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Journal of Aquatic Plant Management

MANUSCRIPT PREPARATION GUIDE JOURNAL OF AQUATIC PLANT MANAGEMENT

GENERAL INFORMATION

Contributions dealing with all aspects of aquatic plant biology and ecology, vegetation 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 is in widely accessible literature, except in abstract form, and conforms to the format guide. Prior publication as an abstract needs to be footnoted and properly cited.

International contributions are welcome.

Membership in the Aquatic Plant Management Society is not a prerequisite for publication. Publication is encouraged to join the Society.

The Journal is published in January and July of each year. Manuscripts must be received by the Editor on or before the publication dates to allow sufficient time for the review process, editing, corrections, and proofing. Manuscripts received late to be considered for a particular issue will be carried over to the next issue.

Submit one original and two copies of the manuscript to the Editor at the address listed below. Retain a copy of the manuscript and original photographs and drawings to insure against loss.

Authors may submit manuscripts electronically. Prior to submissions in this manner, contact the Editor for methods to electronically transfer the manuscript.

ARTICLES PUBLISHED AS FULL-LENGTH PAPERS

All full-length manuscripts will be reviewed by two reviewers selected by the Editor. Reviewers are normally members of the Aquatic Plant Management Society who are knowledgeable in the field of the manuscript, but other scientists outside the society may be requested to review manuscripts.

ARTICLES PUBLISHED AS NOTES

Short communications or reports of two to three printed pages, with one table or figure, are published in the Journal. In contrast to full-length papers, Notes do not have abstracts or key words. Notes must have a pertinent introduction and literature cited sections. Submit Notes to the Editor in triplicate. Depending upon the subject matter, Notes are usually reviewed by the Editor and one reviewer. 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 publication.

Review Process: Authors will be notified upon receipt of the manuscript. Manuscripts are sent for review by two knowledgeable, skilled reviewers. Reviewers will recommend manuscripts as: Publish in present form; Publish after minor revisions; Publish after major revisions; or Do not publish.

review after revisions; Not acceptable for publication; or Consider publishing in :

Reviewers: A list of the reviewers for each volume of the JAPM will be published

PAGE, REPRINT, AND COLOR PRINT CHARGES

Authors are asked to help offset the cost of publication by paying a \$35 printed proof. The thumb rule is that three manuscript pages are equivalent to one typeset journal page. If grants do not cover the cost of publication, the charge can be waived. Contact the

Author(s) may order reprints when the Journal is printed. The Editor will provide 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 order for a 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 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 starts with line number 1 on the first page and continue the sequence throughout the remainder of the page.

Use active voice and first person whenever appropriate with precision, clarity, and brevity. *The Manual* is the appropriate authority for all aspects of writing and publishing in the field.

Assemble full-length manuscripts in the following order: Title, Author(s), Abstract, Materials and Methods, Results and Discussion, Acknowledgments, Literature Cited, Legends, and Figures. The Results and Discussion section may be separated if separate information; however, separate Results and Discussion sections often leads to confusion and adds to wordiness of the text, and needs to be avoided.

Assemble note manuscripts in the following order: Title, Author(s), Introduction, and Discussion, Acknowledgments, Literature Cited, Footnotes, and Table or Figure. Only one table or one figure allowed for a note.

Manuscripts that depart significantly from this preparation guide will be returned to the author.

Title: Make the title as short and informative as possible, preferably 10 words or less per page. Where possible, use common names of plants and generic names of herbicides. 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

and initials for first and middle name of co-authors. Include authors' addresses c

Abstract: Using no more than 250 words in one paragraph, succinctly state the e
Summary or conclusions sections following the discussion are unnecessary with .
abstract should be understandable and complete without reference to the manuscr

Key Words: Following the abstract, indent five spaces and italicize the *Key Wor*
to six descriptive words not contained in the title, but useful to abstracting service
of the manuscript. Do not italicize the descriptive words. When the common nam
then list the scientific name in the key word list. Likewise, include the chemical r

Introduction, Materials and Methods, Results and Discussion: Must be readal
considered for publication. Avoid footnotes unless necessary. Use headings and s
discretion.

Acknowledgments: For expressing appreciation to individuals, organizations, or
project.

Literature Cited: Authors are responsible for the accuracy of their references. L
or those "in press". Such things as personal communications, unpublished inform
and included in the text in parentheses or as footnotes. Citing references in the te
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
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

List references in alphabetical and chronological order according to t
the *CBE Style Manual*. The JAPM uses the "Name and Year" or "Ha
reference. Do not number the references when cited, or in the literatu
Examples of citations are as follows:

Journal Articles:

Gleason, H. A. 1926. The individualistic concept of the plant a
Torrey Bot. Club 34:1-20.

Bell, D. T. and C. H. Muller. 1973. Dominance of California a
grasslands by *Brassica nigra*. Am. Midl. Nat. 90:277-299.

Bowes, G. A., A. S. Holaday and W. T. Haller. 1979. Seasonal biomass, tuber density, and photosynthetic metabolism of hydrophytes in 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: F. Vollenweider (ed.). IBP Handbook No 12: A manual on methods for measuring primary production in aquatic environments*. Blackwell Publications, Oxford.

Report:

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

Footnotes: Place all footnotes on a separate page immediately after the text section. The first footnote will be the address of the author(s). An e-mail address is included for the senior author. Immediately following the last author's name, phrase, "Received for publication ____ and in revised form ____" (with dates in parentheses). Continue with additional footnotes as necessary.

Tables: One per page, numbered with Arabic numerals in order of reference. Table Legends should contain complete sentences descriptive of table content. Data needs to be statistically analyzed where appropriate.

Captions for Figures: Written on a separate page entitled **List of Figures**. 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 prints (8" (20cm) by 10" (25cm)), or original India ink line drawings of professional quality with fonts of sufficient size so that if the figure is reduced it will be readable. Do not send color prints for black and white reproduction, which is usually of poor quality. Allow a 1" margin around the entire edge of each print or drawing. Write lightly in pencil the figure number and name on the back of each print or drawing.

Units for Measurements: The metric system is required; but English units and measurements in parentheses are acceptable in some instances. Use only Arabic numerals for all numbers with two or more digits, and for all measurements of weight, degrees, etc. except when the number is the first word of a sentence. Use numbers of less than 10 that are not measurements unless in a series. Use 50 by 30 rather than 50 x 30, and 2 to 4 rather than 2.0 to 4.0. Do not report non-significant decimal places.

Abbreviations: Unless commonly used in scientific publications do adequate definition, i.e. Journal of Aquatic Plant Management (JAPM) period after abbreviations in the text unless its omission might be cor

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

Herbicide Names: At the first mention of a herbicide or other chemical Abstract or text, give the complete common name followed in parentheses by the parent name, e.g. 2,4-D (2,4-dichlorophenoxy acetic acid). Capitalize the first names but avoid their use if at all possible. Use the common name throughout concentrations on "active ingredients", or otherwise identify exact fo

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AUTHOR CHECKLIST

- 1. Style and format correct - Review recent issues of the Journal
- 2. Entire manuscript double spaced. **Do not right justify right**
- 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 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 units of measurement, numbers, and abbreviations handled correctly
- 12. Literature citations accurate and match those included in
- 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) number written lightly in pencil on back.
- 18. Did you prepare an original and two copies of the manuscript submission, and retain one copy to insure against loss?

For manuscript submission or for additional publication information,

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