



ICES

International Council for
the Exploration of the Sea

CIEM

Conseil International pour
l'Exploration de la Mer

Guide for Authors

2014 ICES Annual Science Conference (ASC)

15 – 19 September 2014

Committee meetings 13 - 21 September

PALEXCO Congress and Exhibition Centre,

A Coruna, Spain.



Submission of extended abstracts

Authors of all accepted oral presentations at the ICES 2014 ASC must submit an extended abstract. It is important to follow the guidelines (below). Abstracts submitted with incorrect formats will be returned to authors. The extended abstract has a maximum length of 2 pages.

Poster presenters can choose to submit an extended abstract and follow the guidelines (below) or submit an electronic version of their poster.

The electronic copy of the extended abstract should be submitted as an e-mail attachment in Adobe Acrobat PDF format to:

paperasc@ices.dk
by no later than Friday 22nd August 2014

Format of extended abstracts

Extended abstracts contain seven sections: 1) Title, authors and author affiliations, 2) "Summary" (**strictly not more than 200 words**), 3) an "Introduction" **strictly not more than half of a page**, 4) a "Materials and methods" **strictly not more than half a page**, 5) a "Results and Discussion" section, and 6) "References" (generally < **10 references**).

Specific Format (one can download an example from the ASC website <http://ices.dk/news-and-events/asc/ASC-2014/Documents/Sample%20Extended%20Abstract.pdf>)

Page size:	A4 Portrait
Margins:	2.5 cm (1 inch) – left, right, top, bottom
Page numbers:	Strictly 2 pages maximum
Footer/Header:	Header – 11pt. Palatino Linotype, bold, right justified. ICES CM 2014/letter code of your theme session and the number that you have been allocated e.g. A:01, A:02 etc.
Title:	12pt. Palatino Linotype, bold, left justified. Followed by a single 11pt blank line.
Author and co-authors:	11pt. Palatino Linotype, left justified, italics. The presenting author's name should be underlined. Please provide the full first (given) name of authors (and not merely an initial).
Author's affiliation:	10pt. Palatino Linotype, italics, left justified. Give each author's affiliation (i.e. organization) and the full contact details for the corresponding (presenting) author only. Followed by one 11pt blank line.

Summary:	10pt. Palatino Linotype, full justification – maximum 200 words, single line spacing. Followed by one blank line.
Text:	(Introduction, Materials and Methods, Results and Discussion), 10pt. Palatino Linotype, full justification, single line spacing between paragraphs.
Headings/ Numbering:	Major headings – left justified, 11pt., bold, one blank line above. Intermediate headings (if used) – sentence case, left justified, 10pt., underlined, one blank line above.
Symbols and units	SI units shall be used.
Equations:	Equations should not be numbered. The equation should be indented by 2.5 cm. The Equation Editor or function should be used.
Table and figure captions:	Text within tables and figures should be 9pt. Palatino Linotype, justified. Given space restrictions, carefully consider choice of figures, i.e. text-heavy ones may be difficult to read. Table caption should be on top of the table and figure caption below the figure. Captions should be 8.5pt. Palatino Linotype, bold, justified. Numbering of tables should be: Table 1 or Table 2, and figures as: Figure 1 or Figure 2. (Colour figures are possible, 300 to 500 dpi).
References:	<p>9 pt. Palatino Linotype, single line spacing, hanging (0.8 cm), full justification. References should be sorted alphabetically by the surname of the first author. Numbering should not be used for references. Where there is one or two authors, citation in the text should be: James and Peter (2001) and where there are more than 2 authors, citation in the text should be: James <i>et al.</i> (2001). For the reference list, please use the following format:</p> <p><i>Journal article:</i> Geffen, A., Fox, C. J., and Nash, R. D. M. 2006. Temperature-dependent development rates of cod <i>Gadus morhua</i> eggs. <i>Journal of Fish Biology</i>, 69: 1060–1080.</p> <p><i>Book:</i> Klinkhardt, M. 1996. <i>Der Hering. die Neue Brehm Bücherei</i>. Bd. 199. Spektrum Akadem, Verlag, Magdeburg. 230 pp.</p> <p><i>Book chapter:</i> Fry, F. E. J. 1971. The effect of environmental factors on animal activity. <i>In Fish Physiology</i>, 6. pp. 1–98. Ed. by W. S. Hoar, and D. J. Randall. Academic Press, New York.</p>

Guidelines for presenters

Please note that you will only need the information on how to prepare your talk or poster if it has already been accepted for presentation. Do not bring a talk or poster to the conference that has not been accepted in advance.

Oral presentations

Please upload your PowerPoint presentation before the beginning of the conference on a SharePoint site. Link, user name, and password will be provided later on.

You can also hand in your presentation at the presentations desk at the PALEXCO Conference Centre. The presentations desk will be opened for limited periods (during the session breaks and at the beginning and end of the day) to help those that were unable to use this SharePoint facility. **If you hand in your presentation at the venue, it is important that you do so on by no later than 16:00 hrs on the day before your placement in the programme.** Someone will assist you at the presentations desk.

- A laptop computer and projector will be provided for your presentation, using PowerPoint software.
- **Your total time slot will be 15 minutes (12 minutes presentation and 3 minutes for questions).** Allow a minimum of one minute per slide, preferably 2–3 minutes. There will also be allocated time for questions and discussion on the overall theme session.
- Arrive at the meeting room before the session begins and contact the session convener for last-minute instructions or changes in the schedule.
- During your presentation, state the purpose and objectives of the paper, the main concepts and results, and the conclusions. Avoid too much detail.
- Ensure that your visual aids can be seen clearly from a distance of at least 20 metres.
- Do not read your paper, but instead talk to the audience. Speak slowly and audibly. If you are a native English speaker, avoid jargon.
- A cordless slide advancer with built-in laser pointer will be provided.
- Do not exceed the allocated time for your presentation.

Posters

If you are presenting a poster, please report to the registration desk. You will receive instructions about where to hang your poster. The posters will be grouped by theme session.

The presenting author must present the poster during a special poster session on Tuesday 16 September from 19:30 – 21:20 to discuss the work presented.

The dimensions of the attaching surface on the poster boards will be communicated to you later on. Please submit your poster in **portrait** format only. Fittings will be provided.

- Find an eye-catching element that grabs the attention of the audience.
- Use an attractive colour scheme (check a print of your poster: colours on the screen and on paper are not necessarily the same)
- Use clear and simple graphs and nice pictures that support the points that you want to make.
- Keep the layout simple and try to limit the text to absolute minimum (800 words)
- Tell your story with graphics as much as possible
- Tell the audience what they *need* to know about your research, not about all the research that you did.
- Make the key messages easily available (e.g. in the centre of the poster)
- The layout is as important as the science itself
- Your genuine enthusiasm in presenting your research and your ability to explain the results is very important, but respect some audiences just want to read the poster, not engage in a long discussion
- If you use exceptional layouts, graphical details or even interactive parts, these should enhance the understanding of the results
- Include a personal photograph (making it easy to find you!)
- Make sure the title and author's name (spell out first names) are prominent and eye-catching.

Remember!

Not all information can be visualized in exactly the same way.

Something compelling on A4 is not automatically compelling in A0 and vice versa.

Always remember: Poster making is a craft. Some people might be naturally talented and some need to practice! Thus don't expect a perfect result from following some simple guidelines. Challenge your layout by involving your colleagues, e.g. print a version and hang it in the hallway to get feedback.

Some recommended webpages:

<http://colinpurrington.com/tips/academic/posterdesign>

<http://betterposters.blogspot.de/>

More useful links can be found within these links!

Programme

You will find the draft programme here: <http://www.ices.dk/news-and-events/asc/ASC-2014/Pages/Draft-programme.aspx>

Theme Session Conveners

The e-mail addresses to the theme session conveners are available here:

<http://www.ices.dk/news-and-events/asc/ASC-2014/Pages/Theme-sessions.aspx>

Please contact the first Convener of the Theme Session before the conference to confirm your participation.

General information

The address of the conference venue is:

PALECO Congress and Exhibition centre
Muelle de Transatlánticos,
s/n, 15003 A Coruña, Spain

You can read more about the registration fee and register here:

<http://www.ices.dk/news-and-events/asc/ASC-2014/Pages/Registration.aspx>

At least one of the authors is required to be registered to the conference by **1 July 2013** if the extended abstract is to be published on the conference USB stick and appear in the final programme.

Social events

The social events will include an **Opening night reception** scheduled for Monday 15 September. More information is available on the ICES website.

All registered participants will be invited to this event as well as to the **Poster Session** to be held on Tuesday 16 September from 19:30 – 21:20 at the PALEXCO.

Authors will have the opportunity to present their poster during the Poster Session and there will be a social get-together.

The **Conference dinner** will be held on Thursday 17th September. Information about time and venue will be available on the conference website.

Merit Awards

The following ICES Merit Awards will be presented at the closing ceremony of the Annual Science Conference. They formally recognize the best research presentation and poster. In addition, two Oral Presentation Awards and one Poster Presentation Award will be provided to Early Career Scientists.

The award winners are selected by an evaluation panel appointed by ICES Science Committee (SCICOM). Please read more about the Merit Awards on the conference website:

<http://www.ices.dk/news-and-events/asc/ASC-2013/Pages/Merit-awards.aspx>

Conference Twitter hashtag:

#ICES_ASC

Contact us

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