

## INSTRUCTIONS TO AUTHORS

### STYLE OF ARTICLES

The *Australasian Journal of Ecotoxicology* publishes a range of articles including **Original Research Papers, Short Communications, Review Papers, Commentaries** and **Letters to the Editor**.

**Original Research Papers:** Authors should keep manuscript size for original research papers to less than 12 journal pages, including figures and tables, equivalent to around 8,000 words. Each paper must include an abstract, which should be no more than 300 words.

**Short Communications:** Authors should keep manuscript size for short communications to less than 6 journal pages, including figures and tables, equivalent to around 4,000 words. Each manuscript must include an abstract, which should be no more than 150 words, and need not be divided into sub-sections as for original research papers. Short communications should describe short, complete, original studies or first-time reports on a relevant ecotoxicological topic.

**Review Papers:** Review papers should provide a critical, evidence-based assessment of a focussed topic that is relevant to the field of ecotoxicology. Please contact Editor-In-Chief for approval of a specific topic prior to submission. Authors should keep manuscript size for review papers to less than 24 journal pages, including figures and tables, equivalent to around 16,000 words. Each paper must include an abstract, which should be no more than 400 words.

**Commentaries:** Invited or unsolicited papers that may address virtually any important topic in ecotoxicology. Commentaries should be well-focussed, scholarly, and clearly presented, with a manuscript size less than 3 journal pages, including figures and tables, equivalent to around 2,000 words.

**Letter to the Editor:** Letters that discuss a recent *AJE* paper will have the best chance of acceptance if they are received within 8 weeks of the article's publication. Such letters should not exceed 400 words of text and 5 references.

### SUBMISSION OF MANUSCRIPTS

Manuscripts should meet the following criteria: material is original; writing is clear; study methods are appropriate; the data are valid; conclusions are reasonable and supported by the data; information is important; and topic has general ecotoxicological interest. Please consult the section on Preparation of Manuscripts below.

Manuscripts are considered with the understanding that they have not been published previously in print or electronic format and are not under consideration by another publication or electronic medium. It is assumed that the submission of a manuscript has been approved by all authors and the institution(s) where the work was carried out. Written authorisation may be requested at the editors' discretion. The responsibility for the contents of a manuscript rests with the authors. **Submission of a paper to the *Australasian Journal of Ecotoxicology* implies the transfer of copyright from the author to the publisher.**

Manuscripts can be sent either as email attachments or as hard copies to either of the addresses below. Include a cover letter and complete contact information for the corresponding author: address, telephone and facsimile number, and email address. Microsoft Word format is preferred for text and tables. Figures should be sent as separate documents, both as Word documents and as PDF files. If sending hard copies, please send the **original and two copies** of the manuscript and illustrative material; figures and photographs should be submitted as photo quality material on good quality paper. **There are no page charges.**

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A confirmation of receipt of a manuscript will be sent to the author for correspondence. Each paper will be reviewed by at least two experts in the field. After review and acceptance process, the corresponding author will be asked to send a revised version of the manuscript in an electronic format for type-setting. When available, proofs will be sent to the corresponding author as a PDF file for checking; a short time-limit will be placed on return of proofs. Authors will be charged for changes to the paper (apart from typesetting errors) in excess of 10% of the cost of composition. The final version of the paper will be supplied as a PDF file to the corresponding author after printing.

## PREPARATION OF MANUSCRIPTS

### General presentation

All manuscripts must be written in English. Contributions must conform to the accepted standards of English style and usage at the time they are submitted. The CBE Style Manual (5th Edition) available from the Council of Biology Editors is generally recommended for details of style not specifically addressed in the Instructions for Authors, with the exception of references. Standard metric units should be used throughout. Maintaining a consistent style throughout is most important.

Text and tables are to be **double spaced** with an A4 format (29.7 x 20.9 cm). Hardcopies are to be printed on one side of standard A4 bond paper with 2.5 cm margins on all sides of the page. Times New Roman is the preferred typeface at 12 point size. Keep formatting to a minimum, including section headings and footnotes; do not bold headings. For all other aspects of formatting please consult the latest issue of the Journal.

Please restrict italics to scientific names, foreign words and to appropriate parts of references. Do not indent and do not artificially split words with hyphens. Number all pages of the manuscript (either electronically or in soft pencil, at the bottom of each page). It is desirable to put numbers on every 5th line to assist reviewers - this can be done either electronically or with a soft pencil.

### Layout

#### Page 1

To assist with the anonymous refereeing process, a separate title page should include full title, author(s), and organisation(s). Please include name, postal address, email address and telephone/facsimile numbers of the author to whom page proofs and correspondence should be sent. New addresses should appear at the bottom of the page. Titles of articles should be informative and short, not more than 13 words or 75 characters (longer titles will be shortened by the editor). Do not include the authority for taxonomic names in the title or in the Abstract.

#### Page 2

A running head not longer than 40 characters and spaces should be provided at the top of this page, followed by the Abstract (for length see Style of Articles, above) and key words (five only).

#### Page 3 onwards

Introduction; Materials and Methods; Results; Discussion (combined with Results, if appropriate - especially for short communications); Conclusions; Acknowledgements (including grant support if applicable); References; Tables and Figures (each on a separate page with separate pages for legends); and Appendices. Keep formatting to a minimum and do not split text into columns.

### References

A list of references should be presented in alphabetical order at the end of the paper using the styles indicated below. Journal titles and titles of books and other publications should be in italics; journal titles should be given in full.

- Books:** Boulton AJ and Brock MA. 1999. *Australian Freshwater Ecology: Processes and Management*. Gleneagles Publishing, Glen Osmond, Australia.
- Hayes WJ and Laws ER (Eds). 1991. *Handbook of Pesticide Toxicology. Vol 1. General Principles*. Academic Press Inc, San Diego, USA. 307 pp.
- Baird DG, Brock TCM, de Ruiter PC, Boxall ABA, Culp JM, Eldridge P, Hommen U, Jak RG, Kidd KA and Dewitt T. 2001. The food web approach in the environmental management of toxic substances. In *Ecological Variability: Separating Anthropogenic from Natural Causes of Ecosystem Impairment*. Baird DG and Burton GA (Eds), SETAC Press, Pensacola, USA. pp. 83-122.
- Journals:** Cima F and Ballarin L. 2000. Tributyltin induces cytoskeletal alterations in the colonial ascidian *Botryllus schlosseri* phagocytes via interaction with calmodulin. *Aquatic Toxicology* **48**, 419-429.
- van Dam RA, Camilleri C, Turley C, Binet MT and Stauber JL. 2004. Chronic toxicity of the herbicide tebuthiuron to the tropical green alga *Chlorella* sp. and the duckweed *Lemna aequinoctialis*. *Australasian Journal of Ecotoxicology* **10**, 97-104.
- Theses:** Hose GC. 2000. *The Effect of Endosulfan on Macroinvertebrate Communities in Artificial Streams*. PhD thesis. University of Technology, Sydney, Australia. 220 pp.

**Reports:** Padovan A. 1992. *Isolation and Culture of Five Species of Freshwater Algae from the Alligator Rivers Region, Northern Territory*. Technical Memorandum 37, Supervising Scientist for the Alligator Rivers Region, Canberra, ACT, Australia. 38 pp.

UNEP. 1998. *Chemicals in the European Environment: Low Doses, High Stakes?* European Environment Agency and United Nations Environment Program Annual Message 2 on the State of Europe's Environment, Copenhagen, Denmark. 50 pp.

**Proceedings:** Wong THF and Somes NLG. 1997. The contribution of stormwater wetlands and swales to urban catchment management. In *Proceedings, 24<sup>th</sup> Hydrology and Water Resources Symposium*, Auckland, New Zealand, 24-28 November. Smaill A (Ed). New Zealand Water and Wastes Association Inc, Auckland, NZ. pp. 89-94.

**Software :** Statsoft. 1999. *Statistica for Windows*. Version 5.5, 99 edition. Statsoft, Oklahoma, USA.

Unpublished data and articles in preparation are not acceptable in the References. Personal communications should be placed in parentheses in the text, eg (PA Chang *pers. comm.* 2002). Verify all personal communications with the source of the information and obtain approval for use of the author's name. An article should not be referred to as "in press" unless it has been accepted for publication in a specific journal, and then should be listed in the reference list.

References within the text should be cited thus: Smith (2001) or (Smith 2001); two authors, Jones and Wong (1999) or (Jones and Wong 1999); three or more authors, Smith et al. (2000) or (Smith et al. 2000). References to papers by the same author(s) in the same year are distinguished in the text and reference list by the letters a, b etc. Multiple citations in the text are to be listed in chronological order and separated by semicolons.

### Tables

Tables should be numbered consecutively with Arabic numerals, corresponding to their first appearance in the text. Table legends should be typed double-spaced on a separate sheet from the actual tables. Tables should be typed (each on a separate sheet) with double spacing, and with only horizontal lines above and below column headings and at the bottom of the table; do not use vertical lines; horizontal line width should be 0.5 point size. They should be in table format, NOT as tabbed text as the latter complicates typesetting. Additional explanations should be included as footnotes (identified with a, b, c, etc) below the table (letters within the table are as superscripts).

### Figures

Figures and associated lettering must be complete and of professional quality and should be in well-contrasting black-and-white, suitable for high quality reproduction. Half-tone illustrations should be submitted as black-and-white laser prints on high quality paper, showing as much contrast as possible. Where necessary, a size scale should be put on the actual figure. As figures are very likely be **reduced for reproduction**, all lines and lettering used should not be thinner than **0.5** point size. If the quality of the figures submitted initially was not sufficiently good for reproduction, the corresponding author will be asked to supply, with the revised manuscript, a high quality hard copy suitable for scanning, or an electronic version of the figures, in a tif format or as a pdf file.

All figures should be clearly marked on the reverse side with the number, orientation, if necessary, and author(s) name: use a soft pencil or felt-tipped pen for photographs. The cost of colour illustrations must be borne by the author(s). Figures legends should be numbered consecutively with Arabic numerals, corresponding to their first appearance in the text, and should be typed double-spaced on a separate sheet.

### Footnotes

Avoid text footnotes wherever possible. Text footnotes should be indicated by superscript numbers and table footnotes by superscript letters. Text footnotes should be typed on a separate sheet and table footnotes directly underneath the table.

### Abbreviations

Abbreviations of unwieldy chemical names may be used as a convenience. Generally, only well-known abbreviations or acronyms should be used: ATP, DNA. Standard chemical symbols (Ca, NaOH) and abbreviations for units of measure may be used without definition. **Abbreviations should be punctuated in accordance with accepted style usage**, thus, 'e.g.', not 'eg' and 'et al.' not 'et al', but 'h' not 'h.' and 'min' not 'min.'. Spell out abbreviations and symbols that begin a sentence. Do not use abbreviations in the title and abstract, other than standard ones for international usage. Type 'LC50' or 'EC50' in the same line, preferably not with the '50' subscripted. Use generic names of chemicals where possible. Proprietary names and trademarks should appear only to initially identify the chemical. Define other abbreviations in parentheses when first used.

### Numbers

Spell out all numbers or fractions that begin a sentence, or rephrase the sentence to avoid beginning with a numeral. In the text, do not use a hyphen to replace the preposition 'to' between numerals, eg 12 to 25 min. A hyphen may be used in tables, figures, graphs, and in parentheses. Write out numerals one through to nine (thereafter use numerals), except with units of measure. Metric system is to be used throughout. Units as either eg mg L<sup>-1</sup> or mg/L are acceptable as long as internally consistent.

### **Scientific names**

All scientific names should be given in italics. An organism should be referred to in the Abstract by its genus and species name, but in the Introduction the complete scientific name (genus, species, authority etc.) should be given at the first mention. (Algae and micro-organisms should be identified by a collection number or similar.) In subsequent references, the generic names may be abbreviated to the initials.

### **Nomenclature**

Use the recommended nomenclature (for biochemicals, IUPAC-IUB Commission on Biochemical Nomenclature; for chemicals, IUPAC Rules of Chemical Nomenclature; for enzymes, IUBMB Nomenclature and Classification of Enzymes and EC number) at the first mention of the common name.

### **Use of animals in research**

Papers describing research with animals should include a clause to indicate that animals have been used in accordance with local animal ethics requirements, codes of practice and legislation.

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