

MANUSCRIPT PREPARATION GUIDE

JOURNAL OF AQUATIC PLANT MANAGEMENT

GENERAL INFORMATION

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 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 scheduled for publication 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.

Authors are encouraged to submit manuscripts electronically. If you have questions regarding electronic submission, please contact the Editor at mdnether@ufl.edu for preferred methods to electronically transfer the manuscript.

To submit your manuscript via ground mail, send one original and two copies of the manuscript to the Editor at the address at the bottom of this page. Be sure to retain a copy of the manuscript and original photographs and drawings to insure against loss.

ARTICLES PUBLISHED AS FULL-LENGTH PAPERS

Two or more reviewers selected by the Editor will review all full-length manuscripts. Reviewers for the *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.

ARTICLES PUBLISHED AS NOTES

Short communications or reports of two to three printed pages, 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

Submission: Original material received in correct style and format will expedite the review process.

Review Process: 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*.

Reviewers: A list of the reviewers for each volume of the *JAPM* will be published in the July issue of the *Journal*.

PAGE, REPRINT, 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.

Author(s) may order reprints when the *Journal* is printed. The Editor will provide a list of estimated page charges and reprint 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.

FORMAT FOR MANUSCRIPTS

Manuscripts are to be 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 all pages in upper right corner.

Do not right justify the text.

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

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 the *JAPM*.

Assemble full-length manuscripts in the following order: Title, Author(s), Abstract, Key Words, Introduction, Materials and Methods, Results and Discussion, Acknowledgments, Literature Cited, Footnotes, Tables, Figure Legends, and Figures. The Results and Discussion section may be separated if

separation aids in presentation of information; however, separate Results and Discussion sections often leads to considerable redundancy, which only adds to wordiness of the text, and needs to be avoided.

Assemble note manuscripts in the following order: Title, Author(s), Introduction, Materials and Methods, Results and Discussion, Acknowledgments, Literature Cited, Footnotes, 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): Center two lines below title, use the full name for senior author (first name, middle initial, last name), and initials for first and middle name of co-authors. Include authors' addresses on the Footnotes page.

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. When the common name of a plant is included in the title, then list the scientific name in the key word list. Likewise, include the chemical name for a herbicide.

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.

Acknowledgments: 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 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. 401 pp.

Article in an edited volume:

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

Footnotes: Place all footnotes on a separate page immediately after the Literature Cited section. The first footnote will be the address of the author(s). An e-mail address may be included for the senior author. Immediately following the last authors' address type the phrase, "Received for publication ____ and in revised form ____" (without quotation marks). Continue with additional footnotes as necessary.

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" (20cm) by 10" (25cm)), or original India ink line drawings. Lettering must be profes-

sional 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: The metric system is required; 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 × 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.

Herbicide Names: At the first mention of a herbicide or other chemical names in the Abstract or text, 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.

Reprints are available for a nominal fee. 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—Review recent issues of the Journal.
- __2. Entire manuscript double spaced. Do not right 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, concisely.
- __16. Figures: One per page.
- __17. Each print or drawing identified with author(s) name(s) and figure number written lightly in pencil on back.
- __18. Did you prepare an original and two copies of the manuscript for submission, and retain one copy to insure against loss?

For manuscript submission or for additional publication information, contact:

Michael D. Netherland
Center for Aquatic & Invasive Plants
7922 NW 71st Street
Gainesville, FL 32653
Phone: (352) 392-0335
Fax: (352) 392-3462
mdnether@ufl.edu