

About the Marine Sanctuaries Conservation Series

The mission of NOAA's Office of National Marine Sanctuaries is to identify, designate, protect and manage the ecological, recreational, research, educational, historical, and aesthetic resources and qualities of nationally significant coastal and marine areas. The existing marine sanctuaries differ widely in their natural and historical resources and include nearshore and open ocean areas ranging in size from less than one square mile to more than 582,000 square miles. Protected habitats include rocky coasts, kelp forests, coral reefs, sea grass beds, estuarine habitats, hard and soft bottom habitats, segments of whale migration routes, and shipwrecks.

Because of considerable differences in settings, resources, and threats, each marine sanctuary has a tailored management plan. Conservation, education, research, monitoring and enforcement programs vary accordingly. The integration of these programs is fundamental to marine protected area management. The ONMS Conservation Series reflects and supports this integration by providing a forum for publication and discussion of the complex issues currently facing the sanctuary system. Topics of published reports vary substantially and may include descriptions of educational programs, discussions on resource management issues, and results of scientific research and monitoring projects. The series facilitates integration of natural sciences, socioeconomic and cultural sciences, education, and policy development to accomplish the diverse needs of NOAA's resource protection mandate.

Marine Sanctuaries Conservation Series Preparation Guidelines

Basic format/appearance guidelines:

- All submitted manuscripts must meet the standards set forth in the Conservation Series Template. Please contact the Office of National Marine Sanctuaries (onmsconsSeries@noaa.gov) for a copy of this template. In general, formatting guidelines are as follows:
- Use the standard cover, inside cover, and title page design. This includes "About the ...Series" text, a suggested citation, a disclaimer, and a report availability contact
- Font: 12-point Times New Roman
- Spacing: single spaced text, one column on 8.5x11 page, double spacing between paragraphs
- Margins: 1 inch on all sides
- Justification: left
- Page numbers: center bottom
- Quotes: in italics
- Scientific names: in italics
- Vessel names: in italics
- Include a Table of Contents that is hyperlinked with section name on left, page number on right
- Abstract: provide at beginning of document
- Key words: list after abstract

- References: cite the author and date in the text as follows:
 - (Author Year)
 - (Author1 and Author2 Year)
 - (Author et al. Year)
- Literature Cited should appear as a separate section at end of the document or chapter as appropriate. Example of appropriate citation:
 - Broughton, K., M. Johnston, M. Tartt, S. Gittings. 2011. Science in your sanctuaries. *Science* 5(12)134-145.
- Footnotes: minimal, for explanatory purposes, put on same page as noted
- Acknowledgments: include as a separate section, if appropriate

Submission and Publication Process

The below actions are taken when a report is submitted and then sent through the publication process. It typically takes 2 – 3 months from the time of submission to publication.

Submitting Your Report

The document should be submitted electronically (in MS Word) to the Office of National Marine Sanctuaries (onmsconsSeries@noaa.gov). All submitted manuscripts must meet the standards set forth in this Guidance Document and the Conservation Science Series Template. Please contact onmsconsSeries@noaa.gov for a copy of the template. In addition to submitting the report, when appropriate, a list of any experts who have already reviewed the draft should also be submitted.

Peer Review

Every report submitted to the Conservation Series is reviewed by a minimum of three individuals who are considered to be experts in their field and were not involved in the development of the report. The reviewers are given one month to review the report and are expect to submit comments and edits based on the quality, completeness, and accuracy of the document. ONMS compiles the edits and comments from all of the reviewers and forwards to the author.

Report Editing

The author edits the report based on reviewer comments. Once completed, the author must return two versions of the report back to ONMS. The first should include all of the reviewers' comments along with the author's edits made in track changes mode. If the author does not agree with a comment made by a reviewer and feels that no change is necessary, a statement must be included in the comment bubble noting the disagreement. The second version of the report should have all the changes accepted - essentially a "cleaned up" version of the report that addresses all reviewer comments and meets the formatting guidelines.

Report Finalization

A final review of the report is conducted by ONMS to guarantee all reviewer comments were addressed and that the report has been formatted appropriately according to the Conservation Series guidelines.

Publication

The final document is made available to the public through posting on the [ONMS web site](#).

Press Release

If the content of the report is deemed newsworthy a press release will be drafted by the ONMS Communications team. Postings may also be made on social media outlets.