 1996)" or "FIGUEROA *et al.* (1996). Multiple citations in the text should be ordered chronologically and alphabetically if they are from the same year, e.g.: (FIGUEROA 1989, 1991; MARTÍNEZ & PÉREZ 1991; PÉREZ 1996; SÁNCHEZ 1995; SÁNCHEZ & PÉREZ 1991; SÁNCHEZ *et al.* 1997). Use the ampersand (&) between author surnames instead of the letter "and."

Bibliographic references should be written in alphabetical order. Author names, both in the text and in the reference list, should be written in small capitals or uppercase (**VERSALITAS O VERSALES**). References for the same author should be arranged chronologically. References for the same author with different co-authors should be arranged alphabetically based on the initial of the first co-author. The names of publications in the references should be written in abbreviated and correct form, conforming to current international codes, and in italics. Manuscripts will be returned if the names of periodicals do not conform to the above. The following examples indicate how references to (a) a journal, (b) a book, (c) a book chapter, (d) theses and research papers, and (e) online citations should be made.

(a) Magazine:

Printed articles:

AIKEN, D. E. 1969. Photoperiod, endocrinology and the crustacean molt cycle. *Science* 164: 49-155.

BITRAGO, J. 1989. Las evaluaciones del impacto ambiental de las granjas camaroneras en Venezuela. *Bol. Inst. Oceanogr. Venez.* 28(1&2): 202-211. <https://doi.org/10.7773/cm.v44i4.2861>.

TEAGLE, H., S. J. HAWKINS, P. J. MOORE & D. A. SMALE. 2017. The role of kelp species as biogenic habitat formers in coastal marine ecosystems. *J. Exp. Mar. Biol. Ecol.* 492: 81-98. <https://doi.org/10.1016/j.jembe.2017.01.017>.

POURMOZAFFAR, S., S. TAMADONI-JAHROMI, H. RAMESHI, A. SADEGHI, T. BAGHERI, S. BEHZADI, M. GOZARI, M. R. ZAHEDI & S. ABRARI-LAZARJANI. 2019. The role of salinity in physiological responses of bivalves. *Rev. Aquac.* <https://doi.org/10.1111/raq.12397>.

CRISP, D. J., A. BEAUMONT, M. W. FLOWERDEW & A. VARDY. 1978 The Hardy-Weinberg test, a correction. *Mar. Biol.* 146:181-183.

FUKUOKA, J. 1963. Un análisis de las condiciones hidrográficas del Mar Caribe (II). *Mem. Soc. Cienc. Nat. La Salle* 22(63): 192-205

(b) Book:

HARRIS, H. & D. A. HOPKINSON. 1976. *Handbook of enzyme electrophoresis in human genetics*. North Holland Pub. Co., London, U.K. 230 pp.

(c) Book Chapter:

ALVARIÑO, A. 1965. *Chaetognats*. In: *Oceanography and Marine Biology*. Ed. H. Barnes. Hafner Publishing Co., New York, USA. 3: 115-194

(d) Degree and promotion works:

ANDRADE, J. 1994. *Algunos aspectos sobre la biología de Americonuphis magna (Polychaeta; Annelida)*. Trab. Grad. M. Sc. Ciencias Marinas, Universidad de Oriente, Cumaná, Venezuela, 114 pp.

CAPECCHI, M. F. 1989. *Estudio sobre algas arribadas en la Isla de Margarita y su utilización como fertilizante para cultivo de fitoplancton*. Trab. Grad. Lic. Biología, Universidad de Oriente, Boca de Río, Venezuela, 85 pp.

PINEDA, J. 1978. *Variación mensual de las condiciones hidroquímicas de la laguna La Restinga, Isla de Margarita, Venezuela*. Trab. Asc. Prof. Agregado, Universidad de Oriente, Boca de Río, Venezuela, 67 pp.

(e) Internet:

The name of the sponsoring organization and its physical location must be included, for example:

SANDERS, P. 2005. Science versus democracy. The Institute of Science in Society, London, U.K. Available at <http://www.i-sis.org.uk/sciencevsdemocracy.php> (reviewed April 2005).

FIGURES AND TABLES: Illustrations and tables should not exceed 30% of the article's length. They should be relevant, contain only information that cannot be written in text, and be self-explanatory, not requiring description in the manuscript text. They should be included only where necessary to show data, emphasize a relevant point, or reduce the amount of text needed to explain a point. In the text, citations of figures and tables from other manuscripts should be written in lowercase letters. Citations of figures and tables from the manuscript should begin with a capital letter "Fig. 1" or "TABLE 3."

a) Figures:

All figures must be specifically mentioned in the text and must be submitted in .JPG or .TIFF format with a minimum resolution of 300 dpi. Figure titles must appear in a separate, double-

spaced list. The recommended size for figures is twice the final version. Signs should be between 1 and 3 mm in size after reduction. Digital photographs must have a resolution of at least 4 megapixels. Copyright must be respected for digital photographs, indicating the author and year of production, both in parentheses. Illustrations should avoid excessive white space. If figures do not comply with these specifications, the manuscript will be returned to the authors for further adjustment

b) Tables:

They must be presented on separate sheets with their respective numbers and titles and must also be specifically mentioned in the text, in the style: (TABLE 1) or (TABLES 1, 2). In the table, each column must contain a heading, followed in parentheses by the units of measurement used. No lines should be used, except for the horizontal lines at the top and bottom of the table. Abbreviate words that identify columns or rows only when necessary. Write the full names of the months, except where space does not permit. When abbreviating, use a three-letter abbreviation without parentheses, e.g., Jan, Feb, Nov. In these cases, the font size should be 9. In cases where a table is presented from another work, it must include the author's citation and year.

MANUSCRIPT SUBMISSION

Before submitting your manuscript to the Editor for publication, please carefully verify that the article has been written in accordance with the journal's standards. You should review the references and ensure that it is complete with all illustrative material.

If the manuscript does not comply with the stated standards, it will be returned to the author(s) for revision.

EDITOR

Bulletin of the Oceanographic Institute of Venezuela, University of Oriente, Cumaná,

Manuscripts will be submitted electronically to: jeiovudo@gmail.com

The work must be accompanied by a letter of submission expressing interest in submitting the manuscript for review for publication. The letter must clearly identify the title of the article and the authors. It must also state that the results presented are unpublished and have not been simultaneously submitted for review by another journal. It must be explicitly stated that: "All

authors agree to the publication of the scientific results presented, and there are no conflicts of interest that could lead to subsequent claims by any of the authors or third parties." To facilitate the assignment of manuscripts to a Subject Editor, authors are invited to suggest the subject area in which the submitted document should be included and to suggest at least two potential reviewers. The Editor will send an acknowledgment of receipt of the manuscript from the journal.

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