



**Second Meeting of the Editorial
Board of the second edition of the
Global Ocean Science Report (GOSR-II)**

8–10 May 2019
Venue: Double Tree Hotel, Stone Town, Tanzania

GUIDELINES AND INSTRUCTIONS FOR THE AUTHORS

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1. Goal of the writing process of GOSR-II

The main goal of the writing process is to produce the manuscripts of each chapter of the GOSR-II. The goal of GOSR is to assess the status and trends of ocean science capacity around the world. GOSR-II will also provide baseline information on existing human and technical ocean science capacity for the United Nations Decade of Ocean Science for Sustainable Development (2021-2030). GOSR-II is framed around, and aims to feed into, the Decade, the 2030 Agenda at large, and Sustainable Development Goal (SDG) 14 in particular.

GOSR-II will be composed of eight chapters, as follows:

1. Introduction
2. Definitions, data collection and analyses
3. Ocean science funding
4. Research capacity and infrastructure
5. Data and information
6. Research productivity and science impact
7. Implications and applications of ocean science for sustainable development
8. Conclusions and recommendations

Contributing to the GOSR-II will provide exposure, recognition and visibility for the authors, namely in terms of:

- Recognition of the contribution of individual authors in the publication
- The opportunity to present GOSR-II findings at relevant international events at IOC's expenses for authors who will have played a central role in the production of the Report. These events provide exposure to non-conventional science gatherings orientated toward policy applications and benefiting from high international visibility
- Opportunity to access individual chapters as well as the whole Report via the DOI system, on an open access basis
- Publication of the executive summary in the six official UN languages (Arabic, Chinese, English, French, Russian and Spanish)

There will be no financial compensation for contributing to GOSR-II.

2. Selection of authors and transfer of copyrights

In selecting candidate authors, the Editorial Board of GOSR-II has taken into account the need for discipline, issue area, geographic and gender balance in the authorship of the GOSR-II volume.

For each chapter, one or two convening lead author(s) (CLA) will be appointed. The CLA are expected to organize the work related to their chapter, including meetings via teleconference or telephone with other authors if needed, with the assistance of the IOC Secretariat. Two members of the Board will act as curators for each chapter; chapter authors will also benefit from the support of the IOC Secretariat in relation to specific questions that they may have while contributing to the chapter(s) for which they will have been selected.

There is no provision for payment of royalties. Authors will need to agree to transfer all copyrights to UNESCO.

3. Guidelines on required format and style

- The extension of each chapter should be 5000-9000 words + figures + references
- Each chapter will strive to be self-standing, including references and citations, but cross-references between chapters are encouraged (all authors will have access to the complete manuscript)
- Authors will have to identify between 5 and 8 key messages/highlights of their chapter(s), including emerging issues deserving future attention
- The inclusion of regional analyses in chapters is strongly encouraged, as appropriate
- The following house style should be followed: UNESCO Style Manual:
<http://unesdoc.unesco.org/images/0014/001418/141812e.pdf>
 - The online Oxford Dictionary (<https://en.oxforddictionaries.com/>) (set to British and World English) is an acceptable guide for the spelling
 - Reference system will be based on the author–date system (see pp.39-44 of the [UNESCO Style Manual](#))
 - Gender-neutral language should be employed (see Annex 1)
- Database of acronyms and terms: see <https://untermportal.un.org/UNTERM/portal/welcome>

4. Materials that can be used to develop the chapters

Sources of data and information (variety of open source and quality-controlled resources) at national, regional and global levels may include:

- Direct submissions from Member States (GOSR-II questionnaire and related data portal)
- Bibliometric analyses based on international literature databases
- Findings published by organizations recognized by the international scientific community
- Existing databases (e.g. UIS, OECD, EurOCEAN)
- Peer-reviewed literature, national reports, web-based sources
- Individual expert citations
- Relevant data and knowledge available at IOC-UNESCO

5. Timeline related to the production of individual chapters

Period	Action	Deadline
1Q 2019	Identification of authors	31-Jan-2019
2Q 2019	Abstracts and annotated outline for each chapter	15-April-2019
2Q 2019	1 st order draft of individual chapters	31-May-2019
3Q 2019	Quality assurance review of 1 st order draft of chapters by the Editorial Board and the IOC Secretariat, identifying gaps and potential ways for improving texts	30-June-2019
3Q 2019	2 nd order draft of individual chapters and list of key messages/highlights	30-Sept-2019
4Q 2019	Quality assurance review of 2 nd order draft of chapters by the Editorial Board and the IOC Secretariat	30-Nov-2019
1Q 2020	Production of final draft of chapters	20-Jan-2020
1Q 2020	External peer-review	20-Feb-2020
2Q 2020	Final version of chapters	31-Mar-2020
2Q 2020	Production phase (lay out, translation of executive summary into 6 UN languages), printing	15-May-2020
2Q 2020	Launch of GOSR-II	Exact date to be determined

6. Envisaged peer-review process

- External peer reviewers, in the number of 3-4 per chapter
- Internal peer review by UNESCO Institute for Statistics, relevant Intergovernmental Oceanographic Commission Secretariat staff, UNESCO Natural Sciences Sector, UNESCO Culture Sector and the World Heritage Marine Programme, and the Editorial Board of GOSR-II

Annex 1: Gender-Neutral Language

To avoid ambiguity and stereotyping, the language in the chapters must be gender-neutral. Below are examples of neutral alternatives for some common words (adapted from the UNESCO Guidelines on Gender-Neutral Language, 1999).

Example	Alternative	Example	Alternative
Man, mankind	people, humanity, human beings, humankind, the human species, the human race, we, ourselves, men and women, homo sapiens, one, the public, society, the self, human nature	craftsman	craftworker, artisan, craftsperson; (pl.) craftspeople
man's achievements	human achievements, achievements of the human species, achievements of our ancestors	craftsmanship	craft, craft skills
the average man, man in the street	the average person	fellow countryman	compatriot
to man (a project, etc.)	to staff (a project), hire personnel, employ staff, operate, run, administer	landlord	owner, proprietor
committee of wise men	committee/panel of counsellors, eminent persons, advisory panel	ombudsman	mediator
manpower	staff, labour, work force, employees, personnel, workers, human resources, human power, human energy	spokesman	spokesperson, representative
man-made	artificial, synthetic, manufactured, of human construction, of human origin, human-induced, technogenic, machine-made	statesman	political leader, public servant
businessman	business manager, executive, head of firm, agent, representative, business traveller; (pl.) business community, business people	statesmanship	statecraft
chairman	chairperson, chair, president, presiding officer		