Author Formatting Guidelines for Publication in the Atoll Research Bulletin

After your paper is revised in response to peer review, apply these formatting requirements to the final MS Word document and upload the file to Open SI for final evaluation and publication in the *Atoll Research Bulletin*. If you require further guidance, contact your production editor or the ARB series editor at ARBeditor@si.edu.

DOCUMENT FORMATTING

Paper size	Letter (8.5×11 inches)
Margins	
Top	1 inch
Left	1 inch
Right	1 inch
Bottom	0.75 inch
Font	Times New Roman
Point size	11 pt
Spacing	Single-spaced (no points above or below)
Paragraph indent	0.25 inch

COVER AND COPYRIGHT PAGE

SISP will prepare the issue cover and copyright page.

BODY OF ARTICLE

Your article's opening page must begin with title, subtitle (if applicable), author name(s),abstract, and author footnote.

Title: Subtitle	ALL-CAP, bold, centered between left and right margins (no tabs)
Author line	⬧ Two blank line spaces below last line of title, list author names (first/middle initial/surname) with corresponding superscripts for author footnote(s).
	⬧ Use "and" (no capitalization) before final author's name.
	⬧ ALL-CAP, no bold, centered

<div align="center">

A TITLE OF AN ATOLL RESEARCH BULLETIN ARTICLE
SHOULD BE CENTERED

AUTHOR ONE[1], AUTHOR TWO[1,2], AUTHOR THREE[1]
and AUTHOR FOUR[1]

</div>

Author footnote	⬧ Insert a footnote for each different affiliation.
	⬧ Use superscript numbers next to each author's name to correspond to each author's affiliation.
	⬧ Authors at the same affiliation will have same superscript.
	⬧ Each footnote must include affiliation (e.g., department and organization) and the mailing address.
	⬧ Author email addresses may be included in author footnotes, but SISP will not insert them. If they are not included, only the mailing addresses of each affiliation will be published.

Headings

A-heading	11 pt, all caps, bold, centered, 2 blank line spaces above and 1 below
B-heading	11 pt, title cap, bold, flush to left margin, 1 line spaces above and 1 below
C-heading	11 pt, title cap, italic, flush to left margin, 1 line space above and 0 below
D-heading	11 pt, title cap, roman, flush to left margin, 1 line space above and 0 below

A-LEVEL HEADING

B-Level Heading: And a Subtitle Here If Applicable

Regular text under the B-heading would begin here, with one blank line space between the heading and the regular text. Examples of two more subordinate headings appear below.

C-Level Heading
Regular text under this heading would begin here, with no blank line spaces between the heading and following text. If you are in need of a fourth subheading, it would appear as shown below.

D-Level Heading – Regular text that follows a D-heading would begin after the full heading text then a "space | en dash | space." Note that there is no standard paragraph indent in this instance, and the first indent an author will use under a D-level heading would be in a second paragraph of text.

Headings retain all required formatting when a subheading immediately follows a higher-level heading (i.e., no body text between the two).

Numbers	⬧ In running text, spell out numbers from one to nine, and use numerals for 10 and higher. Very large round number may be expressed in numerals (9 million, 5.4 billion). So: one, two, six, nine, 10, 23, 45, 56, 100, 1001, 2.3 million, 4 billion.
	⬧ Use numerals for all mathematical, statistical, technical, or scientific text and for physical quantities and measurements such as distances (3 miles), lengths (3 meters), areas, volumes, masses, pressure, etc.
	⬧ Use numerals for percentages (10%, 25%-50%).
	⬧ Spell out a number if it is the first word of a sentence.
	Example:
	One hundred ten men and 103 women will receive advanced degrees this year. Twenty-five percent of these will find jobs within six months of graduation.

⬩ Numbers applicable to the same category should be treated alike within the same paragraph.
⬩ If two numbers are next to each other, spell out the first number (e.g., two 3-piece bands)

Block quotes   If a quote is longer than four full lines of text when formatted in your article, you should break the quote out as a block quote. For formatting:

> Margins of the block quote (or extract) should be 0.50 inch further in from the page's standard 1-inch margins, so an extract's left and right margins are both 1.5 inches. Make sure you leave one blank line space above the block quote. If a new paragraph begins amid the quote text, use the standard paragraph indent of 0.25 inches from the left margin of the extract. Set text at 11 pt and in Times New Roman.
>
> At the end of the extract, include the in-text reference callout in parentheses after your final punctuation and insert a blank line space before you proceed with your normal text. (Smith 1999)

FIGURES AND TABLES

Figure quality   SISP recommends a minimum resolution of 150 dpi for all figures. Though this resolution does not meet professional print-quality standards, figures at 150 dpi will be sufficient quality for users who may wish to print your article. There is no maximum limitation for dpi; however, please consider that figures at a very high resolution significantly increase the file size of your article and may make it difficult for users to download.

Figure placement   ⬩ Embed each figure as soon as possible <u>after</u> each is called out in your text.
⬩ Figures should be at very top or very bottom of book pages.

Figure captions   11 pt, bold figure label with no-bold caption text, single-spaced, below figure and flush to left margin

Example:
Figure 1. A figure caption should be placed below the figure it describes.

Table titles   11 pt, initial cap, bold, period at end, above table and flush to left margin

Example:
Table 1. A table title sits above the table to which it belongs.

Numbering   ⬩ Number figures (1, 2, 3…) in the order they are called out in the text.
⬩ Number tables (1, 2, 3…) in the order they are called out in the text.

Callouts   ⬩ Call out each figure and table in your text and in the order they appear.
⬩ Capitalize and spell out "Figure" and "Table" when calling out your own article's graphics (e.g., Figure 7). Lowercase "figure" and "table" when referring to another publication's graphics.

REFERENCE SYSTEM

ARB's reference system is Author-Date. To download SISP's "Author's Guide to Using Author-Date System," which includes an extensive list of examples, visit http://scholarlypress.si.edu/resources/guidelines/.