



IHB File N° S1/1811

CIRCULAR LETTER 100/2008
01 December 2008

THE INTERNATIONAL HYDROGRAPHIC REVIEW
DIGITAL VERSION

References: a) CL 43/2008 dated 29 April 2008.
b) CL 65/2008 dated 31 July 2008.

Dear Hydrographer,

1. In the Circular Letter in reference a) above, the IHB proposed several options with regard to the future of the International Hydrographic Review (IHR), including the option where the IHR could continue in digital format with an annual printed version of the articles, and sought the opinion of the Member States.

2. In the Circular Letter in reference b), the IHB reported that, based on the responses received, it was clear that Member States want the International Hydrographic Review to continue to be published twice a year; Member States agreed with two digital versions a year posted on the IHO website but with peer-reviewed papers and agreed with an annual printed copy consisting of a compilation of the articles, initially for IHO Member States only.

Note: *Once the IHR has been put in place in digital format, the IHB will investigate whether companies/manufacturers of hydrographic equipment would be interested in advertising their products in the printed copies, as was the case in the past. In this way the IHO will increase cooperation with stakeholders/companies and have an income with which the Organization will be in a better position to support the IHR.*

3. The IHB informed the world hydrographic community about the future of the IHR in its last printed version – September 2008 – prepared and distributed by Reed Business. Also letters were sent by Reed Business to all its subscribers announcing the change. The IHB invited the former IHR Editor, Mr Adam KERR, to continue as Editor for 2009 and 2010, the period of transition to the new IHR format. Mr KERR has accepted this invitation and is contributing to the IHB as a “part time” collaborator, in accordance with terms of reference agreed with the IHB. As anticipated, this support will have no impact on the already approved budget for the IHR and at the end of these first two years the position will be offered for competition.

4. The IHB, together with the Editor, has jointly reviewed and updated the IHR content layout (Annex A), the former technical instructions for contributors (Annex B) and has prepared a work flow chart to ensure effective and efficient progress of the internal, as well as external, key supporting activities (Annex C). These documents are provided as proposals.

5. As already mentioned in the Circular Letter in reference b), the Directing Committee is confident that the IHO will succeed in publishing the International Hydrographic Review in digital format. However, this success will be heavily dependent upon the IHO Member States providing suitable articles, which, in recent years, has not always been the case. It follows that if the IHR is to continue to be published regularly, then suitable submissions must be forthcoming. Considering the regional structure of the IHO, the IHB proposes that each Regional Hydrographic Commission Chairman should be a member of the IHR Editorial Board. It is hoped that this will generate some enthusiasm and cooperation from each region (Annex D).

6. The Directing Committee invites Member States to consider the proposals made and invites any comments to be forwarded to the IHB by **31 January 2009**. Based on the responses received, the Directing Committee will draft an Administrative Resolution that will be submitted to Member States for approval.

On behalf of the Directing Committee
Yours sincerely,

A handwritten signature in blue ink, appearing to be 'Hugo Gorziglia', written in a cursive style.

Captain Hugo GORZIGLIA
Director

Attachments: Annex A - IHR content layout.
Annex B - Technical Instructions for Contributors
Annex C - Work Flow
Annex D - Editorial Board

INTERNATIONAL HYDROGRAPHIC REVIEW CONTENT LAYOUT

THE DIGITAL INTERNATIONAL HYDROGRAPHIC REVIEW

A digital version of the publication is to be introduced in 2009 and will be placed on the IHO Web site twice a year, in May and November. Access will be open to all and free of charge. As with the hard copy version strict standards of review and editing will be maintained. Once a year a hard copy compendium will be produced that will be available to Member States¹ only and will provide an ongoing historical record. Member States are strongly urged to contribute to the Review as an important means of sharing information on their activities and developments within the hydrographic community. Individuals and organisations working in the field, but outside the Member States' Hydrographic Offices, are also urged to contribute. Details of the requirements in terms of authors' instructions may be found on the Web.

Given the multi-lingual nature of the community, potential contributors should not be intimidated by concerns over language as any linguistic problems will be handled during the editing process. Likewise the work of developing hydrographic offices is equally important to that of the developed, well equipped offices, in the overall discussions on progress in the profession. It is hoped that contributions will be received from all sectors of the community. Material should be sent into the Editor or directly to the IHB to meet **deadlines of the end of January and the end of July**.

THE IHR FORMAT

The IHR is an international journal publishing original works on all aspects of hydrography and associated subjects, ranging from the latest technical developments to history. The composition of the IHR consists of four parts: Editorial, Articles, Notes and General Information.

Editorial:

This part shall be written by the IHR Editor and shall constitute a maximum of one-page highlighting the content of the referred edition, motivating the reader to get into the subjects content. This page shall include a photo of the IHR Editor. The IHR Editor might wish to liaise with any Regional Hydrographic Commission Chairmen or the IHB Directing Committee for the purpose of including relevant messages or concepts associated to the content of the IHR. The Editorial shall be approved by the IHB Directing Committee.

Articles:

It is expected that articles shall be between 4,000 and 6,000 words long, although longer articles may be considered. Articles shall be original papers concerning hydrography and associated subjects. They are received with the understanding that they comprise unpublished material and are not being submitted for publication elsewhere. All articles are subjected to peer-review.

Notes:

Notes are expected to be between 1,500 and 2,500 words long. Notes are brief records of testimony of an event, a meeting, a conference, an action, a speech or a particular circumstance. Notes will not be refereed but will be subject to editorial comment and amendments.

General Information:

Falling under this part the contributions on matters providing general information to the community. These may include, as examples: an individual comment on a related reviewed book, a calendar of

¹ *The IHB after having put in place the IHR in its digital format will investigate whether companies/manufacturers of hydrographic equipment would be interested in advertising their products in the printed copies, as was the case in the past. In this way IHO will establish a better cooperation with various stakeholders/companies and have an income with which it will be in a better position to support the IHR.*

forthcoming meetings, letters to the Editor and the corresponding reply if pertinent, and any Obituaries.

THE IHR DISPLAY

The IHR will be posted on the IHO website, where the Home Page shall have a special icon labelled "International Hydrographic Review".

By clicking on the icon "International Hydrographic Review" a page will be opened and will provide a short explanation on what the IHR is about. The screen will also provide detail for contacting the Editor and information on deadlines for contributing to the next and future editions.

Two further icons will lead to: Instructions to Contributors and to IHR Editions.

Going to Instructions to Contributors, the navigator will access technical instructions required to submit Articles, Notes or General Information.

Going to IHR Editions, the navigator will access the Year that will be broken down into First and Second Edition. After choosing the Edition selected, the corresponding edition will open offering a Table of Contents for that edition, including: Editorial, Articles, Notes and General Information.

By selecting Editorial, any Article, any Note or a selected General Information, the system will take you to the appropriate text.

Going back in the menu, the navigator may choose another part of the IHR or go to a different edition.

TECHNICAL INSTRUCTIONS FOR CONTRIBUTORS

ARTICLES

Shall be original papers concerning hydrography and associated subjects. Their length should be 4,000 to 6,000 words long, although longer articles may be considered. Authors are responsible for ensuring that all contributions are accurately typed before final submission. Contributions for articles are received with the understanding that they comprise original, unpublished material and are not being submitted for publication elsewhere. All articles will be refereed by at least two persons, to ensure both accuracy and relevance and any amendments to the script may require approval 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

Are brief records of testimony of an event, a meeting, a conference, an action, a speech or a particular event. Notes are expected to have approximately 1,500 to 2,500 words. Notes will not be refereed but will be subject to editorial comment and amendments.

GENERAL INFORMATION

Contributions are welcome on matters providing general information to the community. These may include, as examples: an individual comment on a related book review, calendar of forthcoming meetings, letters to the Editor and the corresponding reply if pertinent, and any obituaries.

LAYOUT OF ARTICLES AND DELIVERY OF MATERIAL

- Short titles (up to 40 characters including spaces). DO NOT EXCEED THIS LENGTH.
- Sub-title(if desired) author(s) names and affiliation(s)
- Abstract, MAXIMUM LENGTH 100 WORDS (this is important to ensure that translations into French, Spanish and the original English all fit on one page).
- Main body of text, with sub-titles to emphasize subject being discussed. Ideally in blocks of approximately 500 words.
- References
- Appendices if required.
- Illustrations with captions, provided separately from text but notes shall indicate desired placement.

Very Important Note:

All texts MUST be in WORD (doc format, please DO NOT use docx) in Roman font size 12. Figures MUST be separated from the text in JPEG format and no bigger than 200 d.p.i.

REFERENCES

Biographical references should be listed at the end of the articles in the standard Harvard form. Footnotes should be kept to a minimum and the metric system used throughout. References should take the following form: in the body of the text, the author(s) name(s) followed by the year of publication, all in parentheses e.g. (Smith 1975). The list of references should be at the end of the text in the following form: for journals: Author(s) name followed by initials, additional authors' names, the year in parentheses, the title of the article, the name of the journal in italics, the number of the journal and the pages in the journal e.g. Smith, J. and Brown, P.(1975) Errors in Multibeam Surveys. *Hydrographic Journal*, 99, 24-32. For books: Author's name, other authors names, date in parentheses, title of book in italics, publisher, place published e.g. Smith J.(1981). *Continental Shelf Limits*. Oxford University Press, Oxford.

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PERSONAL PHOTOGRAPH AND BIOGRAPHY

Contributors should accompany their article and illustration with a head and shoulders photograph of themselves and any additional authors. Biographies of all authors not exceeding 100 words should also accompany this information and this should include an e-mail contact address.

TIMING FOR THE TWO EDITIONS

End of January is the deadline for the May Edition that shall be posted at the end of May in the IHO website.

End of July is the deadline for the November Edition that shall be posted at the end of November in the IHO website.

SUBMISSION ADDRESSES

Submissions should be sent to the Editor:

Mr. Adam J. Kerr
Flagstaff Cottage
Lamorna
Penzance
Cornwall TR19 6XQ
United Kingdom

Telephone +44 1736 731 228

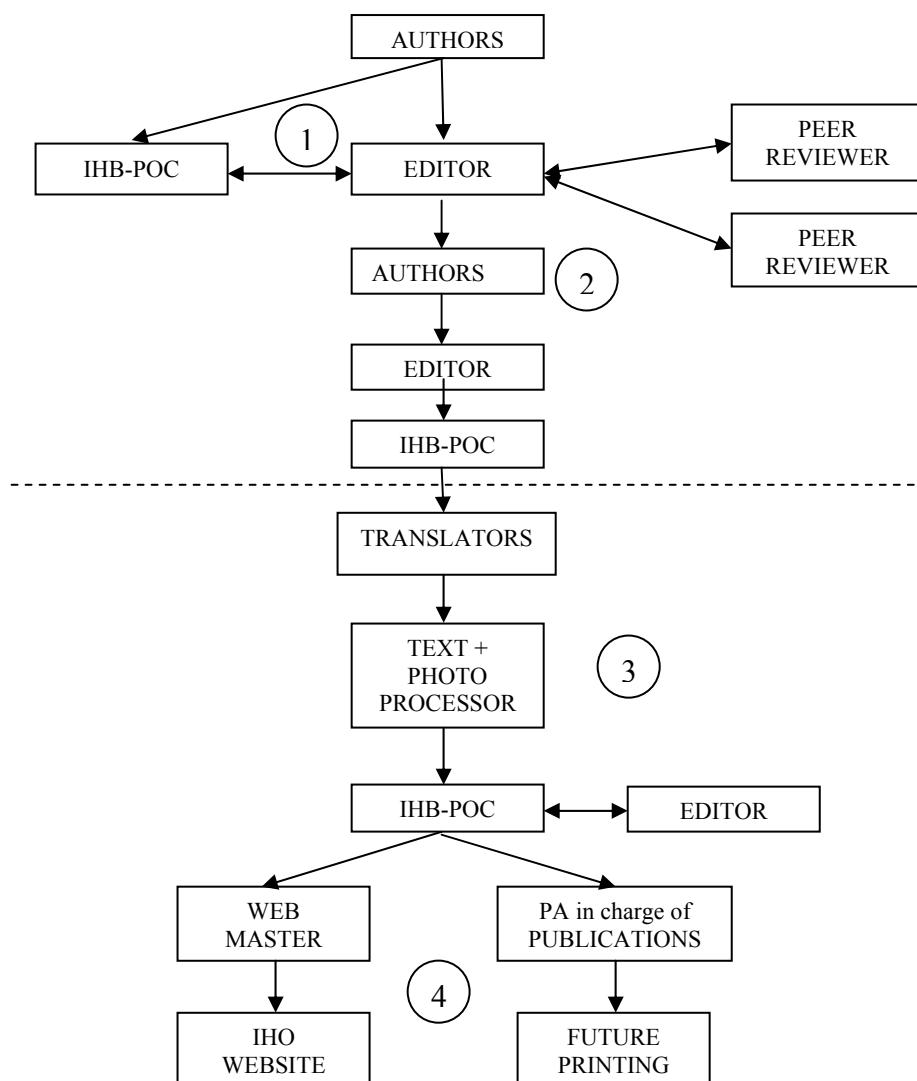
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WORK FLOW



- 1 Editor and IHB-POC receive Articles from Authors. IHB-POC and Editor agree on Articles to be considered.
- 2 Editor contacts experts to do the peer-review. Peer-review is made. Results are communicated by Editor to Authors and finally the Article is provided by the Editor to the IHB-POC formatted and ready, both in Word (doc) and PDF format, and figures in JPEG.
- 3 Abstracts are translated into French and Spanish at the IHB. IHB processor inserts the translations and reviews the formatting of the texts and photos both, Word and PDF formats and pass the files to the IHB-POC for last revision by the Editor.
- 4 The Editor confirms files and returns the IHB-POC with Word and PDF formats files ready to upload in the web and to collate for printing. IHB-POC provides the file to the webmaster to load them in the pre-established section of the IHO website and to PA in charge of Publications for the future printed version.

EDITORIAL BOARD

The IHR shall have an Editorial Board to help the IHR Editor in keeping a good standard of the Review.

The Directing Committee is proposing that the Editorial Board be comprised of all Regional Hydrographic Commission Chairmen, who are expected to motivate at a regional level the following activities:

- a) Motivate Member States in his/her region to submit Articles, Notes and General Information suitable for the IHR to the Editor;
- b) Contribute with relevant Notes after holding RHC's Meetings or other IHO-related events.
- c) Search and identify adequate and available experts in their region that could voluntarily act as peer-review of the Articles, to ensure the peer-review process.
- d) Provide the Editor with key information to be highlighted in the Editorial of the IHR.

Note:

The Editor might wish to continue liaising with the former Editorial Board and benefit from their experience until this proposal is considered by Member States.