

# Manuscript Preparation Guide for the Journal of Aquatic Plant Management

Contributions dealing with all aspects of aquatic plant 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 by abstract should be footnoted. Manuscripts that depart significantly from this preparation guide will be returned without review.

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.

## GENERAL INFORMATION

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.

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 the Journal of Aquatic Plant Management.

Submit one original and three copies of manuscripts, prepared in English, 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 pages in upper right corner. Double space everything including tables, legends, captions, and literature cited. Numbering the lines on each page also facilitates the review process.

## FORMAT

Assemble manuscripts in the following order: Title, Author(s), Abstract, Text, Literature Cited, Footnotes, Tables, Figure Legends, and Figures. The text is ordinarily divided into sections entitled Introduction, Materials and Methods (or Procedures), Results and Discussion, and Acknowledgments. The results and discussion section may be separated if separation aids in presentation of information; however, separation of the results and discussion into two sections often leads to considerable redundancy which should be avoided by authors. *Title:* Make the title as short and informative as possible, preferably 10 words or less, centered at the top of the first page. Do not use a separate title page. Follow the title with the authors' names and then immediately begin the abstract.

*Author(s):* Center two lines below title and footnote authors' titles and addresses on a separate page labeled Footnotes

and place in the manuscript following the Literature Cited section. Following the authors' addresses type the phrase, "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 5 spaces and list 4 to 6 descriptive words not contained in the title, but useful to abstracting services in describing the subject matter of the manuscript.

*Text:* Must be readable, clear, and concise to be considered for publication. Avoid footnotes unless necessary. Use headings and subheadings sparingly and with discretion.

*Acknowledgments:* For expressing appreciation to individuals, organizations, or agencies helpful to research project. Follows Results and Discussion section.

*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 JAPM 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, H. A. 1926. The individualistic concept of the plant association. *Bull. Torrey Bot. Club* 34: 1-20.

- Bell, D. T., and C. H. Muller. 1973. Dominance of California annual grasslands by *Brassica nigra*. *Am. Midl. Nat.* 90: 277-299.
- Bowes, G. A., A. S. Holaday, and W. T. Haller. 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, J. T. O. 1983. Light and photosynthesis in aquatic ecosystems. Cambridge Univ. Press, Cambridge. 401pp.

#### **Article in an edited volume:**

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

#### **Report:**

- Kantrud, H. A. 1990. Sago pondweed (*Potamogeton pectinatus* L.): A literature review. U.S. Fish Wildl. Serv., Resourc. Publ. 176. 89 pp.

**Tables:** One per page, numbered with arabic numerals in order of reference in the text. Legends should contain complete sentences (two or three if necessary) descriptive of table contents. Tabular data should be statistically analyzed.

**Captions for Figures:** Written on a separate page entitled Figure Legends. Type figure number(s) and legend(s) exactly as it (they) should appear in print. Print, in pencil, the author(s)'s name and figure number on the back of each photograph to be used for a figure.

**Figures:** Submit as high quality computer output, glossy prints (8" (20cm) by 10" (25cm)), or original India ink line drawings. Lettering must be professional quality. Color prints accepted only when printing costs are supplied by author(s). Estimates for cost of color separations can be obtained by contacting the Editor. Do not send color prints for black and white reproductions as contrast is usually of poor quality.

**Units for Measurements:** The metric system is the standard that should be used, but English (or Imperial) measurements in parentheses are acceptable in some instances. Use SI metric units. 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 x 30, and 2 to 4 rather than 2-4. Do not report non-significant decimal places.

**Abbreviations:** Unless commonly used in scientific publications do not use without adequate definition, i.e. Journal of Aquatic Plant Management (JAPM). 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:** At the first mention of a chemical in the text (but not the Abstract), give the complete common name followed in parentheses by the chemical name, e.g. 2,4-D (2,4-dichlorophenoxy acetic acid). Capitalize the first letter of trade names but avoid their use if at all possible. Use the common name throughout text. Base all concentrations on "active ingredients", or otherwise identify exact formulation used.

## **MANUSCRIPT REVIEW**

**Submission:** Original material received in correct style and format will expedite the review process. Send the original and three photocopies of the manuscript (total of four), properly assembled, to: Dr. John D. Madsen, Department of Biological Sciences, S242 Trafton Science Center, Minnesota State University, Mankato, MN 56001. Be sure to retain a copy of the manuscript and original photographs and drawings to insure against loss.

**Review Process:** Authors will be notified upon receipt of the manuscript. Manuscripts conforming to correct style and format are sent for review by three knowledgeable, skilled reviewers. Reviewers are asked to critically evaluate manuscripts as: acceptable for publication as written; acceptable after minor revisions; acceptable only following major revisions; or not acceptable for publication in the JAPM. Reviewers may ask or be asked to re-evaluate manuscripts requiring major revisions. For manuscripts requiring no more than minor revisions, prepublication processing time can be as short as two months from receipt of manuscript.

**Galley Proofs and Reprints:** Just prior to publication, the corresponding author will be sent galley proofs for correction, not revision. Retain one copy, returning the other corrected copy promptly. Delay at this point will likely result in postponement of publication. Reprint orders are due with return of the corrected proof.

## **FINAL SUBMISSION**

Upon receipt of an accepted manuscript, authors are expected to proceed with making corrections and revisions for timely submission of the final draft to the Editor. Final drafts (one original copy properly assembled) should be typed on clear unlined white bond paper, without page or line numbers printed.

All final papers should be in Windows, Windows 95, or PC-DOS WordPerfect versions, or an ASCII format. If you cannot convert files to WordPerfect format, convert files to an ASCII format. Incompatible files cannot be used, in which case we will have to process by scanning or other means. Be certain to send a hard copy of your manuscript. Discs submitted should be 3.5 inch, low or high density. Carefully protect the disc in a mailer and be sure to label it with authors' names, format (Wordperfect version or ASCII), and manuscript number. Minimize the number of files used; one is preferred.

All figures will be reproduced from the hard copy, not from discs. Figures may be reduced in size or enlarged depending upon size and space requirements of the Journal. All computer-generated figures should be printed on high quality paper for good reproduction. Use only graphics-quality printers.

Write page numbers of final hard copy in red ink or red pencil in upper right corner—do not have automatic pagination in the computer file. The final copy should not have line numbering. Mark in red ink or pencil approximate locations of tables and figures in the text in right hand margin, i.e. Fig.1, Tab.1, etc. Send disc and 1 hard copy with original figures to the Editor.

### NOTES

Short communications or reports of two printed pages, with one table or figure, are considered as Notes in the Journal. In contrast to full 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.

### PAGE AND REPRINT CHARGES

Authors are asked to help offset the cost of publication by paying a \$30 printed page charge. A general rule of thumb is that three manuscript pages are equivalent to one typeset journal page. If authors' institutions or research grants do not cover the cost of publication, the charge can be waived. Contact the Editor for further information.

Reprints are available for a nominal fee. Current reprint charges vary with length of papers and number of reprints desired. The Editor will provide a list of reprint charges and estimated page charges at the time page proofs are sent to authors. Editor will send invoices for page and reprint charges to senior author unless directed otherwise.

### AUTHOR CHECKLIST

- \_\_\_ 1. Style and format correct.
- \_\_\_ 2. Everything double spaced.
- \_\_\_ 3. Pages and lines numbered on copies for review?
- \_\_\_ 4. Assembled in correct sequence.
- \_\_\_ 5. Title properly done.
- \_\_\_ 6. Author(s) name(s) and address(es).
- \_\_\_ 7. Addresses properly footnoted with publication statement.
- \_\_\_ 8. Abstract.
- \_\_\_ 9. Properly written.
- \_\_\_ 10. Key words.
- \_\_\_ 11. Text understandably organized and written.
- \_\_\_ 12. Common and scientific names of plants and animals, chemical names, units of measurement, numbers, abbreviations handled correctly.
- \_\_\_ 13. Literature citations accurate.
- \_\_\_ 14. One table per page?
- \_\_\_ 15. Table Legends properly done.
- \_\_\_ 16. Data statistically analyzed; presented clearly, concisely.
- \_\_\_ 17. Figures: One per page. Original India ink drawing or glossy 8 by 10 prints. Authors desiring color plates will have to pay the difference in printing cost. Professional lettering. Figure captions included on a separate page.
- \_\_\_ 18. Each print or drawing identified in pencil with author(s) name(s) and figure number on back.
- \_\_\_ 19. Did you retain a copy to insure against loss?

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