

Coastal and Offshore Science and Engineering

SUBMISSION GUIDELINES

1 Submission checklist

The online submission system guides the corresponding author stepwise through the process of entering your article details and uploading your files. Editable files (Word, LaTeX) are required to typeset your article for final publication. All correspondence, including notification of the Editor's decision and requests for revision, is sent by e-mail to the corresponding author.

Before submitting your article to the Journal for review, ensure that the following items are present:

- one author has been designated as the corresponding author with contact details (E-mail address and full postal address)
- all necessary files have been uploaded:
 - Cover Letter
 - *Manuscript (including Abstract, keywords and references)*
 - *All figures*

Consider the further basic requirements, as follows:

- Manuscript has been 'spell checked' and 'grammar checked'
- All references mentioned in the Reference List are cited in the text, and vice-versa
- Ensure all figure citations in the text match the files provided
- Permission has been obtained for use of copyrighted material from other sources
- Please see our information pages on Ethics in publishing for journal publication.

After acceptance, manuscripts are published Free of Charge, i.e. no payment is due for publication.

2. Cover letter

The cover letter should briefly explain the research and why your work is of interest for the Journal. Do not copy your abstract into your cover letter, instead explain in your own words the significance of the work, the problem that is being addressed, and why the manuscript belongs in the journal. The cover letter must include:

- manuscript's title
- brief description of the research you are reporting in your paper, why it is important, and why you think the readers of the journal would be interested in it
- **declaration of competing interest:** confirmation that you have no competing interests to disclose. A competing interest statement is provided, even if the authors have no competing interests to declare. All authors must disclose any financial and personal relationships with other people or organizations that could inappropriately influence (bias) their work (see Publishing Ethics on the Journal web-site)
- **submission declaration and verification:** submission of an article implies that the work described has not been published previously (except in the form of an abstract, a published lecture or academic thesis), that it is not under consideration for publication elsewhere, that its publication is approved by all authors and tacitly or explicitly by the responsible authorities where the work was carried out, and that, if accepted, it will not be published elsewhere in the same form, in English or in any other language, including electronically without the written consent of the copyright-holder (see Publishing Ethics on the Journal web-site)
- contact information for the Corresponding Author.

Note: Authors are expected to consider carefully the list and order of authors **before** submitting their manuscript and provide the definitive list of authors at the time of the original submission. Any addition, deletion or rearrangement of author names in the authorship list should be made only **before** the manuscript has been accepted and only if approved by the journal Editor. To request such a change, the Editor must receive the following from the **corresponding author**: (a) the reason for the change in author list and (b) written confirmation (e-mail, letter) from all authors that they agree

with the addition, removal or rearrangement. In the case of addition or removal of authors, this includes confirmation from the author being added or removed.

3. Peer review

This journal operates a single blind review process. All contributions will be initially assessed by the editor for suitability for the journal. Papers deemed suitable are then typically sent to a minimum of two independent expert reviewers to assess the scientific quality of the paper within one week from the submission. The reviewers are asked to submit the Review Report within 20 days after accepting the assignment. Authors are asked to respond and/or submit a revised version of the manuscript within 7, 14 or 21 days, depending on the level of revisions requested. The Editor is responsible for the final decision regarding acceptance or rejection of articles.

4. After Acceptance

To ensure a fast publication process of the article, we kindly ask authors to provide us with their proof corrections within 10 days. Significant changes to the article as accepted for publication will only be considered at this stage with permission from the Editor.

Upon acceptance of an article, authors will be asked to complete a 'Journal Publishing Agreement'. An e-mail will be sent to the corresponding author confirming receipt of the manuscript together with a 'Journal Publishing Agreement' form of the agreement.

GUIDE FOR MANUSCRIPT PREPARATION

1. Manuscript formats submit to review

The Manuscript to be submitted for review has to be saved in the native format of the word processor used. The text should be in two-column format with numbered lines. Templates are available on the Journal web-site in the *Guide for Authors* section. To avoid unnecessary errors, you are strongly advised to use the 'spell-check' and 'grammar-check' functions of your processor.

LaTeX: you are recommended to use the article class available on the Journal web site to prepare your manuscript and BibTeX to generate your bibliography. You can simply upload the PDF yourself in addition to the source files (as .zip file). The maximum upload size is 500 Mb.

2. Language

Please write your text in good English (American or British usage is accepted, but not a mixture of these).

3. Essential title page information

- *Title*. Concise and informative. Avoid abbreviations and formulae where possible.
- *Author names and affiliations*. The given name(s) and family name(s) of each author have to be clearly indicated together with the authors' affiliation addresses below the names. Indicate all affiliations with a lower-case superscript letter immediately after the author's name and in front of the appropriate address. Provide the full postal address of each affiliation, including the country name of each author.
- *Corresponding author*. Clearly indicate who will handle correspondence at all stages of refereeing and publication, also post-publication.

4. Abstract

A concise and factual abstract is required (maximum length 300 words). The abstract should state briefly the purpose of the research, the principal results and major conclusions.

5. Keywords

Immediately after the abstract, provide a maximum of 6 keywords, avoiding general and plural terms and multiple concepts (avoid, for example, "and", "of"). Also, avoid using words that are already in the title. Be sparing with abbreviations: only abbreviations firmly established in the field may be eligible. These keywords will be used for indexing purposes.

6. Article structure

Use Times New Roman 12 point size. Use roman type except for the headings, parameters in mathematics. Never use bold, except to denote vectors in mathematics. Never underline any text. Use the small font for tables, figure captions and the references. Never use letterspacing and never use more than one space after each other.

Follow this order when typing manuscripts: Title, Authors, Affiliations, Abstract, Keywords, Main text (including figures and tables), Acknowledgements, References, Appendix. Please make sure that you use as much as possible normal fonts in your documents.

Avoid hyphenation at the end of a line. Symbols denoting vectors and matrices should be indicated in bold type. Scalar variable names should normally be expressed using italics. Weights and measures should be expressed in SI units. All non-standard abbreviations or symbols must be defined when first mentioned, or a glossary provided.

Divide your article into clearly defined and numbered sections. Subsections should be numbered 1.1 (then 1.1.1, 1.1.2, ...), 1.2, etc. (the abstract is not included in section numbering). Use this numbering also for internal cross-referencing: do not just refer to "the text." Any subsection may be given a brief heading. Each heading should appear on its own separate line.

7. Figures and Tables

Figures: figures should be embedded in the text. Further, high-resolution graphics files (minimum resolution of 300 dpi) must be provided separately during the submission of the Manuscript as .zip files (maximum upload size is 500 Mb). Please note that individual figure file size is maximum 20 MB. Figures, photographs, etc. can be in black/white or full color. In the text, refer to each Figure with Fig. 1 or (Fig. 1). Never place any text next to a figure. Leave this space blank.

Tables: please insert tables as editable text and not as images. Locate tables close to the first reference to them in the text and headings should be placed above tables. Vertical lines should not be included in tables. In the text, refer to each Table with Tab. 1 or (Tab. 1).

Both Figures and Tables should have a caption and should be numbered consecutively in accordance with their appearance in the text. Place the caption underneath the figure and above the table.

8. Equations

Please submit math equations as editable text and not as images. Equations are not indented. Number equations consecutively and place the number with the tab key at the end of the line, between parentheses. In the text refer to equations by these numbers (e.g., Eq. 1). Do not use the equation editor between text on same line.

9. Listing and numbering

When listing facts use either the style tag List signs or the style tag List numbers (Word) or *item* environment in LaTeX.

10. Acknowledgements

Collate acknowledgements, including information on grants received, in a separate section at the end of the article and do not, therefore, include them on the title page, as a footnote to the title or otherwise. Authors must identify who provided financial support for the conduct of the research and/or preparation of the article and to briefly describe the role of the sponsor(s), if any, in study design; in the collection, analysis and interpretation of data; in the writing of the report; and in the decision to submit the article for publication.

In the Acknowledgements Section please include the following sentence:

"This work was supported by xxx [grant numbers xxxx, yyyy]; or, if no funding has been provided for the research, please include the following sentence:

"This research did not receive any specific grant from funding agencies in the public, commercial, or not-for-profit sectors".

11. References

Please ensure that every reference cited in the text is also present in the reference list (and vice versa). References in the text: citations may be made directly (or parenthetically). Groups of references should be listed first alphabetically, then chronologically (if several works by the same author are cited).

Place the authors' last names (without initials, unless there is ambiguity) and the date of publication in parentheses as follows:

- single Author: the Author's family name and the year of publication;
- two Authors: both Authors' family names and the year of publication;
- three or more Authors: first Authors' family name followed by "et al." and the year of publication.

At the end of the paper all references underneath the heading REFERENCES. References must be listed in alphabetic order and then further sorted chronologically if necessary. More than one reference from the same Author(s) in the same year must be identified by the letters a, b, c, etc., placed after the year of publication. Do not begin them on a new page unless this is absolutely necessary.