

Shore & Beach

Guidelines for Submissions to *Shore & Beach*

Effective 10 June 2019

Thank you for your interest in submitting a manuscript to *Shore & Beach*. *Shore & Beach* is a peer-reviewed journal published by the American Shore & Beach Preservation Association. *Shore & Beach* follows international editorial conventions including informative journal titles, fully descriptive article titles and author abstracts, complete bibliographic information for all cited references, and full address information for every author. **Please ensure all references have complete bibliographic information and that complete address information for all authors is included.**

Manuscripts submitted for possible publication in *Shore & Beach* should conform to the following guidelines:

1. **English Language Use:** *Shore & Beach* strongly encourages paper submissions from authors outside the U.S. However, please submit all articles to *Shore & Beach* in English.
2. **Electronic Submittals:** All manuscripts should be submitted electronically as Microsoft Word documents; other formats can be submitted, but please confirm file type with the managing editor before sending it.
3. **Fonts and Size:** Text must be prepared in double spaced, 12 point "Times" (or similar serifed) typeface. All figure and photo captions (which should be submitted in a separate document) should be prepared in "Arial" (or similar san-serifed) bold typeface.
4. **Title:** The manuscript title should be centered at the top of the first page of the manuscript. The title should be formatted in sentence case, with the first letter (only) of the first word in the title capitalized, and the other words lowercase, except proper nouns. There should be no punctuation at the end of the title. Example: The myth and reality of southern California beaches
5. **Authors:** The name(s) of the author(s) and their affiliation(s) should appear, centered, below the title. Full address information must be included for each author. The main author's email address must be included.

6. **Abstract:** An “Abstract” should follow the title of research papers. Please keep abstracts brief and to the point, but cover all the essential elements of the paper including location, methods, measurements, analysis, and conclusions.
7. **Keywords:** A list of “Keywords” should follow the abstract. These are related words and terminology that cover central topics, concepts, and locations that do not already appear in the title of the paper.
8. **Single Return Between Paragraphs:** Please remove extra returns, or blank lines, between paragraphs, and please do not insert tabs at the start of each paragraph. A new paragraph is noted by a single return with 12 pt. spacing following.
9. **Single Space Between Sentences:** Throughout the text, only one space should follow each sentence, as opposed to the traditional two spaces.
10. **Units for Numbers:** Metric (m, km) or U.S. Customary (ft, mi) units are acceptable, but must be consistently used throughout your paper. Dual units with one type in parentheses are also acceptable, but must also be used consistently. For example: 1 km (0.6 mi); 600,000 yd³ (459,000 m³).
11. **Precision:** Please use common sense in reporting quantitative results and do not over or understate the precision of numerical values. This also applies when reporting results in dual units. For example, 1 km (0.6 mi) is sensible; 1 km (0.6214 mi), while technically accurate, is not.
12. **Text Style:** Within the text, please take special note of common grammar, usage, and style issues such as the following:
 - a. Numbers one through nine should be spelled out. Numbers 10 or higher should be numerical. Exceptions: Numbers being compared or contrasted should be written in the same style, as in “8-11 years,” or “eight to eleven years.” Numbers preceding units should always be numerical, such as: 5 mi, 18,000 yrs, 1 km, 16.5 ft.
 - b. Dates within the text should be written as Day Month Year, e.g. “14 December 2018.” For tables, the American style abbreviation MM/DD/YYYY or military style DD MON YYYY may be used, for example “12/14/2018” or “14 DEC 2018.”
 - c. Proper names and places should be capitalized, whereas seasons of the year (winter, summer), words used to indicate direction (north, southeast), and titles (senator, chief boson) that are not proper names, should not be capitalized. Words such as state, federal, local should not be capitalized unless referring to a proper noun (for example “federal” should not be capitalized in “federal funding”). Please refer to Webster’s Collegiate Dictionary for a useful guide to style, signs and symbols, punctuation, and capitalization.

Examples:

When referring to Monterey Bay as “the bay,” the word “bay” is not capitalized. When using the full name, “Monterey Bay,” the word “bay” is capitalized.

“Southern California” is not a proper name, so it should always be written as “southern California.” In contrast, “Southern California Bight” and “Gulf of Mexico” are proper names.

When referring to “President Trump,” the word “President” is capitalized. When referring generally to the “president” as in, “the president signed the bill into law,” then “president” is not capitalized.

- d. Please separate all items in a list with commas. For example: “A, B, and C,” or “pumps and dredges, scientists and engineers, money, water, and sand.”
- e. Please use the English form of foreign names. For example, use “North Sea” not “Nord See.” Foreign place names may appear in parentheses following their English name if desired for clarity. For example: “North Brittany (Bretagne Nord).”
- f. Please capitalize “Range 3,” “Station X,” or “Transects 404 and 406,” etc. Please do not capitalize “6 transects” or “25 ranges.”
- g. Units should be abbreviated (only) when following a number: meters (m), feet (ft), degrees (°) and years (yrs). Example: “The beach eroded 5 m in a period of 10 yrs” as opposed to “Erosion has occurred for many years.”
- h. When using dashes or hyphens, please do not add extra spaces between characters, as in “30 - 40 ft.” This should appear as “30-40 ft.”
- i. When using slash marks (/) please do not add extra spaces around the slash, as in “and / or.” This should appear as “and/or.”

13. Gender Neutral: *Shore & Beach* strives for gender neutrality. Please avoid the use of words like “man’s intervention,” “works of man,” or “councilman,” or “councilwoman.” Instead, please use words like “human intervention,” “anthropogenic,” and “council member.”

14. Conclusions: A “Conclusions” section must appear at the end of the paper, before the “References” section (as opposed to Literature Cited, Bibliography, etc.). Please do not state conclusions for the first time or out-of-the-blue; all conclusions must be supported by appropriate data and discussion in the main body of the paper.

15. Figures and Tables: Please place figures and tables (with captions) at the end of the paper, after the text and references. The inclusion of high-resolution (300 dpi or greater) photographs of beaches and shores related to the subject of your paper is encouraged. All photos, figures and tables will be printed in black and white (except the cover picture) in the printed copy, and will be reproduced in color on the digital copy – authors should provide both color and grayscale, or color copies we can convert to grayscale. For those, please ensure that any contrasting elements in the figures, charts or graphs will be evident in shades of gray. We can provide color printing if the author wishes to cover the page charges. Please contact the managing editor for more information about this option. Please also ensure that any labeling within the figures will be discernable at the finished, printed size in the journal. Figure and table references within the text of the paper should be written out, as in “Table 4,” “Figure 1,” and “Figures 3-5,” and not abbreviated, as in “Fig. 1” or “Figs. 3-5.”

17. Table Titles: All table titles should be formatted in sentence case, with the first letter (only) of the first word in the title capitalized, and the other words lowercase, except proper nouns. There should be no punctuation at the end of the title. For example: “Table 3. Statistics of sand loss at Moneymaker Beach”

18. Table Format: Tables in Shore & Beach are formatted as in the example below, with no or minimal lines between rows and/or columns. Please submit all tables in text format (i.e. a table in Microsoft Word, or an Excel spreadsheet). Every effort will be made to work with authors to ensure information is presented as clearly as possible.

Table 1.

Oceanfront coastal counties properties at risk, comparing pre-widespread nourishment (1998) and representative widespread nourishment (2012).

Owner type	1998 oceanfront properties at risk		2012 oceanfront properties at risk		Difference in properties at risk	
	Parcels	Total value	Parcels	Total value	Parcels	Total value
Coastal resident	4,841	\$2,184,726,000	4,318	\$2,015,436,000	523	\$169,290,000
NC resident	7,250	\$3,552,741,000	6,061	\$3,143,149,000	1,189	\$409,592,000
U.S. resident	7,973	\$5,966,919,000	7,626	\$5,945,430,000	347	\$21,489,000
Unknown	382	\$20,715,000	344	\$20,335,000	38	\$380,000
Total	20,446	\$11,725,101,000	18,349	\$11,124,350,000	2,097	\$600,751,000

Assessed values in nominal dollars as of the most recent (2009-2016) county assessments as of July 2016 for the eight coastal North Carolina counties.

19. Parenthetical References: Parenthetical references within the text should appear in the following format (please check the rules for citing different types of sources): (Author Year). **There should be no comma following the author’s last name and before the year.** Where the citation has two authors, both should be named, and when there are three or more authors, the citation should be written as FirstAuthor et al. Year. Examples: (Writesalot 2004); (Writesalot *et al.* 2003); (Writesalot and Plotsalot 2001); (Writesalot 2004; Gibberish 1900; Plotsalot *et al.* 2000). For parenthetical citation of more than 1 reference, please order the references in ascending chronological order (Writesalot and Plotsalot 2001; Writesalot et al. 2003; Writesalot 2004).

20. Order of References: In the References section, references should be placed in alphabetical order and not numbered. Please ensure that all references are complete, and that all works cited in the text have a complete citation in the references list. Please do not include references that have not been cited within the text of the paper, or within a figure, table, or photo caption.

21. Reference Format: References to papers and books, respectively, should be in the following general formats:

Writesalot, S.A., Writesless, C.F., and P.U. Plotsalot, 2004. "Counting to infinity: The number of sand grains on the beaches of the world." *Beach & Desert*, 72(4), 120-125.

Writesalot, S.A., 2000. *The Great Big Book of Sand*, Sand Storm Press, Palm Desert, CA, 4,328 pp.

Please take note of punctuation type and location in the above examples, as well as text style (such as italics). Please be sure to research the proper format for correct citation of other types of sources you may be using.

21. Separate Document for Captions and Titles: Please also submit, in a separate Microsoft Word document, just the list of captions for each figure or photograph and the title for each table appearing in the paper. As mentioned in #3, all figure and photo captions should be prepared in "Arial" (or similar) bold typeface.

All figure and photograph captions should be written in complete, informative sentences with a period at the end, and with the following format:

"Figure 1. Map shows transect locations at the Coldwater Shores study site."

Figures with two or more parts should be labeled "A" and "B," etc., with captions having the following form:

"Figure 1. Maps show (A) study area location in Ocean Shores County and (B) transect locations at the Coldwater Shores study site."

22. List of Reviewers: In addition to the manuscript and a separate document containing figure captions, each author must submit a separate document containing the names and full contact information, including email address, of at least five people who could provide a fair review of the manuscript. Two or three of those people may be selected as reviewers. The editor may also select additional reviewers. Five names are required in the event that one or more people are unable to review the paper and another reviewer must be chosen. Please refer to the "Reviewer Guide" on this website for the criteria each reviewer will consider when reviewing a paper.

23. Initial Manuscript Submittal: The initial submittal to *Shore & Beach* should include three separate files:

- Draft Manuscript, written in the style identified above
- List of Captions, as explained in #21
- List of Reviewers, as explained in #22

24. Final Submittal: After acceptance of the paper, photographs, figures and charts will be requested for electronic submission as original image files in .jpg or .tif format. Please note that receipt of the original image files (from a digital camera or from a scanned photo) is imperative for assuring proper resolution in the final publication. When photos and figures are requested after paper acceptance, they cannot be extracted from Microsoft Word documents, as critical resolution is lost during this process. Additionally, photos or figures should not be extracted by the author from Microsoft Word documents and then saved as .jpg or .tif files. Again, in doing so, resolution is lost. Please ensure that all photographs and figures are provided at no less than 300 dpi. A proof will be provided for author review once copy editing and layout have been completed.

25. Author Copies: The primary author will receive a final PDF of the color (e-published) version of the paper, along with two hard copies. If additional hard copies are desired, they should be ordered at the time of proof review to ensure that enough copies are available. Please contact the managing editor for more information on ordering hard copies.

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Lesley Ewing, Ph.D.
Editor-in-Chief, *Shore & Beach*

Beth Sciaudone, Ph.D.
Managing Editor, *Shore & Beach*