Submission checklist – ICE Science Journals

Before you submit your article to us please check the following.

Text

☐ Is the text double-line spaced and are your pages numbered or if you wish you can use our article template document to format your paper: ICE Science article template.doc

☐ Are all of the author details clearly identified on the first page including affiliations and designations and correct email addresses?

☐ Is the title of your paper 90 characters or less?

☐ Have you included an abstract of 150−200 words?

☐ Have you selected at least 3-8 keywords from the ICE Science keyword list?

☐ Are all of the references, tables and figures cited in the text in Vancouver (sequential numbers) style? https://www.icevirtuallibrary.com/page/authors/preparing-your-manuscript/guidelines-science/vancouver-referencing

☐ Do all tables and figures have captions?

☐ Have you saved your text as a .doc file?

☐ Have you included a notations list? Please provide a list of symbols and definitions used in the text that would be helpful for the reader.

Figures

☐ Have you supplied your figures separately to the text as files from the program used to originally create them? Pasting figures into MS Word reduces their quality.

☐ Are all of your figures a minimum of 300 dpi? Line drawings need to be higher quality (600 dpi). Jpeg photographs should be larger than 1MB.

☐ Do you have permission to use your figures? You must obtain permission from the copyright holder to use material that has been published elsewhere.

☐ Have you included author photographs? We will only publish author photographs if we have one for all of the authors of a paper.

Copyright

☐ Have you supplied a signed copyright form?

☐ Do you have permission to use all of your figures, graphs and tables? Have you provided figure clearance if needed?