

Environmental Conservation

TWO VERSIONS OF THE INSTRUCTIONS ARE GIVEN HERE, THE FIRST BEING THAT PUBLISHED IN THE JOURNAL, AND THE SECOND BEING A MORE DETAILED VERSION FOR THOSE WHO REQUIRE MORE CAREFUL GUIDANCE

Environmental Conservation is an international quarterly journal which welcomes:

- subject reviews (normally <12 000 words),
- research papers (up to 10 000 words; <4000 for rapid processing-see below),
- comments (<1000 words),
- meeting reports (<750 words), and
- book reviews (<750 words),

relevant to scientifically-based management of the Earth's environment. The main criteria for acceptance of subject reviews and research papers are originality, scientific rigour, comprehensiveness, appeal to a wide readership, and acceptability of style. Research papers may be in the form of experimental, monitoring or other quantitative studies; case histories are also acceptable. Submission of material implies that it is original, has not been published in more than abstract form, is not being considered for publication elsewhere, that, if published, copyright will be vested in the Foundation for Environmental Conservation, that any regulations or obligations pertaining to acquisition and dissemination of the data have been complied with, and that the underlying work has been conducted in an environmentally and socially responsible manner. Research papers and subject reviews will be stringently refereed, and actively edited where necessary. It is the journal's policy to look primarily to specialists with a substantial record of publishing original materials in the subject concerned to referee papers which the Editor considers to be appropriate in style and content for review.

Initial presentation of typescripts

Typescripts (no diskette version at this stage) must be double-spaced with wide margins, in good English (spelling to follow *The Concise Oxford Dictionary*, 10th Edition or later) and four copies must be submitted, together with one set of originals of any illustrations in hard copy. Please type one wordspace between words consistently throughout the paper; do not use a double wordspace at the end of sentences. Submissions are to be sent directly to the Editor, who will normally acknowledge receipt. The Editor will, upon request, provide a cost estimate for improving the English of a text. A case for rapid processing of a paper should be made at submission and assumes appropriate length and style.

The first page must include in the following order the title, name(s) of author(s), address(es), a suggested running head, contact information for quick communication with the corresponding author (telephone, facsimile, and e-mail if used) and a word count. It is assumed that contact details are publishable, unless the author at submission expressly asks that they are not to be.

The second page should contain a summary (5% of the paper's word count) which, independently of the main text, succinctly expresses the purpose, methods, results and implications of the study; and six keyword entries. A research paper will normally have such sections as: Introduction, Methods (details of study area, analyses, sources of data), Results, Discussion, Acknowledgments and References, which should accordingly be so ordered. A subject review should have sections appropriate to the topic addressed, but any methods and sources should preferably be detailed in a separate section.

Text styles

A recent issue of Environmental Conservation from Volume 25 onwards will give examples of most items of stylization. All References must be cited in the text, with three or more authors being represented as '*et al.*'. Where a Reference is not to a recognized periodical or substantive book, but rather to e.g. an official document, internal technical or consultancy report, greater flexibility may be exercised.

Submitted and otherwise unpublished papers should be mentioned in the text only (e.g. 'N.J.P. Owens, unpublished data 1997', or 'A.H. Westing, personal communication 1997'). The chief criterion for correct referencing is that a reader be provided with the information necessary to find the item cited. References should also be given to international treaties (UNTS number). Unnecessary references should be omitted. Within references, the author initials should not have spaces between them.

Figures and Tables

There should be no duplication of data amongst text, Figures and Tables. All Figures and Tables must be referred to in the text using Arabic numerals in order of use. Figures must be identified on the back with the first author's name and Figure number. Figures must be succinct, clear, necessary and ready as appropriate for reduction to one (84mm) or two column (175mm) width. Maps must bear scales and photographs should include some indication of scale. Figures must be simple, avoiding lines, symbols and gradations of shading that will be scarcely differentiated in the printed version. Colour illustrations are acceptable if they significantly enhance the text, but authors will be charged for their publication. Figure legends should be listed together but separately from the Figures. Tables should be presented one per page complete with headings.

Figure legends and Table headings should be comprehensive and incorporate any statistical, scale, key, symbol and other reference details necessary for understanding the information involved (see CBE Manual cited above).

Resubmission of revised typescripts

Authors can expect normally to have their paper returned to them, with comments of both referees and the Editor. If authors are to be away from their correspondence address during the ten weeks after acceptance, they must have arrangements in place for queries from the copyeditor to be addressed promptly, and the proofs to be carefully read and swiftly returned.

A single revised typescript should be submitted, accompanied by a letter detailing how substantive points raised have now been addressed and by IBM-compatible file(s) on diskette(s) labelled with details of machine, operating system and word-processing software used. The preferred formats are Microsoft Word for text, and .tif or .eps for any figures saved electronically. If the fonts are embedded in any files supplied for figures, please indicate what fonts have been used.

Acceptance of a paper for publication in Environmental Conservation will normally be confirmed when any outstanding points have been clarified with the Editor, and a copyright transfer form will then be issued for the author(s) to sign.

Proofs and offprints

Corresponding authors of subject reviews and research papers will receive 25 free offprints. Proofs and offprint order forms will be sent to corresponding authors of subject reviews, research papers and comments/editorials. Only typographical errors should normally be corrected at proof stage. Any substantial alterations of content for other reasons must be referred to the Editor.

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Aims and Scope

- subject reviews (normally <12 000 words),
- research papers (up to 10 000 words; < 4000 for rapid processing-see below),
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relevant to scientifically-based management of the Earth's environment. The main criteria for acceptance of subject reviews and research papers are originality, scientific rigour, comprehensiveness, appeal to a wide readership, and acceptability of style. Research papers may be in the form of experimental, monitoring or other quantitative studies; case histories are also acceptable. Submission of material implies that it is original, has not been published in more than abstract form, is not being considered for publication elsewhere, that, if published, copyright will be vested in the Foundation for Environmental Conservation, that any regulations or obligations pertaining to acquisition and dissemination of the data have been complied with, and that the underlying work has been conducted in an environmentally and socially responsible manner. Research papers and subject reviews will be stringently refereed, and actively edited where necessary. It is the journal's policy to look primarily to specialists with a substantial record of publishing original materials in the subject concerned to referee papers which the Editor considers to be appropriate in style and content for review.

Summary of requirements for submitted papers

Typescripts (no diskette version at first submission) must be **double-spaced** with wide margins, in English (spelling to follow *The Concise Oxford Dictionary*, 10th Edition, 1995, ISBN 0-19-861319-9 or later) and **four copies** must be submitted, together with one set of high-quality originals of any illustrations. All pages must be numbered. Submissions are to be by regular post directly to the Editor, who will normally acknowledge receipt, but cannot be held responsible for safety in transit. The Editor will, upon request, provide a cost estimate for improving the English of a text and restyling it as necessary. A case for rapid processing of a paper should be made at submission and assumes appropriate length and style - the Editor's decision on whether such processing is necessary is final.

The first, or title, page must include, in the following order, the **title**, **name(s) of author(s)**, **address(es)**, an abbreviated **running title**, contact information for **quick communication** with the corresponding author (telephone, facsimile, and preferably email but only if used frequently) and a **word count**. It is assumed that contact details are publishable, unless the author at submission expressly asks that they are not to be. The second page must include a **summary** $\leq 5\%$ of the paper's word count, which is intelligible without reference to the main text, and succinctly expresses the purpose, methods, findings, approach and implications of the study. To facilitate computerized literature searches, authors are asked to provide up to six relevant **keywords**, which should be placed after the summary.

A research paper will normally have such sections as: **Introduction**, **Methods** (details of study area, analyses, sources of data), **Results**, **Discussion**, **Acknowledgments** and **References**, which should accordingly be so ordered. A subject review should have sections appropriate to the topic addressed, but any methods and sources should preferably be detailed in a separate section.

SI units should be used. **Abbreviations** are generally in upper case, without stops. Tables should be typed on separate sheets using generous spacing, and should be placed after the main text; avoid long descriptive headings.

Detailed information

Administrative procedure

Following submission of the manuscript to the Editorial Office all correspondence, up to the stage of acceptance, will be dealt with by the Editor and his assistants. Authors are welcome to suggest the names of three or four referees to whom the Editor might submit the paper for review. After acceptance, all matters relating to printing are dealt with by the copy-editor and publishers. If authors are to be away from their correspondence address during the ten weeks after acceptance, they must have arrangements in place for queries from the copyeditor to be addressed promptly, and the proofs to be carefully read and swiftly returned.

The date of receipt of each paper is published, and is the date on which the typescript is first received by the Editorial Office. If papers are submitted without providing all the information in the form requested in these instructions, they will not be given editorial consideration until all the information has been provided; the date of receipt will then refer to the date when a complete submission is received. For papers delayed in revision for an excessive period (such as six months), the date published will then generally refer to the receipt of the revised version.

Resubmission of revised typescripts

Authors can expect normally to have their paper returned to them, with comments of both referees and the Editor. If authors are to be away from their correspondence address during the ten weeks after acceptance, they must have arrangements in place for queries from the copyeditor to be addressed promptly, and the proofs to be carefully read and swiftly returned.

A single revised typescript should be submitted, accompanied by a letter detailing how substantive points raised have now been addressed and by IBM-compatible file(s) on diskette(s) labelled with details of machine, operating system and word-processing software used. The preferred formats are Microsoft Word for text, and .tif or .eps for any figures saved electronically. If the fonts are embedded in any files supplied for figures, please indicate what fonts have been used. Acceptance of a paper for publication in Environmental Conservation will normally be confirmed when any outstanding points have been clarified with the Editor, and a copyright transfer form will then be issued for the author(s) to sign.

Proofs and offprints

Corresponding authors of subject reviews and research papers will receive 25 free offprints. Proofs and offprint order forms will be sent to corresponding authors of subject reviews, research papers and comments/editorials. Only typographical errors should normally be corrected at proof stage. Any substantial alterations of content for other reasons must be referred to the Editor.

Copyright

Should a manuscript be accepted for publication the submitting author will be sent a form assigning copyright to the Foundation for Environmental Conservation.

It should be understood that when quoting from published work, the author should ensure that they are not infringing copyright. The author should obtain permission from the holder of the copyright if tables, plates, other illustrations or text are to be reproduced, and also acknowledge the source of the material.

Preparation of manuscripts

General information

There is no specific limit to the length of a scientific paper, provided that it is written concisely and that the text and illustrations are relevant to the title of the paper and the ideas expressed in it. In general, the paper should not exceed 30 pages of typescript and tables. Authors are reminded that the acceptance of a paper may be affected by faulty English. Authors whose mother tongue is not English may find it useful to let an English-speaking colleague comment on the manuscript prior to submission. The Editorial Office can arrange for English improvement for accepted manuscripts, but may levy a charge where substantial work is required.

A recent issue of the journal from Volume 25 onwards should be consulted for style. Units, symbols and related matters are based on the CBE Manual *Scientific Style and Format* (6th Edition, 1994, ISBN 0-521-47154-0).

Organization

Typescripts (no diskette version at this stage) must be double-spaced with wide margins, in good English (spelling to follow The Concise Oxford Dictionary, 10th Edition or later) and four copies must be submitted, together with one set of originals of any illustrations in hard copy. Please type one wordspace between words consistently throughout the paper; do not use a double wordspace at the end of sentences. Submissions are to be sent directly to the Editor, who will normally acknowledge receipt. The Editor will, upon request, provide a cost estimate for improving the English of a text. A case for rapid processing of a paper should be made at submission and assumes appropriate length and style.

The first page should contain a title, the name(s) of author(s) and address(es), an abbreviated running title (not more than 50 letters) and correspondence details. The title should be written in upper and lower case letters as appropriate. Authors' names should be in block capitals and given in full (initials first, or if preferred one forename, and surname last). Addresses should be given in full, including postcodes/zipcodes and country. Where there are several authors from more than one address, addresses should be keyed to the relevant author's names using superscript numbers after each name. Indication should be made of the author to whom proofs should be sent and of the address to be used.

Correspondence details will be published as a footnote, and should include the corresponding authors' title, first and last names, and telephone number, fax number and email address where appropriate. Authors may suggest up to six keywords. Please choose these with care, as they will be used by abstracting services and computerized literature search programmes.

The second page should contain a summary. The summary should contain no citations/references and directly address the context, purpose, method(s) and approach, results and conclusions of the paper. Avoid phrases such as 'are described', 'will be discussed', etc.; there must be a background suitable for an international readership.

The main text should begin on page three. It should be as concise as possible, and should concentrate on the scientific questions. The difference between fact and inference should be made clear; results and discussion should be contained in separate sections.

The text may be divided using up to three orders of heading only, thus:

Materials and methods

Description of specimens

Specimen 1

Set all paragraphs against the margin. Leave one line between each paragraph and two lines between each major section.

References

References in the text should be cited as follows:

Since it was first described by Polunin (1996)...
A theory has been developed (Polunin 1997)...

For works with two authors, cite as Polunin and Wilson (1996) or (Polunin & Wilson 1996); where there are more than two authors, cite as Polunin *et al.* (1996) or (Polunin *et al.* 1996).

Two or more references are separated by semicolons and appear in chronological order. Where an author, or the same group of authors, has written more than one paper in the same year, these should be distinguished by the letters *a*, *b*, *c*, etc., in the order in which they are mentioned in the text. Do not use such terms as *Op. cit.* or *Ibid.*

The list of references should begin on a new page. All authors and the full title of the paper or book should be quoted. Journal titles should be given in full. The series (where appropriate), volume number, and first and last pages of the articles should be given.

Book titles should be followed by the editor(s) (where appropriate), place of publication and publisher.

References should be set out as follows:

van der Voet, E., Kleijn, R. & de Haes U. (1996) Nitrogen pollution in the European Union - origin and proposed solutions. *Environmental Conservation* **23**: 120-132.

Myers, N. (1995) Tropical deforestation: population, poverty and biodiversity. In: *The Economics and Ecology of Biodiversity Decline: the Forces Driving Global Change*, ed. T.M. Swanson, pp. 111-22. Cambridge, UK: Cambridge University Press.

Please pay particular attention to the punctuation. Within references, the author initials should not have spaces between them.

Where a reference is not to a recognized periodical or substantive book, but rather to e.g. an official document, internal technical or consultancy report, greater flexibility may be exercised (consult recent issues for examples). Submitted and otherwise unpublished papers should be mentioned in the text only (e.g. 'N. Polunin & N. Owens, unpublished data 1997', or 'A. H. Westing, personal communication 1997').

Authors must remember that the chief criterion for correct referencing is that a reader be provided with the information necessary to find the item cited. References should also be given to international treaties (UNTS number). Unnecessary references should be omitted. A lengthy reference list is not necessarily an indication of a good paper.

References to material available on the World Wide Web can be given, but only if the information is available on an official site and without charge to readers. The format for citations is as follows:

Beckleheimer, J. (1994) How do you cite URLs in a bibliography? [WWW document]. URL <http://www.nrlssc.navy.mil/meta/bibliography.html>

References should be listed in alphabetical order and in date order for a series of papers by the same author(s). In the case of varying combinations of a group of authors, alphabetical order takes precedence over date order; groups of two authors come before groups of three, etc.

The accuracy and completeness of the references are the responsibility of the author and close attention should be paid to the accuracy of the references within the text. It is impossible for an editor to correct a set of badly prepared references. Authors are warned that such references will be returned to them for correction, with a consequent delay in publication.

Illustrations

These may be line drawings or photographs and all should be referred to consecutively in the text as Fig. 1 etc. Each figure must be on a separate page and clearly identified on the back with the author's name, short title of the manuscript and figure number. The position of each should be indicated in the margin of the text. Compound figures should have a general title followed by a description of each part, with component parts of the figure labelled (a), (b), (c) etc. Captions for figures, which should be self-explanatory, must be typed, double spaced, on a separate page and must not contain details of results. These should make the figure comprehensible without reference to the text and must incorporate any statistical, scale, key, symbol and other reference details necessary for understanding the information involved (see CBE Manual cited above). Titles should be succinct and informative and written in upper and lower case, thus: Figure 1 Diagrammatic Map of the United Kingdom.

Regardless of the final size of the figure, the copies submitted should either be printed on, or attached to, sheets or thin cards the same size as the rest of the manuscript as small figures can be lost and large ones damaged.

Line drawings: should be provided as clear sharp original drawings, good glossy prints or good-quality laser-printed diagrams; photocopies and dot-matrix printed figures are generally unacceptable. They should be as simple as possible and many computer-generated figures, for example 3-dimensional graphs, with fine lines, gradations of stippling and unusual symbols, cannot be reproduced satisfactorily when reduced. Faint and grey shading or stippling will be lost upon reproduction and should be avoided. Where various shadings are used within one figure please ensure that it is easy to differentiate between them.

Ideally, Figures should be submitted the same size as they are to appear in the printed paper and whenever possible should be of the following widths: 84mm, 116mm or 175mm. They should not be larger than twice the final size and in no circumstances should exceed 175 x 225 mm. The axes of graphs should be carefully chosen so as to occupy the space available to the best advantage. When reduced, the drawing should fit into either one (84 mm) or two (175 mm) columns, preferably the former. Lines should be bold enough to stand reduction.

Preferred symbols are open and filled circles, boxes and triangles, and these should be used consistently. Lettering should be kept to a minimum and should be self-explanatory and unambiguous and of sufficiently high quality and size to be clearly visible after reduction to final size. Lettering of all figures within the manuscript should be preferably be of uniform style. Maps must bear scales and photographs should include some indication of scale.

Photographs: should be high quality prints, and should be the same size as they will appear in the journal and should be selected to fit neatly into one column (83 mm) or two columns (172 mm). Photographs should be labelled and numbered as for line drawings. For microscopical preparations, scale bars with appropriate units (e.g. 50 micrometers) must be provided; statements of magnification are not acceptable. Any labels and scale-lines should be accurately indicated on a photocopy of the photograph.

Colour illustrations: are acceptable if they significantly enhance the text, and provided that they are of a very high quality. However, they are expensive to reproduce and the cost must be met by the author(s) (ca. US\$ 1100 per plate in 1999) and a binding agreement to meet the costs will be required before the manuscript can be accepted for publication. For colour figures, the instructions for the preparation of photographs should be followed.

Original illustrations should not be sent until the paper has been accepted and will only be returned on request.

Neither editorial assistants or the publishers will redraw figures; poor-quality figures will be returned to the authors for redrawing.

Tables

Each Table should be presented on a separate sheet together with its heading, and must be capable of fitting onto a single printed page or less. Under no circumstances will fold-outs be permitted. The same data must not be reproduced in both tabular and graphical form. Vertical rules must not be used.

As with Figure legends, the titles of Tables should be written in upper and lower case and should be comprehensible without reference to the text, incorporating any statistical, scale, key, symbol and other reference details necessary for understanding the information involved.

Equations and Formulae

Define all symbols the first time that they are used in the text. Beware of the possible confusion between similar symbols, e.g. the letter O and number zero, or Greek nu and Roman v. Authors presenting equations are advised to use software available for the purpose. Formulae and equations should be hand-written on an additional sheet of paper if suitable word processing facilities are not available. A clearly written equation is far more helpful than a badly typed one. Specify the number of an equation, referred to in the text, between parentheses at the right hand margin.

Boldface symbols, e.g. vectors, should be indicated clearly.

Abbreviations and units

Acronyms and other abbreviations are generally in upper case, without stops, e.g. FAO, UNCLOS, WWF, and may only be used after an initial identification. SI units and their standard abbreviations should be used for all measurements of physical quantities. Where it is necessary to quote imperial or other units they should be followed by their SI equivalent in brackets. Authors should endeavour to be consistent in their use of units. All currencies should at first mention have a US\$ exchange rate (e.g. '£1 = US\$1.65, January 1999).

Scientific names and foreign words

Common names of organisms should at first mention be accompanied by their full scientific names based on authoritative texts. Scientific names of genera, species and subspecies, but not of higher groups, words foreign to the English language and others suitable for italicization should be underlined, even if typed in actual italics. Foreign words should be italicized at their first mention, where they also must be defined and explained, but thereafter may be written in normal typeface.

Other general points

Points listed for emphasis should be given as 'bullet' points (as exemplified above), unless specific numbering or lettering is essential. Foot notes will not be used. Year of signing, or other details of current status, must be given for international treaties and legal instruments.

Any further queries concerning publication should be addressed to:

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