AUTHOR QUICK REFERENCE GUIDE

Language
- Manuscripts must be submitted in acceptable English

Use of word processing software
- Text for manuscripts should be submitted as Microsoft Word or Latex
- Do not right justify text or use the word processor's options to hyphenate words
- Use bold face, italics, subscripts, superscripts etc. as needed
- Use the word processor's option to add line numbers to your manuscript

Abbreviations and Nomenclature
- Define abbreviations that are not standard in this field
- Use a forward slash to represent the word 'per' in measurements (e.g., m/day, mg/kg).
- List dates as 10 October 1974 or October 10, 1974 (do not use 10/10/74).
- Use four digits in 24-hour format for time of day (e.g., 14:30)
- Use the international system of units (SI); chemical formulas correspond to style of Chemical Abstracts.
- Do not capitalize common fish names. Scientific fish names should follow the American Fisheries Society naming conventions which can be found on their website (https://fisheries.org/).

Math equations
- Present simple, short equations in the line of normal text where possible
- Use the solidus (/) instead of a horizontal line for small fractional terms, e.g., X/Y.
- Variables should be in italics.
- Powers of e are best denoted by exp.
- Consecutively number equations that have to be displayed separately from text

Article Structure and Order
Title Page
- First name and full last name is required for all authors
- List authors' affiliation full postal address (where work was done) and e-mail address, telephone and fax numbers of each author below the names
- Indicate authors' affiliations with a lower-case superscript letter immediately after the author's name and in front of the appropriate address
- If an author has moved since the work described in the article was done, or was visiting at the time, a "Present address" (or "Permanent address") may be indicated as a footnote to that author's name. The address at which the author actually did the work must be retained as the main, affiliation address. Superscript Arabic numerals are used for such footnotes.
- Indicate with an asterisk (*) which author will handle correspondence at all stages of refereeing and publication

Abstract
- Maximum of 250 words
- Avoid references but if essential, cite the author(s) and year(s)
- Avoid non-standard or uncommon abbreviations, but define them if used

Keywords
- Minimum of 2 and a maximum of 6 keywords listed immediately after the Abstract
- Avoid general and plural terms and multiple concepts (avoid, for example, "and", "of").
- Only abbreviations firmly established in the field should be used

Introduction
- State the objectives of the work and provide an adequate background
- Provide a description of the topic which will introduce the subject to unfamiliar readers
Material and methods
- Provide sufficient detail to allow the work to be reproduced
- Methods already published should be very brief and the reader referred to the reference
- For statistical analysis provide the name and version of commercial software used

Results
- Describe research results in a clear and concise manner.
- Include sufficient information to demonstrate that results are valid

Discussion
- Explore the significance of the results, do not repeat them
- Combined Results and Discussion section may be appropriate for shorter papers
- Avoid extensive citations and discussion of published literature.

Conclusions
- Present main conclusions of the study in a short Conclusions section
- May stand alone or form a subsection of a Discussion section

Acknowledgements
- Place in a separate section at the end of the article before the references
- List individuals who provided help during the research

References
- Place References after Acknowledgments and before Figure, Table and Supplemental Sections
- Ensure every reference cited in text is also in the reference list (and vice versa)
- Citation of a reference as "in press" implies that the item has been accepted for publication.
- Reference style
  o Single author: the author's name (without initials, unless there is ambiguity) and the year of publication;
  o Two authors: both authors' names and the year of publication;
  o Three or more authors: first author's name followed by 'et al.' and the year of publication. Citations may be made directly (or parenthetically). Groups of references should be listed first alphabetically, then chronologically.
- Personal communications and unpublished results
  o Do not include in References section
  o Provide name, affiliation and year parenthetically in the text citing “personal communication”
- Web references
  o Web references should not be included as a reference unless the website is maintained by an institution committed to maintaining the website in perpetuity such as the State of Michigan
  o Web references should be given in parentheses in the text at the point of citation and should include the date the website was accessed.
  o The text should make it clear why this website is referenced e.g. source of data, source of a model or model results.
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  o Ensure words “this issue” are added to any references in the list (and any citations in the text) to other articles in the same Special Issue.
- Reference Format
  o References included in the list of references must have an author, a date of publication, a title for the publication, a publisher and their address, and a pagination for the publication See Guide to Authors (http://www.elsevier.com/journals/journal-of-great-lakes-research/0380-1330/guide-for-authors) for details on proper citation of other documents
  o Journal names should be abbreviated according to http://www.sciencemag.org/site/feature/contribinfo/prep/res/journal_abbrevs.xhtml

Tables
- Tables should be submitted one per page at the end of the manuscript (before Figures)
• Tables should be in Microsoft Word format (not Microsoft Excel or bitmap)
• Whenever possible, tables should be in portrait format rather than landscape.
• Horizontal lines are to be used to distinguish top and bottom of the table and column titles
• DO NOT use vertical lines
• Table number and captions should appear at the top of the table
• Provide enough information in table legends so table is understandable without reference to the text.

Figure Captions
• Number figures consecutively with Arabic numerals according to sequence in the text.
• Indicate in the margin of the text where each figure should appear
• Include a list of figure captions on a separate page as the last page of your manuscript
• DO NOT embed figures in your manuscript

Figures
• Do Not embed figures in your manuscript or upload files with low resolution (e.g., types GIF, BMP, PICT, WPG)
• Use uniform lettering and a font size large enough to read when reduced to printable size
• Upload figures as a separate file or files named appropriately (Figures 1-3, Fig1, Fig2, etc.)
• Use high resolution formats (e.g. EPS, TIFF, etc.) wherever possible. DOC, XLS or PPT are acceptable only if resolution is sufficient to allow figures to be reduced
• Color Artwork
  o Printing in color is $400 per unit (See http://www.elsevier.com/artworkinstructions).
  o No additional charge for color figures in online publications
  o Indicate preference for color in print or online version
  o Submit both color and grayscale high-resolution files if you want both used

Appendices and Supplementary Information
• Appendices are included in the print version of the manuscript, whereas Supplementary Information is available online only.
• Appendices more than two pages should be submitted as Supplementary Information unless including them in the print version is necessary for clarity.
• Appendices and Supplementary Information can include
• Submit each appendix as a separate file named Appendix A, Appendix B, etc. Submit each supplementary document as a separate file identified as SI1, SI2, etc.
• Equations in appendices should be given separate numbering: Eq. (A.1), etc.; in a subsequent appendix, Eq. (B.1) and so on. Equations in supplementary information should be given separate numbering: Eq. (SI1.1), etc.; in a subsequent file, Eq. (SI2.1) and so on.
• If you wish to submit a cover photo, submit it as a separate file labeled “Cover photo” in the Supplemental Information category.

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