

# INTERNATIONAL HYDROGRAPHIC REVIEW

# **Instructions for Authors (version 19 June 2019)**

The International Hydrographic Review is an international journal publishing original works on all aspects of hydrography and associated subjects, ranging from the latest technical developments to history. It also provides a medium for discussions in the form of shorter articles and notes.

#### **Publication Structure**

The International Hydrographic Review (IHR) is composed of four parts as follows:

- EDITORIAL This part will be written by the IHR Editor and will be a maximum of onepage highlighting the content of the edition, motivating the reader to get into the
  subjects' content. This page will include a photo of the IHR Editor. The IHR Editor might
  wish to liaise with any Regional Hydrographic Commission Chairs or the SecretaryGeneral for the purpose of including relevant messages or concepts associated to the
  content of the IHR. The Editorial shall be approved by the Secretary-General / relevant
  Director.
- ARTICLES should be 4000-6000 words long, although longer articles may be considered. Authors are responsible for ensuring that all manuscripts are accurately typed before final submission. Contributions are normally received with the understanding that they comprise original, unpublished material and are not being submitted for publication elsewhere. All articles will be peer reviewed by at least two persons to ensure both accuracy and relevance and amendments to the script may be required before final acceptance. On acceptance, contributions are subject to editorial amendment. Authors will receive a proof copy of the final article before publication. Reasonable amendments may be made by the author at that time.
- NOTES of approximately 1,500-2,500 words may be accepted if the subject does not lend itself to a full article. These will not be refereed but will be subject to editorial comment and amendments.
- GENERAL INFORMATION consisting of:
  - MEETING REPORTS. When appropriate the Review may contain reports of relevant meetings.
  - BOOK REVIEWS should normally be approximately 1,000 words in length.
  - o **OTHER INFORMATION** such as obituaries, etc.

## **Submission Guidelines**

Articles must be submitted online to the IHR Editor at <a href="mailto:ihreview@iho.int">ihreview@iho.int</a> and should conform to the following guidelines. Failure to conform to these guidelines may delay typesetting and publication of your paper.

#### **Edition Deadlines**

The International Hydrographic Review (IHR) is published electronically on the IHO website twice yearly at the end of May and November.

- End of January is the deadline for the May Edition;
- End of July is the deadline for the November Edition.

#### **Article/Note Structure**

Articles and Notes are to be submitted as email attachments in English as WORD or RTF files with the following layout:

- Short Title (up to 40 characters including spaces) and subtitle (if desired)
- Author(s) name(s), corporate affiliation(s) and email addresses
- Abstract of no longer than 100 words, outlining in a single paragraph, the aims, scope and conclusions of the paper (Note – the Abstract will also be translated into French and Spanish)
- Main body of text, with sub-titles to emphasize changes of topic. Text should be in paragraph blocks of approximately 500 words
- References
- Appendices (as required)
- Illustrations in original form with captions, provided separately from the text

#### Illustrations

Illustrations should be separated from the WORD file. The minimum resolution of the illustrations should be 300 dpi at reproduction size (10X15cm) and conform to one of the following formats: TIFF, GIF, JPEG, or EPS. These also should be sent as an attachment to the email. All illustrations can be in color since the journal is completely published in color.

Illustrations (including photographs, map extracts, diagrams and graphs) should be referred to as Figures and their position indicated in the text (e.g. Figure 1). Each should be submitted as a separate digital file, with a filename that includes part of the title and figure number. The captions of all figures should be appended to the manuscript. Every effort will be made to size figures according to the author's request, but publication constraints may result in some adjustments. Sizes of figures should be indicated as full-page width, half page width or column width (default). Authors should bear in mind the publication size when preparing images particularly where scale of the printed version is important. Figures must be professionally drawn using appropriate software or scanned at high resolution. Care should be taken to ensure that any text is still legible on scanned images. Authors are entirely responsible for the quality and clarity of their submitted figures.

#### **Tables**

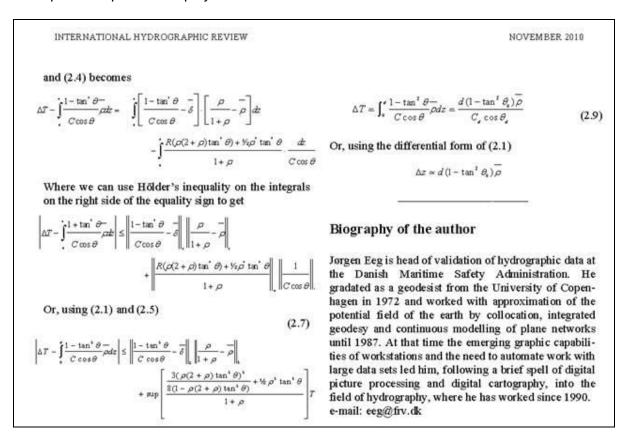
Tables should be submitted as a separate digital file (or files where necessary), with appropriate filenames, and their position indicated in the text (e.g. Table 1). Each table should have a short self-explanatory title. Any explanatory notes, including the source, should be given a footnote at the bottom of the table.

### **Equations**

The IHO Secretariat has experienced problems in formatting articles for publication in the International Hydrographic Review that include formulae / equations. These problems are caused by incompatibilities between character codes, fonts and symbols used by the authors' computers and those used by the IHO Secretariat staff. Further problems occur due to the requirement to reformat articles from single column A4 format to the double column A4 format used for the IHR.

Authors are therefore requested to provide all formulae / equations as graphic files, in either PNG or JPG format. These graphic images should be legible with a width not exceeding 8 cm.

Examples of equations displayed in a recent IHR follows:



#### Copyright

Any permission needed to incorporate material published elsewhere is the responsibility of the authors and it will be assumed that such permission has been maintained.

Authors should also bear the following points in mind:

- 1. The title should be concise and reflect the subject matter
- 2. Long passages of text should be avoided by the appropriate use of sub-titles
- 3. References, which should include only publications cited, should be referenced in the text, thus (Smith, 1988), and be listed alphabetically in the Reference section conforming to the Harvard style. Some typical examples follow:

## (i) References from Journals:

Anders, F.J. and Byrnes, M.R. (1991). "Accuracy of shoreline change rates as determined from maps and aerial photographs", **Shore and Beach**, 59, pp. 17-26.

#### (ii) References from Books:

Foley, J.D., van Dam, A., Feiner, S. K. and Hughes, J.F. (1990), **Computer Graphics – Principles and Practice**, 2nd ed., Addison-Wesley, Reading, MA.

# (iii) References from the technical material or research literature:

Smith, A. (1988). Colour photomapping. Report NRC-01-512. National Research Centre. Ottawa, Canada.

# (iv) References from a web site:

desJardins, M. (2005). **How to succeed in postgraduate study**, Applied Ecology Research Group, University of Canberra, viewed 26 April 2009, <a href="http://aerg.canberra.edu.au/jardins.t.htm">http://aerg.canberra.edu.au/jardins.t.htm</a>.

Please note that articles will be returned to Authors who do not conform to the IHR referencing policy.

Certain articles, especially those dealing with historical aspects, may well have to quote unpublished, archival or 'cumbersome' material, some of which may require further explanation in note form. In such cases referred material can be cited using numbered superscripts in the text and the list of references thus replaced by a section headed 'Notes' in which explanation of the superscripts is given. Material which has been consulted but not specifically referred to in the text can be included in a separate 'Bibliography'.

Please note that references will not be checked by the Editor and the responsibility for the accuracy rests solely with the author(s). However, peer reviewers will check the references for consistency and completeness.

# Requirement for Personal Photograph and Biography

Following the acceptance of the contribution, authors are to provide short biographies (100 words maximum) and a head and shoulders color photograph of all authors.

## **IHR Editor Contact Details**

E-mail: <a href="mailto:ihreview@iho.int">ihreview@iho.int</a> Fax: +377 93 10 81 40