

GUIDELINES FOR THE SUBMISSION OF PAPERS TO CCAML R MEETINGS

GENERAL

1. These guidelines aim to ensure that papers are submitted (to webmaster@ccamlr.org) in sufficient time and in an appropriate form for participants to have adequate time to consider their contents before matters which they raise are discussed at a meeting of CCAML R.

2. All papers should relate to specific agenda items and clearly address issues of relevance to CCAML R.

3. Papers should be submitted as email attachments in Word and pdf format to the Secretariat (webmaster@ccamlr.org) by the appropriate deadline.

4. Papers must be submitted to the Secretariat by 0900AEST either 14, 30 or 45 days prior to the start of meetings, depending on the meeting and paper category, as specified below:

Scientific Committee working group papers	14 days
Commission and Scientific Committee background papers	30 days
Commission and Scientific Committee working papers	45 days.

5. Papers – especially working group papers – submitted after the deadline and before the start of the meeting may be accepted, subject to prior notification and at the discretion of the relevant Convener/Chair. Papers submitted after the start of the meeting will only be accepted if the Convener/Chair of the meeting considers that they are of sufficient importance and that participants will have enough time to give them adequate consideration before the relevant agenda item is discussed. In the case of working papers for the Commission and the Scientific Committee, translation will depend on the prioritisation of all translation work during the meeting, as determined by the Executive Secretary.

6. Background papers submitted by Members during a meeting in response to specific requests from the Convener/Chair must be submitted as email attachments in Word and pdf format to webmaster@ccamlr.org. Such papers will be distributed and posted on the CCAML R website as quickly as possible.

DOCUMENT NOMENCLATURE

7. A paper is allocated a number by the Secretariat prior to its being posted on the CCAML R website. For Scientific Committee working group papers this number will indicate the working group, the year and the sequential number of the document e.g. WG-EMM-12/02. For working papers for the Scientific Committee and Commission, the paper number will indicate the meeting to which the paper is submitted (in roman numerals) and the sequential number, e.g. SC-CAML R-XXXI/05; CCAML R-XXXI/06. Background papers are identified by the insertion of BG before the final number, e.g. SC-CAML R-XXXI/BG/05; CCAML R-XXXI/BG/06.

CATEGORIES

8. Papers submitted to the Commission and/or Scientific Committee that contain proposals, conclusions and recommendations intended to lead directly to decisions should be submitted as working papers. Working papers are translated into the four languages of the Commission.

9. Papers submitted to the Commission and/or Scientific Committee that provide supplementary/background information and do not require a decision are categorised as background papers. Background papers are normally provided to the meeting in the language in which they are submitted, although translation of background papers may be undertaken at the discretion of the Executive Secretary, depending on other translation priorities.

SIZE LIMITS

10. Commission working papers must be less than 1 500 words, although there is no word limit on proposals for new or revised conservation measures, decisions or resolutions annexed to working papers. Commission working papers which exceed 1 500 words (not including annexes) will be returned to the author(s) for review and re-submission within the stated deadlines. Working papers may be accompanied by a background paper containing supporting/supplementary material.

11. There is no word limit for other papers, although Scientific Committee working papers should not exceed 5 pages (A4, font size 12, single spacing) and background papers (for the Commission and the Scientific Committee) should not exceed 15 pages.

SUBMISSION PROCEDURE

12. Papers intended for the Commission should be submitted by a Member's Commission Main Contact or, if submitted by someone else, should be accompanied by an email to webmaster@ccamlr.org from the Commission Main Contact confirming approval for the submission.

13. Papers intended for the Scientific Committee or its working groups should be submitted by a Member's Scientific Committee Representative or, if submitted by someone else, should be accompanied by an email to webmaster@ccamlr.org from the Scientific Committee Representative confirming approval for the submission.

14. Papers submitted to the Commission and/or Scientific Committee by Observers (including Contracting Parties that are not Members of the Commission) are categorised as background papers.

COVER/TITLE PAGES

15. All Scientific Committee working group papers should be accompanied by a [Document Submission Form](#). This form will be used as the cover page for the submitted document. If a working group paper is also to be considered for publication in *CCAMLR Science*, this should be indicated on the form. By indicating that the paper is to be considered for publication in *CCAMLR Science*, the authors have agreed that the paper can be considered by the Editorial Board of the journal and that, if the paper is accepted for peer review, it is the responsibility of the authors to ensure that permission to publish data and cite unpublished working group papers has been received.

16. Cover pages for Commission and Scientific Committee background and working papers will be created by the Secretariat. Please provide the following information:

- (i) reference to the meeting to which the paper is submitted
- (ii) the specific agenda item number(s) to which the paper refers
- (iii) the title of the paper
- (iv) the name (and addresses where appropriate) of the authors and/or Member/organisation submitting the paper.

REVISIONS

17. Factual corrections to papers will be accepted at any time. When corrections are made after the paper has been posted on the CCAMLR website, then the author(s) must clearly indicate the changes in the revised paper(s). For working group papers, 'track-change' in Word can be used. However, 'track-change' is incompatible with the translation software used by the Secretariat, making it necessary for all Scientific Committee and Commission working papers to indicate changes using bold font for new text and strike-through font for deleted text.

18. Where revisions are more substantive the Convener/Chair may request that the paper be considered as a new submission.

COPYRIGHT

19. The issue of copyright relating to published papers submitted to CCAMLR meetings rests with the Member responsible for the submission. Papers that are 'in press' at the time of the meeting should be considered as published documents with respect to copyright.