

CAWCR Research Letters Information and Author Guidelines

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Description

CAWCR Research Letters is an internal serial online publication aimed at communication of research carried out by CAWCR staff and their colleagues. It follows on from its predecessor *BMRC Research Letters*. Articles in *CAWCR Research Letters* are usually internally reviewed and 3-5 pages in length. As it is an online publication, use of colour figures is welcomed.

Submission

We encourage you to submit your paper using the standard template that is provided. This works in MS Word or OpenOffice. Alternatively you may submit your paper in manuscript format with Times New Roman 12 pt font and double line spacing with figures/captions at the end of the document.

Structure and Style

The title, author's name/s and affiliation/s should appear on the first page above the first part of the text. When there are multiple authors and affiliations please use a superscripted capital letter (A,B,C...) at the end of the author's name and at the beginning of the affiliation. An abstract is not required. Text should be typed in Times New Roman 11 pt font and divided into sections each with a separate unnumbered heading. Figure captions should be typed in Times New Roman 10 pt font and italicised. In the captions the words *Figure* or *Table* and their respective number should be boldface.

Units should follow the International System of Units and SI units should be used throughout. The solidus (/) may be used instead of negative exponents. Exponents should be superscript. Units and symbols should also be italicised. There should be a space between the quantity and the unit except where a degree symbol is used. For example, temperatures should be written like 15°C not 15 C or 15 °C. Similarly, geographic

coordinates should be written like 150°E not 150 °E or 150 E. When quoting time please specify the time standard, eg. UTC, CST, EDST etc.

Please write the article in a clear and concise fashion focussing on the significant scientific results. In the introduction, state the research questions, aims and objectives for the study, the relevance of the work and its relationship to the literature. Unless the article's main focus is on a new methodology, only give brief accounts of the methodologies adopted, using references to point the reader to the details. Support the argument(s) and claim(s) made in the article with appropriate references to literature and data. Please keep the articles to a maximum of 5 pages including figures, tables and references.

Footnotes

Footnotes should not be used for referencing purposes unless some discussion needs to be entered into. A footnote may be used to expand on a point which is not a subject of the article, such as to explore a relevant idea, explain terminology or other such purposes.

Citations and Referencing

Citations and referencing should follow the Author-Date Harvard style. References should be typed in Times New Roman in 10 pt font. Citations should normally be (AUTHOR, year) but may also include a pinpoint reference such as (AUTHOR, year, pp.3-4). More information can be found at the following site:
http://www.hup.harvard.edu/authors/pdf/aau_date.pdf

Review Procedure

A review is required by at least two reviewers. This can be done by CAWCR scientific staff, however, an external review is also acceptable. Any external review should be arranged in consultation with the editors. Reviewers should provide a constructive criticism of

each article and require that the author(s) amend and address any issues raised.

Figures and Tables

The final version of the paper will be in two-column layout, so the size of figures or tables will need to fit either in a single column or be expanded across the two column layout. Since the publication is online, the use of high resolution figures is encouraged. A minimum resolution of 150 dpi is required.

Calls for Papers

An invitation to submit articles to *CAWCR Research Letters* will be emailed to *CAWCR* Staff at least six weeks before the expected release time. A final call will be broadcast one week before the final submission date. *CAWCR* staff should also note that collaborative articles with colleagues outside of *CAWCR* are encouraged. Please note that we also encourage post-graduate university students with (co)supervising *CAWCR* staff to submit their work also. *CAWCR* staff may forward calls for papers to their colleagues outside of *CAWCR* in order to create a collaborative research

letter article.

Expected release dates

We expect to release at least two editions of *CAWCR Research Letters* per year, in April and October.

Copyrights and ISSN

The content in articles published in *CAWCR Research Letters* are able to be published at a later date in an external journal, however, we do not accept material already published elsewhere. Each edition will be assigned an ISSN number and will be publicly available on the external *CAWCR Research Letters* website.

Editorial Team

Every year a review of the editorial team will be conducted. This will create the opportunity for either new editors to join the team or current editors to move on if they decide to do so.