



## International Society for Applied Phycology (ISAP) Newsletter Article Submission Guidelines

### Contributing an article to the ISAP newsletter

Members or non-members of ISAP are welcome to contribute articles, news clips or announcements to the newsletter. We do particularly encourage undergraduate and graduate students to contribute.

### Past issues of the newsletter

Archives of the newsletter can be accessed on our website:

<https://www.appliedphycologysoc.org/>

### Frequency of publication

Biannual.

### The audience

The newsletter is read by about 600 members of the ISAP who are applied phycologists from universities, research institutes, industry, policy makers and other algae enthusiasts. It is also read by those who frequent our Facebook and LinkedIn in page where the newsletter is uploaded. The newsletter can also be accessed through National Library of Australia (NLA), as part of the agreement for the issue of the ISSN number.

### Type of articles

We solicit and publish technical articles pertaining to applied phycology from any type of ecosystem. Each issue typically comprises two articles, one on microalgae and the other on macroalgae.

Other types of contributions may include announcements pertaining to conferences, workshops, symposia, training courses and events, project updates, book reviews as well as review of technology and services.

### Article formatting

All submissions should be in **MS word (.doc or .docx) format typically of 250 – 2500 words**. Word files should be named with the surname (family name) of the corresponding author e.g., Camello.docx.

Please format your article in plain font ideally using **Times New Roman, font size 11**. Please bold titles and italicize sub-titles. Use appropriate symbol font for units. Please avoid the use of excessive space between characters or words. ISAP newsletter adopts metric unit of measurement. Scientific names should be in full, with genus and species in italics.

The manuscript should be organized as follows

- Title
- Author list with affiliation and corresponding author
- Summary or Abstract
- Main body of the manuscript
- Conclusions and/or recommendations
- Acknowledgments (optional)
- References

- Tables (optional)
- Figures (optional)
- Figure captions (optional)

#### *Title*

Typically **100 characters**, in bold.

#### *Authors and affiliation*

Each article should list all authors with their first name and middle name abbreviated. Superscripts may be used to indicate the institutional affiliation of the authors. An asterisk symbol is used to highlight the corresponding author and their contact email ID. For e.g.,

N.V. Thomas<sup>1</sup>, K. R. Roman<sup>2</sup> and A. R. Camello<sup>3\*</sup>

<sup>1</sup>Affiliation of first author with institutional address

<sup>2</sup>Affiliation of second author with institutional address

<sup>3</sup>Affiliation of third author with institutional address

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#### *Summary or Abstract*

A summary or abstract, typically **100-150 words** should summarize what the article is about and the salient findings.

#### *Main body of the manuscript*

The articles must be written in plain English with the broad objective of conveying technical information that can be understood by non-specialists and members of the public. Technical jargon should be avoided. Figures and tables may be cited in the main body of the manuscript but must not be embedded. Similarly, in-text citation of references must be adopted. In-text citations should follow the author-year format. For e.g., (Roberts and Emilio, 2003).

#### *Conclusions / Recommendations*

**No more than 50 – 100 words** with closing opinion with recommendations for further work.

#### *References*

Citations need not be extensive and may be restricted to pertinent reviews or those applicable to the subject matter. Only literature cited in the main body of the manuscript should appear in the reference list. The citations should be listed **alphabetically and chronologically**. The format adopted by the newsletter is as below:

##### Journal article

Thomas, P.A. and Oscar, M.A. 2005. Culture of *Nannochloropsis gaditana* in bubble column reactor. Journal of Applied Phycology 134: 31-38.

##### Book

Whatman, C.F. 2008. Pond water quality. CRC Press, Boca Raton, FL, USA. 455p.

##### Book chapter

Michaelis, M. 2008. Bacterioplankton in aquaculture ponds. 48 -52pp In: Pond water quality, Whatman, C.F. (Ed.). CRC Press, Boca Raton, FL, USA.

##### Report

Roman, H.G. and Pete, G.S. 2012. Seaweed cultivation in ponds. Report no. RD12/0208-1. Environmental Protection Authority, Canberra, ACT, Australia. 80p.

### *Tables*

Small, concise tables that complement the data in the text are encouraged. Tables may be created using the word table tool. Tables must **be submitted separate to the main manuscript** and must contain the file.

### *Photos / Figures / Images / Line art*

Photos or image files should be of high resolution (typically >300dpi), in colour or Black and white (B&W) and should be supplied in **.jpg** or **.tiff** or **.png** format. Up to 15 figures or images can be included with each article. Image or photo files should be labelled with the surname (family name) of the corresponding author followed by the Figure number for e.g., **McTierFigure1.jpg**

Figures or photographs used in the manuscript should have in-text citation. Please do not embed photos or images into the main body of the manuscript. Figure legends or captions should be in word format with the description of each of the figure used. The photographs or figures used must be original and must have been taken by one of the co-authors. If not, the owner, the source of the photograph or figure must be acknowledged.

### **Copyrights and ownership**

All materials submitted must belong to the authors. If not, contribution from other parties must be clearly acknowledged in the article. The corresponding author takes all responsibility pertaining to compliance with copyrights and permission to publish the material, when an article is submitted to the newsletter for publication.

### **Submitting an article**

If the complete submission, that includes the manuscript, tables and figures, are <10Mb we encourage the corresponding author to attach the manuscript and the supporting files to an email message and email to the Editor at [celine.rebours@moreforsking.no](mailto:celine.rebours@moreforsking.no). If the files are too large to be communicated over email, please let the Editor know. We will then create a secure folder on OneDrive and share it with you for the files to be dropped and shared with the Editorial team.