

Guidelines for Contributors to the SUT Journal *Underwater Technology*

The Society for Underwater Technology,
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Summary

These guidelines outline the essential requirements for submissions to *Underwater Technology*, including the journal's scope and aims, as well as the peer review process, followed by a description of the preferred format and style for text and figures for all submitted manuscripts.

1. The SUT Journal, *Underwater Technology*

a. Objectives and content

The objectives of the Journal are to inform and acquaint the members of the Society for Underwater Technology (SUT) with scientific, technical and more general papers on current topics and new developments in the broad areas of underwater technology, ocean science and offshore engineering. Occasional papers of special interest and short comments or articles giving an overview of topical interest may also be included.

Papers covering new technology and its development and applications, or new applications for existing technology are particularly welcome.

b. SUT interests and journal scope

The Society's interests are interdisciplinary and cover technological aspects of:

- subsea systems
- offshore and coastal engineering
- naval architecture
- submersible design and operation
- underwater robotics
- underwater acoustics
- diving technology and physiology
- underwater science, underwater archaeology and diving methods
- marine pollution
- oceanography
- environmental forces and hydrodynamics
- geology and geophysics
- marine resources
- salvage and decommissioning

c. Peer review

Each paper submitted to the Journal will generally undergo two peer reviews by the Editorial Board or other appropriate experts to ensure that high standards and quality of presentation and balanced coverage of the Society's interests are achieved.

d. Submission of papers

Manuscripts and correspondence should be sent to:

Dr Martin Sayer, The Editor

Underwater Technology

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London EC4A 1BR

United Kingdom

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An electronic version of the manuscript, preferably in Word format, should be provided either on disc by post or by email to michaelagh.shea@sut.org.

Sample copies of *Underwater Technology* are available on request.

2. Style and format of submitted manuscripts

Please follow the guidelines below:

- a. Manuscripts** should be submitted electronically, with double-spaced lines, 25mm margins and all text pages numbered consecutively.
- b. Text length** should not exceed 5000 words for a full paper and 3000 for a short report/overview paper. Authors of review articles are requested to submit a synopsis first to the editor with an estimated text length.
- c. Heading levels** within the text should be clearly indicated using numbers or type variation (numbering is preferred). Do not use more than three levels of heading.
- d. Title** should concisely and accurately reflect the subject matter. It should be followed by the author(s) name and full work address.
- e. Standard scientific paper format** should be followed, including the following sections:
 - o an *abstract* (maximum 100 words) describing the content of the paper and any important conclusions made in it;

- an *introduction* covering relevant background information;
- the *main body* of your paper (covering experimental work and results); and
- the *discussions* and/or *conclusions*.

f. References list should be arranged alphabetically according to the surname of the first author and set out as in the following examples:

George JD, Lythgoe GI and Lythgoe JN (eds.) (1985). *Underwater photography and television for scientists*. Oxford: Clarendon Press, 184pp.

Posford FE. (1999). History of exploration in the southern North Sea. In *Petroleum geology of the southern North Sea: future potential* (Greebman, M. & Smiley, G.D., eds.), pp. 404-420. New York: Wiley.

Watson AB. (2003). The use of video imagery to gather biological information at deep-sea hydrothermal vents. *Journal of the Marine Biological Association of the United Kingdom* **258**, 331-334.

Hudson IR, Jones DOB and Wigham BD (2005). A review of the uses of work-class ROVs for the benefits of science: Lessons learned from the SERPENT project. *Underwater Technology* **26**, 83-88.

Electronic publications may be cited in the normal way with the internet address instead of the journal or book details. All electronic references must be listed separately under the primary reference list and must contain the date that the reference was last accessed.

The order in the lists should be:

(i). *Single authors*

Where more than one reference is given for a single author the publications should be listed chronologically.

(ii). *Two authors*

These should be arranged first alphabetically, then chronologically. For text citations, use the names of both authors and the year. Do not use *et al.* for two-author references.

(iii). *Three or more authors*

These should be arranged chronologically. For all text citations use the surname of the first author only, followed by *et al.* and the date.

If more than one reference by the same author(s) published in the same year is cited, use a, b, etc. after the year in both text and list, e.g. (1963a).

g. Text citations can be given in either of two ways: (a) with date in parentheses, 'as demonstrated by Jones (1956)'; (b) with names and date in parentheses, 'according to

recent findings (Jones, 1956)'. Where more than one reference is cited in the text these should be in chronological order, e.g. Smith, 1975; Arnold, 1981; Jones, 1988. Journal titles should be given in full. The full title of the paper, the volume number and the page numbers should be given. Authors should check that all citations in the text are in the list of references and vice versa, and that their dates match. Journal titles, book titles and any other material within the reference list which will be italicized in print should be italicized or underlined in the manuscript.

References must be available in the public domain; 'grey' literature should not be included.

- h. Publishing permission** for all previously published material is the author's responsibility, including all quotations, references and illustrations.
- i. Illustrations** should be strictly relevant to the text and numbered consecutively (e.g. 'see Fig 1 and 2'). Their total area after publication should not exceed two printed pages (refer to a sample SUT Journal for examples). They should be submitted digitally, preferably in high-resolution TIF, PDF or JPG format.
 - Check that all labelling is clear and will still be readable after reduced in the process of typesetting to fit the page (possibly as small as 80mm wide to fit a single column).
 - Include a list of all figure numbers and captions as a separate sheet at the end of your paper.
 - Please note that black and white is the preferred format for figures. Colour figures may be accepted but the authors may be charged for the extra associated costs.
- j. Original figures** are preferred. Photocopies, colour photographs or transparencies may cause difficulties and should be discussed with the Editor before submission.
- k. Tables** should be referred to in the text and numbered consecutively. They may be included in the text (small tables only) or provided on separate pages at the end of the manuscript (e.g. see Table 1).
- l. Units of measurement** should be used throughout the text consistently; SI units are preferred.
- m. All acronyms** should be expanded in full at first mention even if these acronyms are in common usage in the authors' specialist field. This will enhance understanding among the many disciplines covered by the journal.
- n.** For further information on **guidelines** and **deadlines** contact the Editor.

3. List of figures and captions

Tables and figures should be placed separately at the end of the paper, preferably in a separate file and not inserted in the text.

Table 1 This is the preferred layout for a typical table with its caption above it

| Unit | Size | Colour | Comments | Status |
|-------------|-------------|---------------|----------------------|---------------|
| 1 | Big | red* | smells unpleasant | died |
| 2 | Small | blue | collapsed end | trodden on |
| 3 | Medium | yellow | best specimen | healthy |

*Footnotes can also be used with tables. Notice the simple layout and that only horizontal rules are used. This table should have a reference somewhere in the text.