

Instructions to Authors: *Journal of Environmental Quality*

General Requirements

Contributions reporting original research or brief reviews and analyses dealing with aspects of environmental quality in natural and agricultural ecosystems will be considered from all disciplines, and from both members and nonmembers, by the editorial board. To be acceptable a manuscript must make a significant contribution to the advancement of knowledge or toward a better understanding of existing concepts. The study should define principles of broad applicability, be related to problems over a sizeable geographic area, or be of potential interest to a representative number of scientists.

The four main sections in the journal are “Technical Reports,” containing original research contributions; “Reviews and Analyses,” containing appropriate papers; “Short Communications,” containing analytical techniques, laboratory and field equipment design, computer software, studies of limited scope, preliminary data, and unique observations; and “Environmental Issues,” including discussion of contemporary environmental issues from a combination of scientific, political, legislative, and regulatory perspectives. “Letters to the Editor” may be accepted for publication in full or in part.

The *Publications Handbook & Style Manual* (1998) (<http://www.asa-cssa-sssa.org/style98/>) is the official guide for preparing and editing papers.

Submitting Manuscripts

Authors should submit manuscripts as PDF files at <http://www.manuscripttracker.com/jeq/>. This site includes instructions for creating and uploading PDF files, along with instructions related to logging on to the *JEQ* Manuscript Tracker system.

Potential Reviewers. Authors will be prompted to provide a list of potential reviewers. Reviewers must not have a conflict of interest involving the authors or paper and the editorial board has the right not to use any reviewers suggested by authors.

Creating the Manuscript File

Although manuscript review is done with printed copies, accepted manuscripts are edited with a word processing file. Therefore, keep in mind the following when preparing manuscript files.

Accepted manuscript files will be edited in Microsoft Word. Therefore, authors should compose the manuscript in Word. Corel WordPerfect is also acceptable. T_EX files are not acceptable.

The file that is sent for typesetting closely resembles a text-only file. Therefore, when composing the manuscript, use basic word processing features only, and avoid automated bulleting and numbering, head and subhead formatting, internal linking, fields, styles, and multiple fonts and font sizes.

The file should be double spaced and line numbered, with at least 2.5-cm margins. The file should contain the following elements, which are described in detail below:

- Title page
- Abstract
- Text
- References list
- Figure captions
- Tables

Title Page. The title page should include:

- A short title not exceeding 12 words, which accurately identifies and describes the manuscript content.
- An author-paper documentation list, with author name(s), sponsoring organization(s), and complete address(es).
- An abbreviations list, with key abbreviations that are used repeatedly throughout the manuscript. The list should not include SI units or chemical element symbols.
- The corresponding author’s phone and fax numbers and email address.

Abstract. Include an informative, self-explanatory abstract, not exceeding 250 words. It should be specific, telling why and how the study was made, what the results were, and why they were important. Use quantitative terms where possible.

Text. The main text of the manuscript is typically comprised of an introduction, Materials and Methods, Results, Discussion, and Conclusions.

References List. When preparing the references list, refer to a recent issue of *JEQ* and/or the *Publications Handbook & Style Manual* and note the general format for reference list entries, in addition to following the guidelines listed below. Preparing a references list that closely adheres to *JEQ* style will free those who review and edit the manuscript from the tedious task of correcting minor style errors and allow them to focus on more important tasks, such as helping to improve manuscript content and readability.

- Do not number the references list.
- Arrange the list alphabetically by the names of the first authors and then by the second and third authors.
- Single-authored articles should precede multiple-authored articles for which the individual is senior author.
- Two or more articles by the same author(s) are listed chronologically; two or more in the same year are indicated by the letters a, b, c, etc.
- All published works referred to in the text must be listed in the references list and vice versa.
- Only literature that is available through libraries can be cited. The references list can include theses, dissertations, and abstract publications. Material that does not meet this standard should be cited as personal communication or unpublished data.
- Each reference to a periodical publication must include, in order, authors, year of publication, article title, journal name, volume number, and page range.
- References to a chapter or article within a larger work should include, in order, authors, year, chapter or article title, page range, editors, publication title, publisher name, and city of publication. An entry for an article from a conference proceedings also requires meeting location and dates.

Figure captions. If the manuscript has figures, insert the text for the captions in the file following the references list. Spell out abbreviations on first mention in figure captions, even if they have already been defined in the text. (The reader should be able to understand the figure content without referring back to the text).

Tables. Compose tables using the word processor's table feature (i.e., the table should have defined cells—do not create tables by using the space bar and/or tab keys). Tables should not duplicate matter that is presented in figures. Use the following symbols for footnotes in the order shown: †, ‡, §, ¶, #, ††, ‡‡, etc. The symbols *, **, and *** are always used to indicate statistical significance at the 0.05, 0.01, and 0.001 probability levels, respectively, and are not used for other footnotes. As with figure captions, spell out abbreviations on first mention in tables, even if the abbreviation is defined in the text.

Creating the Figures

Figures are prepared for publication by scanning author-supplied, high-quality printed copies. Therefore, authors who are including figures in their manuscript may use any software they desire to create figures. However, authors should save the files and be prepared to make changes. Label each figure with author name, article title, and figure number.

When creating figures, use font sizes and line weights that will reproduce clearly and accurately when figures are sized to the appropriate column width. The minimum line weight is 1/2 point (thinner lines will not reproduce well). Screening and/or shaded patterns often do not reproduce well; whenever possible, use black lines on a white background in place of shaded patterns.

Authors can reduce manuscript length by supplying figures that can be reduced to fit in a single journal column. Lettering or numbers in the final printed figure (i.e., after reduction) should range from 8- to 12-point type. As an example, a 16-cm-wide figure should have 16-point type, so that when the figure is reduced to a single column (approximately 8 cm), the type is reduced to 8-point size.

Authors may publish color figures, but at their own expense. The cost is \$1000 per color page.

Style Guidelines

Both the accepted common name and the chemical name of pesticides must be given when first mentioned. Similarly, the Latin binomial or trinomial and authority must be shown for all plants, insects, pathogens, and animals at first listing.

SI units must be used in all manuscripts.

If a commercially available product is mentioned, the name and location of the manufacturer should be included in parentheses after first mention.

Official Sources

- Spelling: *Webster's New Collegiate Dictionary*
- Plant scientific names: *A Checklist of Names for 3000 Vascular Plants of Economic Importance* (USDA Agric. Handb. 505, see also the USDA Germplasm Resources Information Network database, <http://www.ars-grin.gov/npgs/taxgenform.html>)
- Pesticide chemical names: *Farm Chemicals Handbook* (Meister Publishing, revised yearly)
- Soil series names: *Soil Series of the United States, Including Puerto Rico and the U.S. Virgin Islands* (USDA-SCS Misc. Publ. 1483, <http://www.statlab.iastate.edu:80/soils/osd>)
- Fungal nomenclature: *Fungi on Plants and Plant Products in the United States* (APS Press)
- Journal abbreviations: *Chemical Abstracts Service Source Index* (American Chemical Society, revised yearly)

Manuscript Revisions

Authors have three months to make revisions and return their manuscripts following reviewer and associate editor comments. If not returned within three months, the manuscript will be released; it must then be resubmitted as a new paper.

Manuscript Length and Page Charges

For manuscripts submitted in 2003, authors who are members of ASA, CSSA, or SSSA will pay a production charge of \$170.00 per page for pages beyond four; the first four pages will be published free of charge. Nonmembers will pay the \$170.00 per page production charge for all pages.

For manuscripts submitted in 2004, authors will pay a flat-rate production charge of \$650.00.

The cost for non-color figures is \$8.00 per figure, less \$15.00 (amount contributed by ASA–CSSA–SSSA).

Authors must purchase any reprints they wish to order.

In general, four manuscript pages will equal one printed page. To determine how much space tables and figures will occupy, compare them with similar tables and figures in the printed journal.

Questions?

Send questions to Susan Ernst, Managing Editor, *JEQ* (sernst@agronomy.org).

Revised October 2003