

Brazilian Journal of Oceanography

(Bibliographical abbreviation: Braz. j. oceanogr.)

Instructions to Authors

Introduction

The Brazilian Journal of Oceanography (BJO) publishes peer-reviewed manuscripts in English in two formats: Full Articles and Notes (please, read carefully the instructions to authors to understand the difference between these two formats). Full articles are usually related to labored investigations/descriptions on time and space which deserves detailed description on the whole processes involved. Notes are usually related to shorter-term investigations/descriptions which could deserve a broader investment in time to better understand/describe the oceanographic processes with a hot and original topic, but contain important baseline/preliminary contents to be shared to the scientific community. Suggested reviews will be considered in the Full Articles category.

Submitted manuscripts should be the result of original research on processes in oceanography/marine sciences conducted in any global ocean/estuarine basin. The BJO covers the entire spectrum of disciplines dealing with the biological oceanography, physical oceanography, marine chemistry, sedimentology and geology, from coastal and estuarine waters out to the open sea. Emphasis is directed towards inter-disciplinary process-oriented contributions. The BJO does not publish reports from consultant projects, single descriptions on first, second, third and so on records of a species elsewhere, and research that has no connection to oceans, estuaries and the shoreline.

The whole manuscript should be written in English. If English is not your native language or you had no previous experience in writing scientific papers in

English, we strongly recommend that, before submitting your manuscript for publication in the BJO, you should send it through a professional English revision. In the evaluation process, manuscripts may undergo through robust modifications. Thus, we strongly recommend counting on a company or language reviewers that could also invest time and efforts in the final revision of your manuscript. In the first preliminary review, if the Editor in Chief detects that English should be improved, the manuscript will return to the responsible author to address the desired improvements in English. The resubmission will be only accepted followed by a certificate of revision.

The BJO is published under Open Access model and is therefore free accessed without charges. You may read and download all past and modern manuscripts published through the BJO history, and you are free to copy and disseminate all papers for scientific and educational purposes. All content of the journal, except where identified, is licensed under a Creative Commons attribution-type BY. Check all published papers since 1950 in:

- ✓ *Boletim do Instituto Paulista de Oceanografia*, from 1950 to 1951 in http://www.scielo.br/scielo.php?script=sci_issues&pid=0100-4239&lng=en&nrm=iso;
- ✓ *Boletim do Instituto Oceanográfico* from 1952 to 1995 in http://www.scielo.br/scielo.php?script=sci_issues&pid=0373-5524&lng=en&nrm=iso;
- ✓ *Revista Brasileira de Oceanografia* from 1996 to 2003 in http://www.scielo.br/scielo.php?script=sci_serial&pid=1413-7739&lng=en&nrm=iso;
- ✓ *Brazilian Journal of Oceanography* since 2004 in http://www.scielo.br/scielo.php?script=sci_issues&pid=1679-8759&lng=en&nrm=iso

The BJO is indexed by:

- ✓ Russian Institute of Scientific and Technical Information
- ✓ ASFA (Aquatic Sciences & Fisheries Abstracts)
- ✓ Biological Abstracts
- ✓ Cambridge Scientific Abstracts
- ✓ Centro de Información Científica y Humanística
- ✓ ISI - Web of Knowledge
- ✓ Library Acquisitions Chemical Abstracts Service
- ✓ SciELO (Scientific Electronic Library Online)
- ✓ Scopus
- ✓ World Data Center A - Oceanography
- ✓ Zoological Record

Before submitting your manuscript to be evaluated for publication in the BJO, all authors should be aware that:

A) Your manuscript was not submitted simultaneously to any other peer-reviewed journal.

B) Your manuscript was not previously published in its complete form, or even in part, in any other peer-reviewed journal.

C) Your manuscript was reviewed and approved by all authors.

D) If your research was conducted with experiments using live organisms, it met the animal treatment ethics guidelines. In this sense, authors need to certify the editorial board that no individual organisms were harmed in conducting the research or they should submit the certification on animal ethics signed by the institution where the experiment was conducted.

E) If your manuscript is about a study conducted in a country where permits are required to carry out scientific research (e.g. CITIES, state/federal environmental

agencies), the permit numbers and name of issuing agencies should be included in the Material and Methods section (in Full Articles) or in the main body text (in Notes).

F) All the authors are in agreement to submit the manuscript to a journal which will count on the peer-review system, respecting the time and efforts devoted by the editorial board and at least two anonymous referees to attend all the authors who showed interest to publish in the BJO. Remind that all the ones involved are doing their best to contribute to the marine sciences.

G) The editorial board is doing the best efforts to process all submitted manuscripts in acceptable time and quality to better attend authors. The associate editors will invest time on searching and reaching two positive answers from referees, and this process may take time. Then, we expect that referees may complete their review in up to six weeks. If the manuscript is rejected by the two referees, the message comes straight to authors. If we have two extremely distinct reviews, a third one may be requested, consuming more time. If the manuscript is considered acceptable by the two referees conditionally to a minor or major revision, authors will have four weeks for adjustments. When adjustments are asked, the responsible author must send a response letter through the electronic system addressing all the observations of the referees (either incorporating the suggestions or justifying why authors do not agree with a certain comment/suggestion). When major adjustments are asked, referees will re-check the re-submitted form before the final approval. If adjustments are still necessary, another round involving authors and referees checking the revised forms may be necessary. Thus, the editorial board asks for your comprehension.

H) The Editor in Chief will count on the support of associate editors to process the submitted manuscripts. After the complete processes and when dealing with approved manuscripts, the Editor in Chief will assess the quality of the final version and, if necessary, may send suggestions to the authors to address adjustments in formatting to follow the journal guidelines.

The final forms of each approved manuscript will pass through a designing process to generate the page proofs. The main author will receive the proofs and will be responsible for checking the last necessary details for adjustments (usually typesetting ones). If no alterations are suggested, the BJO won't publish errata for later discovered necessary editing adjustments. Thus, we request a complete and careful review of the page proofs, preferably by all authors in the case of multiple authors.

Since 2009 the BJO publishes all issues in electronic versions, which represents our strong compromise with the **Go Green Initiatives** seeking to reach a new culture on environmental responsibility. Authors will have access to the free of charge final version of their manuscript through the SCIELO (http://www.scielo.br/scielo.php?script=sci_serial&pid=1679-8759&lng=en&nrm=iso) and SIBI (<http://www.revistas.usp.br/bjoce>) websites. Please, think twice before printing your (and other) published manuscripts.

Be sure to submit your manuscript following the requested format that is described below. Failure to do so will induce the return of the manuscript to the responsible author just after the preliminary examination by the Editor in Chief.

Guidelines to Authors: Brazilian Journal of Oceanography

1. File format

The complete manuscript (including tables and figures) should be uploaded to the system in the preferably following formats: DOC and DOCX.

2. General Format

2.1 Page set up: A4 paper and all margins set at 2.5 cm.

2.2 Font: Times New Roman; 12 pt. to the whole text including title, headings and subheadings.

2.3 Double line spacing throughout the whole text, except for Tables.

2.4 Page numbers in all pages since the first one with the title: bottom of page, right side.

2.5 Starting in the first phrase of the Introduction of Full Articles and first phrase of the Note, lines should be numbered from 1 on. This will help the reviewing process.

2.6 American or British English; spellings must be consistent with one version of English throughout the manuscript.

2.7 Each paragraph must be indented with one tab.

3. Title and running title

3.1 The title should be inserted at the top of the page, centered, should be concise and clearly related to the findings of the manuscript.

3.2 A running header which summarizes the title and with up to six words should be provided. It must be inserted just below the title, skipping one line, centered justified, and after the quotation "Running title:".

3.3 Only the first letter of the title/running title, as well as the ones related to species (genus), or geographical references should be capitalized (see item 16.3).

3.4 We suggest authors to avoid using geo-political references such as naming States, Provinces, or Countries in titles. The investigation in oceanography must be interesting to international readers, despite the State, Province or Country it

was conducted. We recommend the use of geo-referenced terms in oceanography/marine sciences.

3.5 All words in the main title should be in bold and scientific names should be italicized.

3.6 Do not insert full stop (.) after title and running title.

4. Author(s) and Affiliation(s)

4.1 Full name(s) of the author(s) should be provided just after skipping a line from the title.

4.2 Names should be centered and in italics.

4.3 When there is more than one author, names should be separated using commas (,). Do not use "and" or "&" before the last name. Only commas.

4.4 Affiliations should include complete address for correspondence, preferably including the name of one institution the author represents before the address, which will be included in parentheses just after the name of the institution.

4.5 Skip a line from the list of the authors to insert affiliations.

4.6 Affiliations should be left justified.

4.7 When there is more than one author, superscript numbers should follow each name with a different affiliation. If there is only one affiliation referred to two or more authors and no authors related to another affiliation, superscript numbers should not be used as it is implicit that all authors are affiliated at the same institution.

4.8 When there is more than one author, an asterisk beside the last name should indicate the corresponding author. When considering the responsible for communication, the numbering referred to the address must come before the asterisk (*e.g. Paula Smith^{1*}, Mark Julian Lemmerts², Julia Emi de Faria Oshima³*).

4.9 The quotation "corresponding author" should be inserted after all affiliations, skipping a line, left-justified, and inserting an e-mail which will be useful for contacts.

5. Paper formats

5.1 There are only two formats to submit manuscripts for publication in the BJO: Full Articles (which include Reviews) and Notes.

5.2 Full Articles must present the following components: Title, author(s) name(s) and affiliation(s), indication of the author responsible for communication, abstract, introduction, material and methods, results, discussion, acknowledgements, and references.

5.3 Notes must present: Title, author(s) name(s) and affiliation(s), indication of the author responsible for communication, complete text without using headings, except for acknowledgements and references.

5.4 Tables and figures can be used in Full Articles (+ Reviews) and Notes (see instructions below).

5.5 There are no restrictions when considering the length of Full Articles and Notes: we just ask all authors to write concise scientific contributions, with adequate and necessary number of tables and figures. Keep in mind that science must be shared by focused and straight to the point texts, sharing what is really important from your gathered results. Readers are not interested on the reasons you had not completed one task or if your results will be important for conservation purposes.

6. Headings and Subheadings

6.1 Full Articles should present the following sections without numbering and written in uppercase (no bold, no italics):

ABSTRACT

INTRODUCTION

MATERIAL AND METHODS

RESULTS

DISCUSSION

CONCLUSION (Optional)

ACKNOWLEDGEMENTS

REFERENCES

6.2 Notes have no headings except for ACKNOWLEDGEMENTS and REFERENCES without numbering and written in uppercase.

6.3 Headings should be centered.

6.4 From three to six keywords should be provided by the author(s) only when submitting complete papers. Notes do not need to include keywords (see item 8. Descriptors).

6.5 Subheadings may be used in MATERIAL AND METHODS (*e.g.* Study Area; Sampling; Data Analysis), and/or RESULTS and/or DISCUSSION according to authors' preference.

6.6 Subheadings should be left-justified, using lowercases with the first letter capitalized, skipping a line after the main heading of the section, and then skipping another line and inserting one tab to start describing the item. *E.g.*:

MATERIAL AND METHODS

Study Area

This study was conducted....

6.7 No subheadings of subheadings are accepted. We ask authors to be creative to share your science.

6.8 Do not use numbering for subheadings.

6.9 Do not use full stop (.) after subheadings.

7. Abstract (Full Articles)

7.1 Abstract must be inserted between the quotation of the e-mail address of the corresponding author and the descriptors (keywords). Skip a line after the corresponding author to insert the heading ABSTRACT.

7.2 Abstract should be limited to up to 300 words. The BJO won't accept abstracts with 301 or more words.

7.3 Abstract should give a complete idea on the manuscript, preferably and when possible including the reference on the time and space scales related to the presented study/survey, the geographical reference, the main objective(s) or main tested hypothesis/hypotheses, the summarized methods, the main results and the final/concluding remarks.

7.4 The abstract should provide the reader a complete idea on the manuscript. Should be brief and must present a comprehensive summary of the contents of the manuscript. It must allow readers to survey the contents of the manuscript quickly and enable abstracting and information services to index and retrieve manuscripts. Big picture results should be clear in your abstract. Try to avoid the inclusion of phrases that are not related to your study, like "this study will be

important to oceanographic science" or "more studies are necessary to elucidate the gathered results".

7.5 Do not use subheadings in the abstract body (such as "objective" or "results").

7.6 Do not use reference citations.

7.7 Italicize only scientific names.

8. Descriptors (=keywords) (Full Articles)

8.1 Only complete papers must present from three to six keywords.

8.2 Use the subheading "Descriptors" left-justified after skipping a line from the ABSTRACT.

8.3 Keywords must be separated by commas.

8.4 Be aware that those descriptors will be the key to all kinds of search related to the hot topics of your manuscript.

8.5 We strongly recommend to avoid using names of countries, states/provinces, seasons, abbreviations, and general terms such as "salinity".

8.6 We suggest authors to consult the list of following sources where you may find important suggestions on using strategic keywords to third parties easily find your published manuscript when investing on their search:

<http://www4.fao.org/asfa/asfa.htm> ;

or the PDF version on <ftp://ftp.fao.org/docrep/fao/011/k5032e/k5032e.pdf>

9. Introduction (Full Articles)

9.1 Skip a line after the "Descriptors" and insert the centered title "INTRODUCTION" (CAPITALIZED).

9.2 This section must provide the reader the scenario related to your study/survey, sharing the baseline published information on the main/major topics (see section on references).

9.3 The text must be concise, straight to the point, and preferably without subheadings.

9.4 We recommend that the objective(s) of the manuscript, or the tested hypothesis/hypotheses should be quoted in the last paragraph(s) of the Introduction.

9.5 Authors are free to describe their objective(s) as one or more hypothesis to be tested, or as a question or more to be answered, or even as a description of an interesting/important oceanographic feature/phenomenon to be described.

9.6 Tables and figures should not be used in the Introduction.

10. Material and Methods (Full Articles)

10.1 Skip a line after finishing the INTRODUCTION and insert the centered title "MATERIAL AND METHODS" (CAPITALIZED).

10.2 Here we strongly recommend authors to reference the study/survey in time and space.

10.3 Describe the main characteristics of the surveyed/studied area, or the experimental design in a way someone could replicate the investigation in time and space.

10.4 Maps are recommended only if they are useful for the complete comprehension of the manuscript. They should be readable, clear, with the insertions of the references on geographic references which are really important to your study. We gently ask to avoid inserting images taken from google maps or sharing geo-political maps which has nothing to do with your study. We encourage authors to invest time and energy on modern maps using modern software.

10.5 Whenever necessary, one or more figures (see format details in 18. Figures) and or tables (see format details in 19. Tables) may illustrate the survey design/experimental design.

10.6 The description of data analyses is strongly recommended.

10.7 The commonly used and standardized subheadings may be used: Study Area; Sampling; and Data Analysis; but authors are free to use other useful subheadings according to the requirements to better explain the material and methods involved in their study.

10.8 We strongly recommend to quote research permits in this section whenever possible/necessary.

11. Results (Full Articles)

11.1 Skip a line after the finishing the MATERIAL AND METHODS and insert the centered title "RESULTS" (CAPITALIZED).

11.2 Here we strongly recommend authors to address the main results gathered from the sampling procedures/survey design described in the Material and Methods section.

11.3 Authors are free to use specific and useful subheadings according to their manuscript requirements to better share the results of their study.

11.4 Tables (see format details in 18. Tables) and figures (see format details in 19. Figures) are strongly recommended mainly when they could take place of long texts with a huge list of numbers. When opting to use figures and tables, we strongly recommend to avoid describing all details of both in this section. Just describe the main/most important results. Details on legends will be explained in items 18 and 19.

12. Discussion (Full Articles)

12.1 Skip a line after finishing the RESULTS and insert the centered title "DISCUSSION" (CAPITALIZED).

12.2 Here we strongly recommend authors to address the main results gathered through the sampling procedures/survey design described in the Material and Methods section, meanwhile authors describe the hot topics of those results comparing to the known/published literature whenever possible.

12.3 Please, do not repeat part of the results again. Quote Tables and Figures when it is important to draw the reader's attention to one or more important results.

12.4 Authors are free to use specific and useful subheadings according to their manuscript requirements to better share the results of their study.

12.5 Tables and figures should not be inserted in this section.

13. Conclusion (Optional)

13.1 Skip a line after finishing the DISCUSSION and insert the centered title "CONCLUSION" (CAPITALIZED).

13.2 Usually a paragraph is enough to describe the main conclusion of a survey.

13.3 Do not repeat results in this section.

13.4 Do not itemize the conclusion.

13.5 Conclusion has always a strong link to the main objective(s); to the addressed question or to the one or more hypothesis to be tested.

14. Acknowledgements (Full Articles and Notes)

14.1 Skip a line after the finishing the DISCUSSION or the CONCLUSION if you opted to describe a conclusion in your manuscript and insert the centered title "ACKNOWLEDGEMENTS" (CAPITALIZED).

14.2 We strongly recommend authors to be brief.

14.3 Please, keep the original names and acronyms of the native language of institutions and sponsors. It is not necessary to translate those names to English.

14.4 Feel free to include the grant number(s) involved in funded projects.

14.5 Please, quote research permits in the Material and Methods section.

15. References (Full Article and Notes)

15.1 Skip a line after the finishing the ACKNOWLEDGEMENTS and insert the centered title "REFERENCES" (CAPITALIZED).

15.2 The BJO follows the Harvard style of referencing literature, with several adaptations when necessary. These guidelines can be easily found in the main bibliographic software globally used. This may be a useful link to the ones interested in checking the guidelines: <http://www.citethisforme.com/harvard->

referencing. At the end of this section you'll find the main examples of referencing literature using this style (Item 21).

15.3 It is the responsibility of the authors to double check the list of references and their quotations in the main body text.

15.4 The following references and quotations can not be used in the BJO:

15.4.1 Doctoral and Masters Theses, Bachelor thesis, and any other document coming from requests for getting a degree in academia.

15.4.2 Personal communications.

15.4.3 Abstracts (even full papers) presented in conferences (meetings, symposia).

15.4.4 Unpublished papers.

15.4.5 Unpublished data.

15.4.6 Websites with a few exceptions regarding published web documents (*e.g.* IUCN red list - in these cases, follow the standardized quotation requested by the website, adapting it to the Harvard Style - see item 21). It will be up to the editors to determine whether a used source would be appropriate for a specific citation.

15.4.7 Corporate or government reports or consultant reports which can not be accessed by any interested person/party or in public libraries/sources.

15.5 When evaluating the manuscript for publication, the use of those unaccepted references/quotations may be listed as one of the reasons to reject its publication in the way it was submitted. We assume that the ones interested in publishing in the BJO should carefully read the instructions to authors.

16. General guidelines

16.1 Sentence structure: we suggest using the active, not passive voice, third person (unless it is really relevant to use first person), and past tense (unless the statement is always true). Do not give life to inanimate objects (*e.g.* the table shows, the analyses suggest, this paper helps).

16.2 Numbers:

16.2.1 Use the metric system and abbreviate units, without space between the number and the abbreviated unit. Never use a full stop after the unit, unless you reached the end of the phrase, but don't forget to insert space after the quoted unit (*e.g.* 5ton; 7m; samples were collected in intervals of 10h .);

16.2.2 Numbers up to 10 must be written in text (*e.g.* seven buoys were used), except when they are referred to metric units (*e.g.* 5m);

16.2.3 Use full stop for decimals (*e.g.* 0.55; 0.05 - include zeros in decimals) and be consistent in using the same and the lesser number of significant digits.

16.2.4 Use comma to thousands (*e.g.* 20,000 permutations; 1,345 individuals).

16.2.5 The word "data" is plural (*e.g.* data were analyzed).

16.2.6 Usually use "between" when comparing two items, and among when comparing three or more.

16.2.7 Format dates as the following: 26 March 2017; 26 March. Always quote months in text in the main body text, but in tables and figures they may be quoted in numbers following the pattern DD/MM/YY or DD/MM (*e.g.* 26/03/17 or 26/03).

16.2.8 Format time as the following examples: 03:30h; from 14:00h to 16:30h; 21:50:53. If in the main body text: two hours of experiments, every 12 hours, every five minutes. Always consider the local time zone when quoting time.

16.2.9 To geographic coordinates: 25°03'S, 47°55'W; or 25°03'25"S, 47°55'03"W.

16.3 Capital letters: use capital letters in

16.3.1 Recognized geographic references, water masses/currents (*e.g.*, St. Lawrence Estuary; Southern Hemisphere; Southwestern Atlantic Ocean; Antarctic Circumpolar Current; Gulf Stream);

16.3.2 Major taxonomic categories (*e.g.* Mammalia), but derived names should not be capitalized (*e.g.* cetaceans, mammals);

16.3.3 Names of recognized institutions, which may lead to the use of acronyms (*e.g.* International Union for Conservation of Nature - IUCN; International Whaling Commission - IWC).

16.3.4 Common names (*e.g.* Drake Passage, Darwin grouper).

16.4 Italics: use italics in

16.4.1 All scientific names;

16.4.2 Latin words like *in vitro*, *ad libitum*, *a priori*, *ca.*, *e.g.*, *sensu*, *et al.* (Obs: "*et al.*" is the abbreviation of "*et alii*" - this is why the full stop comes only after "*al.*"-, which means "and others"). Thus, you must use verbs in plural when describing statements related to published literature with 2 or more authors.

16.4.3 Do not use italics when quoting *sp.*, *spp.*, *cf.*, *aff.*, *sp. nov.*, *gen. nov.*, among others.

16.4.4 Names of vessels (*e.g. Alpha-Crucis; Alpha Delphini; Prof. Besnard; M/V Alucia*).

16.5 Abbreviations and acronyms: you must use abbreviations and respect the following guidelines

16.5.1 After quoting the common name followed by the scientific names (genus + species) of a species, all the next quotations should have the genus abbreviated, even if a phrase starts with the scientific name of a species (*e.g. Sotalia guianensis* abbreviated by *S. guianensis*).

16.5.2 Acronyms are welcome since the common name of a species, a particular phenomenon, an institution, or any possible abbreviated name(s) will be quoted along the main body text for at least one more occasion. Authors should quote the complete name at the very first time it appears in the main text, followed by the acronym in parentheses. Don't use full stops after acronyms. Ex: This species is classified as vulnerable to extinction by the International Union for Conservation of Nature (IUCN).

16.6 Footnotes: never use footnotes.

17. **Equations**: we recommend that authors use an equation editor (*e.g. MathType, Equation*) when including formulas in their manuscripts. If more than one formula is to be used and quoted throughout the manuscript, arabic numbers should follow in parentheses.

18. **Tables**: Use tables to share numeric data on your survey/investigation, turning the reading of your manuscript a pleasant experience when comparing to describe all numeric data in long paragraphs.

18.1 Tables must be presented as part of the manuscript, in a separate sheet, at the end of the main body of the document/file.

18.2 Tables will be published in portrait format. We ask authors to limit the tables in up to 17cm width.

18.3 Tables should be simple, with lines only (no vertical lines or grids), with a single line ending the table. If footnotes for the table are necessary, they should be included just below this line.

18.4 The legend must come above the table, in a justified text format. Legends must be complete, with complete phrases/statements in order to give the reader the overall information the author(s) desire to share with that table. Tables with their legends must be self-explanatory. We strongly recommend the insertion of references regarding "when, where, and how", related to the presented data/results in a table whenever possible.

18.5 Only the word "Table" and the number in a legend are written in bold followed by a full stop (*e.g.* **Table 1.**).

18.6 In the main body text, tables should be referred as "Table X" (always with first letter in capital).

18.7 Do not worry on suggesting the location a table/or tables should be inserted. The team involved with the manuscript design will do the best efforts to insert it/them in the proper position(s). Authors will have the opportunity to suggest changes on their location after receiving the page proofs.

19. **Figures:** Use figures to share important information on your survey/investigation, turning the reading of your manuscript a pleasant experience when comparing to describe all numeric data in long paragraphs.

19.1 Figures must be presented as part of the manuscript, in a separate sheet, at the end of the main body of the document/file, after table(s) if it/they were presented.

19.2 Figures will be published in portrait format.

19.3 Figures should be saved at 300 dpi or more.

19.4 If photographs are used, they should exhibit strong contrast and sharpness.

19.5 We ask authors to invest in a simple and compact design to figures, leaving out numerals and any other kind of information which could be described in the legend.

19.6 The legend must come below the figure, in a justified text format. Legends must be complete, with complete phrases/statements in order to give the reader the overall information the author(s) desire to share with that figure. Figures

with their legends must be self-explanatory. We strongly recommend the insertion of references like "when, where, and how", related to the presented data/results in a figure whenever possible.

19.7 Only the word "Figure" and the number in a legend are written in bold followed by a full stop (*e.g.* **Figure 1.**).

19.8 In the main body text, figures should be referred as "Figure X" (always with the first letter in capital).

19.9 Do not worry on suggesting the location a figure/or figures should be inserted. The team involved with the manuscript design will do the best efforts to insert it/them in the proper position(s). Authors will have the opportunity to suggest changes on their location after receiving the page proofs.

20. Online submission of manuscripts

20.1 Manuscripts should be submitted through the GNPapers system at: <http://bjo.gnpapers.com.br>.

20.2 Registration and login are required to submit manuscripts online and to check the status of submissions.

20.3 Authors do not need to send a cover letter, but will need to follow important steps including the inclusion of important data which will be automatically used by the system to start building the final form of the manuscript if it will be approved for publication. Besides, the way authors will include data and files will help editors and referees in their duties after the submission.

21. Main examples of referencing literature using Harvard style

21.1 Journals: print and online.

21.1.1 One author

In-text example: (Schneider, 2015).

Reference List Example:

SCHNEIDER, E. K. 2015. Trajectory analysis of the mechanism for westward propagation of Rossby waves. *Journal of the Atmospheric Sciences*, 72, 2178-2182.

21.1.2 Two authors

In-text example: (Fruman and Achatz, 2015).

Reference List Example:

FRUMAN, M. D. & ACHATZ, U. 2015. Validation of large-eddy simulation methods for gravity wave breaking. *Journal of the Atmospheric Sciences*, 72, 3537-3562.

21.1.3 Three or more authors

In-text examples: (Roberts et al., 2006); Natalio et al. (2017); Albright et al. (2016).

Reference List Examples:

ROBERTS, J. M., WHEELER, A. J. & FREIWALD, A. 2006. Reefs of the deep: the biology and geology of cold-water coral ecosystems. *Science*, 312, 543-547.

NATALIO, L. F., PARDO, J. C. F., MACHADO, G. B. O., FORTUNA, M. D., GALLO, D. G. & COSTA, T. M. 2017. Potential effect of fiddler crabs on organic matter distribution: a combined laboratory and field experimental approach. *Estuarine, Coastal and Shelf Science*, 184, 158-165.

ALBRIGHT, R., CALDEIRA, L., HOSFELT, J., KWIATKOWSKI, L., MACLAREN, J. K., MASON, B. M., NEBUCHINA, Y., NINOKAWA, A., PONGRATZ, J., RICKE, K. L., RIVLIN, T., SCHNEIDER, K., SESBOUE, M., SHAMBERGER, K., SILVERMAN, J., WOLFE, K., ZHU, K. & CALDEIRA, K. 2016. Reversal of ocean acidification enhances net coral reef calcification. *Nature*, 531, 362-365.

21.2 Books: print and online

21.2.1 One author

In-text example: (Lurton, 2010).

Reference List Example:

LURTON, X. 2010. *An introduction to underwater acoustics: principles and applications*, Berlin, Springer - Verlag.

21.2.2 Two authors

In-text example: (Jakobse and Ozhigin, 2011)

Reference List Example:

JAKOBSE, T. & OZHIGIN, V. K. 2011. *The Barents Sea: ecosystem, resources,*

management, Trondheim, Tapir Acad. Press.

21.2.3 Three or more authors

In-text examples: Liu et al. (2015); (Mann et al., 2000); Quintell et al. (2015).

Reference List Examples:

LIU, Y., KERKERING, H. & WEISBERG, R. H. 2015. *Coastal ocean observing systems*, Amsterdam, Academic Press.

MANN, J., CONNOR, R. C., TYACK, P. L. & WHITEHEAD, H. 2000. *Cetacean societies: field studies of dolphins and whales*, Chicago, University of Chicago Press.

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21.2.4 Chapter in a single author book

In-text example: Bourdieu (2011).

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21.3. Maps

In-text examples: (Bourillet et al., 2012); (Center for Coastal Monitoring and Assessment and Program and Coastal Services Center)

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