**Guide for authors for Harmful Algae News (updated 9/12/2024)**

Your submission will consist of several files:

1. **Abstract and keywords, ONLY for articles communicating a new HAB event or a scientific result**. Such articles will have an individual doi. This should be saved as a **WORD** document named by the first author's surname, e.g., Dupont\_Abstract.
2. **Text,** saved as a **WORD** document named by the first author's surname, e.g., Dupont\_Text.
3. **Figures**, with **each figure** sent as a **SEPARATE graphic file** (e.g. JPEG, PNG, GIF, TIFF, and PSD). File names follow the format of the first author's surname and figure number, e.g. Dupont\_Fig1. Figures should be numbered sequentially (1, 2, etc.). When using several images in one figure, please label them as A, B, etc.
4. **Tables,** with each table saved as a separate **WORD** document, and the file naming must follow the format of the author's surname and table number, e.g., Dupont\_Table1.

How to format the four types of files are discussed in the respective sections below.

**1. Abstract and keywords.** **ONLY for articles communicating a new HAB event or a scientific result**. Please provide a short abstract (up to 250 words maximum) and key words (10 maximum).

**2.** **Text**, this will consist of several sections: **Title, Main Text, Acknowledgements, References, Authors, and Figure captions.**

**- Title:** The title should be in bold and in 14-point Cambria, for example:

**Harmful Algal Blooms of *Alexandrium minutum* in the Bay of Brest, France**

**- Main text**

Articles should be written in concise and direct English language (either British or American, but be consistent), understandable to scientists, managers, and a broad audience concerned with HABs.

**The recommended length should be about one to three pages (single-spaced, 12-point Cambria, except for title and acknowledgements, which are 14-point).** One page is approximately 900 words (without figures).

The structure should resemble a note or short communication for a journal, meaning **no section headings (e.g., introduction, material and methods, etc.) and no abstract**.

In-text references should be cited using numbers in square brackets: [1], [2, 3], [4–6]. In-text figure citations should be as follows: Fig. 1, Fig. 2, Figs. 2–3, etc. Latin taxon names should be in italics, except in figure captions where they should be in normal font, and when using "cf." or "ex". Authors can be mentioned if desired, and the style should follow AlgaeBase: use "&" when there are two names, no spaces between initials, and no commas. For example *Phalacroma rotundatum* (Claparède & Lachmann) Kofoid & J.R.Michener 1911. Use en dashes (–, can be typed by keyboard short cut "ctrl+-") when specifying ranges but do not use spaces before and after en-dash, for example: "There were 10–12 cells·L-1". Em dashes (—) can be used to replace commas, parentheses or colons (keyboard short cut "ctrl+alt+-"), for instance: "Harmful algal bloom species — and non-harmful species — are interesting model organisms.". Numbers from one to nine are written in full, from 10 onwards as numerals. When using "for example", please use: "e.g.,". "etc." should not be in italics. When mentioning cell concentrations, please use the following notation: 56.1×106 cells·L-1. When mentioning temperatures use Celsius, and note as: "20.5 °C" (include space), when mentioning salinities, no units are used. Distance is noted in kilometres or metres (not nautical miles, miles etc.). When mentioning time, use hours, minutes, and seconds in full. Latitude and longitude are noted as: Degrees, Minutes, Seconds (DMS): for example: Latitude: 40°26'46" N, Longitude: 79°58'56" W.

**- Acknowledgements:** The titleshould be in font size 14, text in font size 12. For example:

**Acknowledgements**

We are grateful to Prof. Eugène Pompidou for his assistance in the toxin analyses.

**- References:** references should be in italics and font size 12, with a recommended maximum of 10 references.

Each reference to a **journal** is composed as follows:

- Author name: when there are one or two authors, list the author family name followed by initials (no spaces, commas or full stops); insert "&" when there are two authors. When there are three or more authors, list the first author's family name followed by "et al".

- Year of publication, followed by a full stop.

- Abbreviated journal name in accordance with the United States National Library of Medicine (NLM) (no full stop).

- Volume number, followed by a colon (:) and page range using an en-dash, and a full stop.

- A DOI, if available.

For example:

*Ciminiello P et al 2006. Anal Chem 78:6153–6159. doi.org/10.1021/ac060250j*

Each reference to a **book chapter** should be formatted as follows:

- Author name: as above.

- Year of publication, followed by a full stop.

- Book title, followed by a full stop.

*-* In Editors’ names followed by "(Eds.)".

- Publisher, place of publication.

- Page range using an en-dash, preceded by "pp.", ending by a full stop.

- A DOI, if available.

For example:

*Jeffrey SW & Vesk M 1997. Phytoplankton pigments in oceanography: guidelines to modern methods. UNESCO Publishing, Paris. pp. 37–84.*

Each reference to a **book** is composed as follows:

- Author name: as above.

- Year of publication, followed by a full stop.

- Book title, followed by a full stop.

- Publisher, place of publication followed by a full stop.

- Number of pages, followed by "pp.".

- A DOI, if available.

For example:

*Taylor FJR 1976.* Dinoflagellates from the International Indian Ocean Expedition: A Report on Material Collected by the R.V. "Anton Bruun" 1963–1964. *E. Schweizerbart'sche verlagsbuchhandlung, Stuttgart. 234 p.*

Each reference to a **Harmful Algae News (HAN) article** is composed as follows:

- Author name: as above.

- Year of publication, followed by a full stop.

- Article title, followed by a full stop.

*-* In Editors’ names followed by "(Eds.)".

- "HAN" plus volume number.

- UNESCO, followed by a comma.

- Page range using an en-dash, preceded by "pp.", ending by a full stop.

- A DOI: For articles before December 2024, DOI's are assigned to each issue since its first one in 1992 until December 2024 (you can find DOI [here](https://oceanexpert.org/document/29829)). For issues after 78, DOI can be found associated with each individual article that communicates on a new event or scientific result.

For example:

*Wakita K 2021.*SHIOHIGARI *and PSP toxins in Japan: Initiatives to save traditional recreational clam picking. In Reguera B & E Bresnan (Eds)* HAN 67, *UNESCO, pp. 1–3.* doi.org/10.5281/zenodo.5109703

If the reference is **translated**, add a note about the original language as e.g.: "*[In Japanese].*"

The list of references should be arranged according to the order of in-text citation.

The reference style is exemplified below.

***References***

1. *Ciminiello P et al 2006. Anal Chem 78:6153–6159. doi.org/10.1021/ac060250j*
2. *Jeffrey SW, Vesk M 1997. Phytoplankton pigments in oceanography: guidelines to modern methods. UNESCO Publishing, Paris. pp. 37–84.*
3. *Cortés-Lara MC et al. 2005. Harmful Algae News 28:4–5.*
4. *Taylor FJR 1976.* Dinoflagellates from the International Indian Ocean Expedition : A Report on Material Collected by the R.V. "Anton Bruun" 1963–1964. *E. Schweizerbart'sche verlagsbuchhandlung, Stuttgart. 234 p.*
5. *Wakita K 2021.*SHIOHIGARI *and PSP toxins in Japan: Initiatives to save traditional recreational clam picking. In Reguera B & E Bresnan (Eds)*HAN67, *UNESCO, pp. 1–3.* doi.org/10.5281/zenodo.5109703

**- Author names should follow this style:**

***Authors***

*Jean Dupont, Marie Leclerc & Claire Moreau, Department of Marine Ecology, University of Brest, France*

*Pierre Lemoine & Anne Lefèvre, Coastal Fisheries Institute, University of Nantes, France*

*Email corresponding author:*

*jean.dupont@univ-brest.fr*

**- Figure captions:** Figure captions should be in italics, except for the Latin taxon names, which should be in normal font. Use "Fig. 1" and when several images are present use "(A).", "(B).", etc. Designate the size of the scale bar, if any.

**3. Figures** should be submitted as separate files. Figures can be in colour. Image resolution should be kept as high as possible (preferably at least 250 ppi at the actual size in which the figure will be used). When a figure is composed out of different images, use "A", "B" etc. to denote the different images. When adjusting the figure to the final print size (whether it will be one, two, or three columns; one column width is 6 cm), please check that the labels remain readable. Figures that are **maps** should be simple black-and-white figures, and clearly indicate locations cited in the text. Google Earth maps are not acceptable.

**4. Tables** cited in the text should be sent in separate files.