

Journal of Ocean and Coastal Economics
Instructions for Authors

1. **When Submitting an Article:**

Submitting an article requires two major steps. The first is the article metadata about the article. This material is stored separately from the text of the article and is important for access to the articles through search engines. The second is the text of the article itself which is uploaded as a .doc or .docx file. These are the only formats accepted. The author has the option of submitting additional materials such as datasets or extended tables.

A. Paper Types:

Paper types are specified in a pull-down menu in the paper submissions section of the website. One of these types must be selected.

- **Research Papers:** These are traditional journal papers reporting on contributions to knowledge. These contributions may address economic theory, methods, or data and the contribution must be noted in the context of ocean and coastal issues. Research papers will be assessed based on the quality of the contribution to generalized theory and methods.
- **Application Papers:** Application papers report the findings of studies that use economic theory, methods or data to ocean and coastal issues without specific contributions to knowledge, except as economics helps to understand those issues.
- **Literature Reviews:** Literature reviews provide a synopsis of literature in a defined field. Major themes are identified along with areas of agreement and controversy. Literature reviews serve as a guide to help researchers in a field easily access important studies. Literature reviews can cover both research and application papers as well as peer-reviewed and non-peer-reviewed studies.

B. Cover Letter

To assist the reviewers, you should supply an approximately one-page cover letter that:

- Identifies which of the three types of papers the Journal publishes your paper should be considered as.
- Concisely summarizes your paper and its contribution.
- Briefly relates your study to previously published work.
- Notes any prior interactions with JOCE regarding the submitted manuscript.
- Lists any recommended reviewers. The Editor will consider recommendations for reviewers but retains the sole right to assign papers to reviewers.

C. Title

Manuscripts must be submitted with both a full title and a short title, which will appear at the top of the PDF upon publication. Only the full title should be included in the manuscript file; the short title will be entered by JOCE staff during the online submission process.

The full title must be 250 characters or fewer. It should be specific, descriptive, concise, and comprehensible to readers outside the subject field.

The short title must be 50 characters or fewer and should state the topic of the paper.

D. Authors and Affiliations

All author names should be listed in the following order:

- First names (or initials, if used),
- Middle names (or initials, if used), and
- Last names (surname, family name)

Each author should list as a footnote an associated department, university, or organizational affiliation and its location, including city, state/province (if applicable), and country. If the article has been submitted on behalf of a consortium, all author names and affiliations should be listed at the end of the article.

To qualify for authorship, a researcher should contribute to **all** of the following:

1. Conception and design of the work, acquisition of data, or analysis and interpretation of data
2. Drafting the article or revising it critically for important intellectual content
3. Final approval of the version to be published

All persons designated as authors should qualify for authorship, and all those who qualify should be listed. Each author must have participated sufficiently in the work to take public responsibility for appropriate portions of the content. Those who contributed to the work but do not qualify for authorship should be listed in the acknowledgments.

When a large group or center has conducted the work, the author list should include the individuals whose contributions meet the criteria defined above, as well as the group name.

One author should be designated as the corresponding author, and his or her email address and other contact information should be included on the manuscript cover page. This information will

be published with the article if accepted.

E. Abstract

Abstracts should **not** include citations or abbreviations. The abstract should:

- Describe the main objective(s) of the study
- Explain how the study was done, including any model organisms used, without methodological detail
- Summarize the most important results and their significance
- Not exceed 300 words
- Include at least six keywords to facilitate search engine identification

F. Acknowledgments

People who contributed to the work but do not fit the JOCE authorship criteria should be listed in the acknowledgments, along with their contributions. You must ensure that anyone named in the acknowledgments agrees to being so named.

2. Manuscript Text

A. Overview

JOCE considers manuscripts of any length. There are no explicit restrictions for the number of words, figures, or the length of the supporting information, although we encourage a concise and accessible writing style for the benefit of readers. Articles may be organized in different ways and with different section titles, according to the type of paper and the content.

Manuscripts should be uploaded as .doc or .docx formats. Manuscripts in other formats should be converted prior to submission. When your submission is uploaded, the system automatically converts Word Documents (.doc and .docx files) to PDFs. Occasionally, however, sometimes equations can get jumbled and not display properly after the PDF conversion via the system. In order to avoid this, authors should manually convert their file to a PDF (using the "Save as... PDF" option in Microsoft Word), in order to ensure that the equations display as expected in the final version.

Abbreviations should be kept to a minimum and defined upon first use in the text. Non-standard abbreviations should not be used unless they appear at least three times in the text.

The language of the journal is American English, and grammar and spelling should conform to these standards. In Microsoft Word, this can be selected as English (United States) on the format bar.

All manuscripts should be **double-spaced** and include page numbers starting on the first page.

B. General Formatting Requirements

Because the *Journal of Ocean & Coastal Economics* is an online journal, authors' preparation of the final

manuscript for publication is particularly critical since you are preparing what people will read. Please observe the following conventions in formatting your paper:

In all matters of grammar, spelling, and punctuation, please refer to the Chicago Manual of Style, 16th ed. (CMOS) <http://www.chicagomanualofstyle.org/home.html>.

Page set up should be set to U.S. Letter, which 8 ½ x 11 inches with margins of 1 inch top and bottom and 1.25 inches on the sides. These are normally the default settings for Microsoft Word.

Footnotes should be in Times New Roman 10pt font. Footnotes should be used for the affiliations of authors, but otherwise should only be used to provide material not appropriate to the main body of text and should be used as infrequently as possible.

C. SECTION HEADERS

Times New Roman 13 Bold All Caps, single space, 24 pts before, 12 pts after.

Sections should be numbered using decimal numbering to designate hierarchy followed by a .25 in indent before section title. Major sections should be 1., 2., 3. Etc. Subtopics within major headings should be 1.1, 1.2, 1.3, etc. Further subtopics should be numbered with the number of decimal points appropriate to their place in the hierarch: 1.1.1, 1.1.1.1, etc.

Body text under each heading should be 12pt Times New Roman font. Each paragraph should be single spaced, full justified, and have 6 pts of space before and after.

The first paragraph in each section is *not* indented; subsequent paragraphs in the section should be indented 0.25 inches.

Subtopic headings should be Times New Roman 12 pt. Bold, Title Case – 12pts before, 12 pts after.

D. Figures and Tables

Figures and tables together with the text that describes them should be centered in the text. Text in tables and labels should be in a sans serif font such as Calibri, Arial, or Helvetica. Titles for tables should be above the table in Times New Roman 10, 6pts before, 6 pts after in sentence case. Titles for figures should be below the figure in Times New Roman 10, 6pts before, 6 pts after in sentence case. If the figure or table is sourced other than from within the research reported in the paper, the source should be indicated in appropriate reference format in the text accompanying the table. No attribution of a figure or table is needed for reporting data or analysis derived from the submitted paper.

Table 1

Site #	Heavy Metals	Petroleum	PCBs
1	Yes	Yes	1.203
2	No	No	2.507
3	Yes	No	6.584
4	No	Yes	9.214

Source: Mitchell et al. 2010.

Tables and figures should be numbered consecutively from start to finish in the paper with Arabic numerals.

Numbers in the table should be center-justified if used as labels and right-justified if used as data. Decimal places in the table are at the author's discretion but should be consistent in each column. Designation of units and orders of magnitude (millions, thousands, etc.) are at the authors' discretion and can be in the table title or column headers.

For tables that are too wide for a portrait-oriented page, consider doing the following:

- i. Reduce the size of columns in the table.
- ii. Reduce the number of columns.
- iii. Extend the lateral margins for the table section only.
- iv. Reduce the table font to 9pt and adjust columns accordingly
- v. Place the table on a separate page using landscape format for that page only.

If the table is sourced other than from within the research reported in the paper, the source should be indicated in appropriate reference format in the text accompanying the table.

E. References

The references are the last section of the paper and should begin on a new page. The text for the heading should be Times New Roman 13 Bold All Caps, 24 pts before, 12 pts after. The References heading is not numbered.

References should be Times New Roman size 10-pt font. The first line of each reference should be flush with the margin, but any consecutive lines must be indented by 0.25 inches.

Use the Chicago Manual of Style for Author-Date references for the proper placement of authors, titles, dates, and other material. See www.chicagomanualofstyle.com

The Digital Object Identifier (DOI) should be used if available. The DOI is lower case and followed by a colon (with no space after) in source citations.

Note: When no DOI has been provided along with the article at the site where it is consulted (even if one has been assigned), include a URL. The URL in the "Examples for Citations" (Karmaus et al. 2004)—consulted through the online journals archive JSTOR—was listed along with the article as a more stable (and shorter) alternative to the URL that appeared in the browser's address bar.

Examples for Citations:

Albiston, Catherine R. 2005. "Bargaining in the Shadow of Social Institutions: Competing Discourses and Social Change in the Workplace Mobilization of Civil Rights." *Law and Society Review* 39 (1): 11–47.

Karmaus, Wilfried, and John F. Riebow. 2004. "Storage of Serum in Plastic and Glass Containers May Alter the Serum Concentration of Polychlorinated Biphenyls." *Environmental Health Perspectives* 112 (May): 643–47. <http://www.jstor.org/stable/3435987>.

Mnookin, Robert, and Lewis Kornhauser. 1979. "Bargaining in the Shadow of the Law: The Case of Divorce." *Yale Law Journal* 88 (5): 950–97. Novak, William J. 2008. "The Myth of the 'Weak' American State." *American Historical Review* 113:752–72. doi:10.1086/ahr.113.3.752.

F. Footnotes

Footnotes are not generally used for references but to provide information supplemental to the main text. In most cases such information should be included in the main text, so footnotes should be used sparingly.

G. Editing Assistance

Prior to submission, authors who believe their manuscripts would benefit from professional editing are encouraged to use language- editing services. This may particularly be the case for authors whose native language is not English. Obtaining this service is the responsibility of the author and should be done before initial submission. These services can be found on the web using search terms like "scientific editing service" or "manuscript editing service."

Some options are listed below. JOCE does not endorse any individual or agency. Professional qualifications and compensation must be discussed with the specific editing service the author chooses.

Available editing services (in no particular order):

- a. <http://www.editage.com>
- b. <http://www.journalexperts.com>
- c. <http://www.internationalscienceediting.com>
- d. <http://www.asiascienceediting.com>
- e. <http://www.prof-editing.com>
- f. <http://www.councilscienceeditors.org/jobbank/services.cfm>
- g. <http://www.alphascienceeditors.com>