

JOURNAL OF AQUATIC PLANT MANAGEMENT - MANUSCRIPT PREPARATION GUIDE -

GENERAL INFORMATION

Contributions dealing with all aspects of aquatic plants including biology and ecology, vegetation management, field operations, regulations, and relevant reviews are accepted for consideration in the *Journal of Aquatic Plant Management* (JAPM). Each manuscript is accepted for review on the basis that it has not been previously published in widely accessible literature, except in abstract form, and conforms to the format described in this preparation guide. Prior publication of your research as an abstract requires footnoting and proper citation.

International contributions are welcome.

Membership in the Aquatic Plant Management Society is not a prerequisite for publication, but authors are encouraged to join the Society.

The journal is published in January and July of each year. Manuscripts must be received at least four months before publication dates to allow sufficient time for the review process, editing, corrections, and printing. Manuscripts received too late to be considered for a particular issue will be carried over to the next.

Manuscripts may only be submitted electronically through the online submission site: <http://www.edmgr.com/japm>. If you have questions regarding electronic submission, please contact the editor at jferrell@UFL.EDU.

ARTICLES PUBLISHED AS FULL-LENGTH PAPERS

Two or more reviewers selected by the editor will review all full-length manuscripts. Reviewers for JAPM are normally members of the Aquatic Plant Management Society who are knowledgeable of the subject matter of the manuscript, but other scientists outside the society may be requested to review manuscripts where appropriate. Each submission may also be assigned to an associate editor.

ARTICLES PUBLISHED AS NOTES

Short communications or reports of two to three printed pages, usually with one table or figure, are considered as notes in the journal. In contrast to full-length papers, notes do not have abstracts or key words and have only brief, but pertinent introduction and literature cited sections. Submit notes to the editor in a manner similar to full-length papers. Depending upon the subject matter, notes are usually reviewed by the editor and one other qualified individual. Notes are always published in the journal after the full-length papers.

MANUSCRIPT REVIEW

Authors will be notified upon receipt of the manuscript. Manuscripts conforming to correct style and format are

sent for review by two knowledgeable, skilled reviewers. Reviewers are asked to critically evaluate manuscripts as: publish in present form, publish after minor revisions, publish after major revisions, resubmit for review after revisions, not acceptable for publication, or consider publishing in another journal.

PAGE AND COLOR PRINT CHARGES

Authors are asked to help offset the cost of publication by paying a \$65 printed page charge. A general rule of thumb is that three manuscript pages are equivalent to one typeset journal page. If the author's institutions or research grants do not cover the cost of publication, the charge can be waived. Contact the editor for further information.

The editor will provide a list of estimated page charges at the time page proofs are sent to authors.

Color prints are accepted for publication only when author(s) supplies a written agreement to cover the costs of each color plate. Current costs are \$950 for each color plate.

OPEN ACCESS CHARGES

Open access is available to authors who wish to pay an additional \$500 to have their article available online as soon as it is published. Please notify the editor.

FORMAT FOR MANUSCRIPTS

Manuscripts are to be prepared in English, with 12-pt Times New Roman font, printed on one side of 8.5" (22 cm) by 11" (28 cm) paper (e.g., either letter size, or A4) with 1" (2.5 cm) margins on all sides.

Number all pages in the upper right corner.

Do not right justify the text.

Double space all text including tables, legends, captions, literature cited, and footnotes.

Indent each paragraph 4 spaces.

Number the lines on each page to facilitate the review process. The preferred numbering method is to begin with line number 1 on the first page and continue the sequence throughout the remainder of the manuscript.

Use active voice and first person whenever appropriate with precision, clarity, and economy. The CBE Style Manual is the appropriate authority for all aspects of writing and publishing in JAPM.

Assemble full-length manuscripts in the following order: Title, Author(s), Abstract, Key Words, Introduction, Materials and Methods, Results and Discussion, Sources of Materials, Acknowledgements, Literature Cited, Tables, Figure Legends, and Figures. Results and Discussion should be combined into a single section.

Assemble note manuscripts in the following order: Title, Author(s), Introduction, Materials and Methods, Results and Discussion, Sources of Materials, Acknowledgements, Literature Cited, and Table or Figure Legend and Figure. Only one table or one figure allowed for a note.

Manuscripts that depart significantly from this preparation guide will be returned without review.

Title: Make the title as short and informative as possible, preferably 10 words or less, centered at the top of the first page. Where possible, use common names of plants and generic names of herbicides. Do not use a separate title page. Follow the title with the authors' names and then immediately begin the abstract.

Author(s): Provide the full name of each author (first, middle initial [optional], and last).

Place the names of the authors centered two lines below the title, and indicate a footnote with an asterisk. Use of one given name and initial for each author is encouraged. In the footnote, give the institution or institutions where the study was conducted, followed by the institutional address. Spell out names of institutions in full. E-mail address of the corresponding author should be included. Also include the full job titles of the authors at the institution or agency. Current addresses should be listed at the end. An example of an author address footnote follows:

* First, third, and fourth authors: Graduate Student, Assistant Professor, and Professor, Department of Plant Sciences, University, City, FL 32653; Second author: Professor, Department of Natural Resources, University, PO Box 11111, City, NY 14853. Current address of third author: Associate Professor, Department of Horticultural Science, University, City, NC 27695. Corresponding author's E-mail: correspondingauthor@wssa.com. Received for publication _____ and in revised form _____.

Abstract: Using no more than 250 words in one paragraph, succinctly state the essence of the contribution. Summary or conclusions sections following the discussion are unnecessary with an appropriate abstract. The abstract should be understandable and complete without reference to the manuscript itself.

Key Words: Following the abstract, indent five spaces and italicize the Key Word section followed by a list of four to six descriptive words not contained in the title, but useful to abstracting services in describing the subject matter of the manuscript. Do not italicize the descriptive words. If a plant common name is included in the title then list the scientific name in the key word list. Likewise, include the chemical name for herbicides.

Introduction, Materials and Methods, Results and Discussion: Must be readable, clear, and concise to be considered for publication. Avoid footnotes unless necessary. Use headings and subheadings sparingly and with discretion. Results and Discussion should be a single section.

Sources of Materials: The Sources of Materials section appears right before Acknowledgements or Literature Cited. Type "Sources of Materials" in bold, centered. Indicate sources of materials in the text using a superscript Arabic numeral. In the Sources of Materials section, type a superscript numeral followed by a trade name or brief description, a model number (if applicable), and the name of the company. The company's address should also be included.

Acknowledgements: For expressing appreciation to individuals, organizations, or agencies helpful to research project.

Literature Cited: Authors are responsible for the accuracy of their references. List only published papers, books, or those "in press." Such things as personal communications, unpublished information, etc. should be used sparingly and included in the text in parentheses or as footnotes. Citing references in the text should follow rules established in the CBE Style Manual. A few examples follow:

- One author citation: Fox (1976) or (Fox 1976)
- Two authors: Fox and Haller (1976) or (Fox and Haller 1976)
- Three or more authors: Sytsma et al. (1950) or (Sytsma et al. 1950)

If the author(s) and the year are identical for more than one reference, insert lower-case letters (in alphabetical succession) after the year:

- Anderson (1976a) or (Anderson 1976a)
- Anderson (1976b) or (Anderson 1976b)

Separate multiple citations with a comma:

- Kay (1980a,b) or (Kay 1990, Spencer and Anderson 1996, Getsinger et al. 1997)

List references in alphabetical and chronological order according to the rules outlined in the CBE Style Manual. The journal uses the "Name and Year" or "Harvard System" of reference. Do not number the references when cited or in the literature cited section. Examples of citations are as follows:

Journal Articles:

Gleason HA. 1926. The individualistic concept of the plant association. *Bull. Torrey Bot. Club* 34:1-20.

Bell DT, Muller CH. 1973. Dominance of California annual grasslands by *Brassica nigra*. *Am. Midl. Nat.* 90:277-299.

Bowes GA, Holaday AS, Haller WT. 1979. Seasonal variation in the biomass, tuber density, and photosynthetic metabolism of hydrilla in three Florida lakes. *J. Aquat. Plant Manage.* 17:61-65.

Book:

Kirk JTO. 1983. Light and photosynthesis in aquatic ecosystems. Cambridge Univ. Press, Cambridge. 401 pp.

Article in an edited volume:

Westlake DF. 1969. Sampling techniques and methods for estimating quantity and quality of biomass. *Macrophytes*, pp. 25-40. In: R. A. Vollenweider (ed.). *IBP Handbook No 12: A manual on methods for measuring primary production in aquatic environments*. Blackwell Scientific Publications, Oxford.

Report:

Kantrud HA. 1990. Sago pondweed (*Potamogeton pectinatus* L.): A literature review. *US Fish Wildl. Serv., Resour. Publ.* 176. 89 pp.

Tables: One per page, numbered with Arabic numerals in order of reference in the text. Legends should contain complete sentences descriptive of table contents. Tabular data needs to be statistically analyzed where appropriate.

Captions for Figures: Written on a separate page entitled List of Figures. Type figure number(s) and legend(s) exactly as it (they) should appear in print.

Figures: Submit each figure on a separate sheet as high quality computer output, glossy prints (8" [20 cm] by 10" [25 cm]), or original India ink line drawings. Lettering must be professional quality with fonts of sufficient size so that if the figure is reduced, lettering will be readable. Do not send color prints for black and white reproductions as contrast is usually of poor quality. Allow a 1" margin around the entire edge of the figure. On the back of each print or drawing write lightly in pencil the figure number and author(s)'s name.

Units for Measurements: Report all measurements in SI or SI-derived units (see CBE Manual), and English units may be included in parentheses if necessary. Use Arabic numerals for all numbers with two or more digits, and for all measurements of time, weight, degrees, etc. except when the number is the first word of a sentence. Spell out numbers of less than 10 that are not measurements unless in a series in which one number has two or more digits. Write 50 by 30 rather than 50×30 , and 2 to 4 rather than 2-4. Do not report nonsignificant decimal places. Use exponents rather than a slash (/) or dot (·) in reporting units of measure, e.g., kg ha^{-1} and $\mu\text{mol m}^{-2} \text{s}^{-1}$, not kg/ha or $\mu\text{mol} \cdot \text{m}^{-2} \cdot \text{s}^{-1}$.

Replication and Statistical Analyses: Research involving aquatic plants and aquatic plant management frequently requires flexible experimental approaches. However, experiments should have adequate treatment replication and trial repetition for the specific experimental design used. All data should be subjected to appropriate statistical analyses and results of the analyses should be presented with the data.

Abbreviations: Unless commonly used in scientific publications (e.g., JAPM), do not use without adequate definition. Do not place a period after abbreviations in the text unless its omission might be confusing.

Plant and Animal Names: At the first mention of a plant or animal in either the abstract or text, give its common name followed in parentheses by the complete, correct scientific name and authority, e.g., Eurasian watermilfoil (*Myriophyllum spicatum* L.), then use common names thereafter.

Chemical Names: It is not necessary to list the chemical name at first mention of a herbicide as long as the herbicide common name is accepted by the Weed Science Society of America. For a complete listing of officially accepted common names, see:

<http://wssa.net/wp-content/uploads/WSSA-Approved-Chem-Names.pdf>

However, if the herbicide being tested is experimental and no official name has been accepted, we ask that you

document the full chemical name at first mention in the text.

Trade Names: Use trade names only if necessary in the text to describe materials or methods. Include appropriate trademark symbols (i.e., registered trademark [®]) with trade names.

AUTHOR CHECKLIST

- ___ 1. Style and format correct – Review recent issues of the journal.
- ___ 2. Entire manuscript double spaced. Do not justify right margin.
- ___ 3. Line numbers on all pages beginning with 1 on page 1.
- ___ 4. Assembled in correct sequence.
- ___ 5. Title concise and indicative of text in the manuscript.
- ___ 6. Author(s) name(s).
- ___ 7. Addresses properly footnoted with publication statement.
- ___ 8. Abstract – succinctly written, and understandable without reference to the manuscript itself.
- ___ 9. Key words – do not use same words as in the Title.
- ___ 10. Text understandably organized and written.
- ___ 11. Common and scientific names of plants and animals, chemical names, units of measurement, numbers, and abbreviations handled correctly.
- ___ 12. Literature citations accurate and match those included in the text.
- ___ 13. One table per page.
- ___ 14. Table legends properly done.
- ___ 15. Data statistically analyzed; presented clearly and concisely.
- ___ 16. Figures: One per page.

For manuscript submission or for additional publication information, contact:

Jason Ferrell
1425 Museum Rd
P.O. Box 110505
Gainesville, FL 32611
352-392-7512
jferrell@ufl.edu