

Instructions for Authors

Any paper within the scope of the journal will be considered for publication. Authors can request to have their submissions double blind refereed. For consideration in the journal, send an electronic copy of the paper to each of the following co-editors.

Peter Harries-Jones peterhj@yorku.ca
Edwina Taborsky taborsky@primus.ca

Normally the editorial policy is to have at least two reports on each paper, preferably from different viewpoints. Since this is such an interdisciplinary area, the Editors welcome suggestions from authors for appropriate referees. These conditions will be waived for the next few issues of the SEED Journal, which will publish papers presented at the *SEE Toronto Conference, October 2001*. Nevertheless, the Editors reserve the right to make a final decision on acceptance of papers, on obtaining referees and on publication.

The Journal's ISSN number is 1492-3157. Articles will be archived at a suitable site once libraries and publishers agree on procedures.

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Your documents may be written in Microsoft Word, WordPerfect or on a Macintosh that has an IBM compatible Microsoft Word format. If you work in WordPerfect or on a Macintosh, when sending by e-mail use your "Save As" function to generate a second IBM-compatible Word file in Rich Text Format (rtf) before sending the attachment.

Instructions for sending graphics, tables etc., are listed below.

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BODY TEXT

- Body text should be spaced at 1.5
- Body text should be in 12 pt type in Times New Roman.
- Title centred in (24 pt type **bold**).
- Main headings should be centred in **bold** 14 pt type (CAPS).
- Secondary headings should in **bold** 12-point type (CAPS) without indentation,
- Both Main and Secondary headings should have two empty line spaces above text (i.e. two *Enters*) and one empty line (one *Enter*) below.
- Tertiary and later headings should be in line with the first paragraph of the section, and numbered as 2.1, 2.1.1, and so on, following the line space rule above.
- Word processed documents should be fully justified.
- Please—DO NOT NUMBER PAGES. We'll do that within the journal.

FIGURES, TABLES, GRAPHICS

- Number and title all figures and tables. These should be placed on separate pages at the end of the manuscript following completion of REFERENCES. In the manuscript itself, please indicate where the figure, table or graphic should be inserted, for example, [INSERT FIGURE 1 HERE]).
- For authors who have access to a scanner, please save figures as .GIF, .PNG, or .JPEG files, and transmit the files by e-mail. Authors unable to access this configuration or otherwise having difficulties should e-mail bevan.taborsky@sympatico.ca for advice and/or arrange transmission through ordinary mail.

CITATIONS

- Citations in the text should take the form (author date: page numbers if required), e.g. (Shannon and Weaver 1949: 99). References like (Marx, *Kapital*) with no page numbers should be avoided. See below for examples of multiple authors, collected works, hypertext, etc.

FOOTNOTES

- Footnotes should be limited, and placed at the bottom of each page. If possible, a hypertext link to footnotes and references in your article would be helpful.

ARTICLE LENGTH

- Normally, articles should not exceed 5000 words or 25 pages. This page limitation applies to text only. Articles with a number of diagrams, figures or tables may exceed this page limitation within reason.

TITLE, NAME, COPYRIGHT NOTICE

- The author('s) name, department (if any), and organization or institution should appear two lines after the title. This should be followed on a separate line by the author('s) e-mail address. Two lines below

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ABSTRACT

Your abstract (not to exceed 250 words) should begin two lines below the copyright notice, in New Times Roman 12 pt, double-spacing. The heading should be uppercase, all caps, 12 pt, **bold**, and centred.

Example:

ABSTRACT

This paper explores semiosis as a process that transforms inaccessible energy into accessible energy. In this view, semiosis is a process that enables energy to stabilize itself in an informed state by means of increasingly complex codification processes...(etc.)

ADDITIONAL INFORMATION

1. BODY OF THE TEXT

- The first line of text should start three lines below the end of the ABSTRACT.
- Font: Times New Roman, 12 point, 1.5 spacing.
- Margins: 1.25" (3.18 cm) left and right; 1.00" (2.54 cm) top and bottom.
- Paragraph Indents: The first line of each paragraph should be indented one quarter inch (1/4" or 0.64 cm).

2. CITATIONS

- When a citation has more than two authors, the first named author should be given followed by "et al.", e.g. Janssen et al. (1992:xx). The conventions Ramirez (1994a:xx) and Ramirez (1994b:xx) should be used where more than one paper by the same cited author(s) appear in one year. Plural citations should be separated with semi-colons (Woodroffe 1979; Mickelson 1987; Wigglesworth 1996).

3. QUOTATIONS

Quotes should be indented from the left one-half inch (2" or 1.27 cm) and 1.5 spaced. They should not be between quotation marks, except of course in the case of a short quotation (of less than 25 words) that you incorporate directly into your own text. Include page number or numbers after the date, separated by a colon.

Examples:

As Miller (1992:48) declares, "recognition of the value of indigenous knowledge is now in vogue across several disciplines." This situation follows on the heels of such influential pronouncements as the following:

These communities are the repositories of vast accumulations of traditional knowledge and experience that links humanity with its ancient origins. Their disappearance is a loss for the larger society, which could learn a great deal from their traditional skills in sustainably managing very complex ecological systems. It is a terrible irony that as formal development reaches more deeply into rain forests, deserts, and other isolated environments, it, tends to destroy the only cultures that have proved able to thrive in these environments (Brundtland et al. 1987:114-15).

4. ACKNOWLEDGEMENTS

If you wish to include acknowledgements, these should come immediately after the body of the text. Leave two empty lines after the last line of the body of the text, but do not start a new page for acknowledgement. The acknowledgements heading should be in caps, bold, Times New Roman 12, left justified and spaced at 1.5.

Example:

ACKNOWLEDGEMENTS

The analysis and ideas in this chapter owe much to discussions over the years with many colleagues and students, and people who participated in the research at the community of study... Funding for the research was received from the Social Sciences and Humanities Research Council of Canada, Strategic Grants Program (SSHRC), as well as from the... (etc.)

5. REFERENCES

In the References, all book titles, journal titles, and major report titles should be in *italics*. References should follow immediately after the Acknowledgments. The heading should read simply REFERENCES, justified left, in caps, bold, Times New Roman 12 pt. both preceded and followed by two empty lines. (See example below).

In cases of multiple references to the same author, replace the author's name at second and subsequent occurrences with an 'Em dash' — (Alt+Ctrl+- (use the hyphen at the far left of your keyboard)). In Microsoft Word, the Em dash can also be inserted using the drop-down menus. Select **Insert**, then **Symbol**, and then **Special Characters**.

Leave no extra blank lines between individual references.

REFERENCES

- Jordan, D.L. 1989. Negotiating Salmon Management on the Klamath River, in Evelyn Pinkerton, ed., *Co-operative Management of Local Fisheries*, pp. 73-81. Vancouver: University of British Columbia Press.
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- Jull, Peter. 1993. *A Sea Change: Overseas Indigenous—Government Relations in the Coastal Zone*, Consultancy report for the Coastal Zone Inquiry, Resource Assessment Commission, Canberra.
- McCay, Bonnie J. 1984. Pirates of Piscary: The Ethnohistory of Illegal Fishing in New Jersey. *Ethnohistory* 31(1):17-37.
- Williams, Nancy and Eugene Hunn. 1982. *Resource Managers: North American and Australian Hunter—Gatherers*. Boulder, Colorado: Westview Press.

REFERENCING INTERNET SOURCES

Some contributors will have references to Internet sources. We use the APA guide for our Internet referencing format. Several sites for this style are:

<http://www.apastyle.org/elecref.html>

<http://bob.ucsc.edu/library/ref/instruction/refguides/apa.html>

The full document can be found at their Internet address, although access is not available from all servers. The document covers basic forms of individual works using an Internet Protocol, parts of works, journal articles, magazine articles, newspaper articles, discussion list messages, and personal electronic communication (e-mail). An example of e-mail would be:

Day, Martha (MDAY@sage.uvm.edu) (1995, July 30). Review of film *Bad Lieutenant*. E-mail to Xia Li (XLI@moose.uvm.edu)

PUBLICATION

Papers will be published on the *Semiosis, Evolution, Energy* (SEE) web site in both Microsoft Word and PDF formats.

Thanks for your attention to these editorial intricacies.