

## Submission checklist – ICE Science Journals

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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.

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- Have you supplied a signed copyright form?
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