

# **Journal of Hazardous Substance Research**

## **Author's Style Guide**

**Contact: Wendy Griswold, Great Plains/Rocky Mountain Hazardous Substance Research Center, 101 Ward Hall, Manhattan, KS 66506; Phone: (785)749-8498; Fax: (785)532-5985. Email: grizmart@swbell.net**

### **Scope**

The editors will consider for publication original articles and reviews that deal with all aspects of hazardous substance research. These include remediation of contaminated soil, sediments, groundwater, stabilization and reclamation of mine lands, hazardous substance management, pollution prevention, environmental fate and transport, risk management, site assessment, analytical methods, innovative technologies, toxicology, ecotoxicology, geochemistry, hydrogeology, transformation processes, separation processes, and agricultural chemical management. Basic and applied manuscripts which include new theory, models, methods, and/or experimental results will be considered.

### **Editorial Policy and Copyright**

Manuscripts submitted for publication in the Journal of Hazardous Substance Research must represent original research or an original review. All authors are responsible for the complete contents of their submission. A copyright transfer agreement will be executed; it is the authors' responsibility to obtain written permission from the copyright owner for reproduction of figures, tables, or text from published work. The copyright owner is usually the publisher of the journal or book.

### **Title and Authors**

- Begin with the title in all capital letters and bold-faced, flush left.
- Next, list the author or authors (normal type face).
- Below the author(s), in italics, list each author's research address, phone number, and fax number. Use superscript numbers to link each author to his or her address information, if these are different for the different authors.

### **Title**

Use a concise, informative title. Author names and information should follow as shown. Addresses that differ at the time of publication should be stated in a footnote.

**See the example below:**

#### **RESEARCH TOPICS FOR THE NEW MILLENIUM**

<sup>1</sup>T.J. Rodgers and <sup>2</sup>M.N. Martin

<sup>1</sup>*Chemistry Department, Burt Hall, University of Kansas, Lawrence, KS 66785; Phone: (785)567-4563; Fax: (785)567-3421.* <sup>2</sup>*National Environmental Services, 7485 O Street, Lincoln, NE 09764; Phone: (402)761-9834; Fax: (402)761-5471.*

## **Abstract**

Include an abstract of 200 words or less. Give a factual account of the contents and conclusions of the paper. Indicate any new information presented and its relevance to the topic. Use complete sentences and do not use jargon. Use only common abbreviations as listed in Table 1.

**Key words:** Include a list of three to five key words.

## **Preparation of New Manuscripts**

### *General*

Four hard copies of the manuscript and a disk copy should be submitted, along with the submission form on page six of this guide. The hard copies should be double-spaced on 8.5" X 11" pages on one side only. The double spacing greatly facilitates editorial processing. Allow 1" top and bottom margins and 1 1/4" side margins. Use one of the common typefaces set at 10 to 12 pitch (pica or elite). All manuscripts must be submitted in English. Include electronic files for all images using a common graphic file format such as .tif, .gif, or .jpg. Include high quality images, ready for scanning or photocopying for all elements-text, figures, and tables. Each table and figure should be placed on a separate page. Submissions which include appendices with video, audio, or other multimedia content should be submitted as PDF files; four copies should be submitted. Instructions sufficient to enable reviewers to view the appendix material should be included with the paper manuscript.

Disk copies of the manuscript must be formatted for MS-DOS (rather than Macintosh). Authors should consider using Microsoft Word for Windows, version 6.0 or later, or WordPerfect, version 5.1 or later. Documents may also be submitted as ASCII text, but should *not* include hard returns at the end of each line. If you are submitting text as ASCII, use a text editor with word wrap. Floppy disks should contain only the relevant file and should be labeled with the file name, author's name and address, and the file format (i.e. Word 6.0, ASCII, etc.).

If any permissions to reproduce previously published work are required, copies of the permissions should also be included.

### *Body*

Include a short introduction with full-length papers. State the reason for the work and briefly reference previous work on the subject. Presentation is flexible, but authors are encouraged to arrange subject material clearly under such headings as: Introduction, Theory, Procedures, Results, Discussion, Conclusions, Acknowledgments, Nomenclature, References, and so forth.

Include experimental design, procedures, theoretical considerations, and results using appropriate headings in the main body of the paper.

Present significance of results for future applications or research in the discussion section. Include qualifications, limits to accuracy of tests and calculations, and other problems in this section.

Summarize significance of the paper as clearly and concisely as possible in the conclusions section. This section is essential since many readers may concentrate only on this part. Include all qualifying and limiting statements to prevent inferences to erroneous applications or use of information out of context.

### *Style*

Write concisely. Use short words and sentences. A simple style enhances clarity and precision. Avoid the use of passive voice. Consult *The Elements of Style* (Strunk & White, 1979) for common usage questions. Refer to *The Elements of Technical Writing* (Blake & Bly, 1993) otherwise.

### *Text Conventions*

Spell out numbers from one to nine. Use figures for any number 10 or higher. Four-digit numbers need no comma (1200). Always use numerical figures with the percentage symbol. Use the multiplication sign with floating point numbers to avoid confusion (*i.e.*  $4.25 \times 10^5$ , not  $4.25 10^5$ ).

Use the proper name, not an abbreviation, when first referring to a chemical. Use common abbreviations throughout the paper. See Table 1 for examples. Use SI units. If the paper is based on previous work carried out in other units, include SI units parenthetically following units reported in the original work.

Type symbols, formulae and equations with great care. Use fewer equations rather than more. Center equations on a separate line in your document and reference them with a number. Enclose in parentheses numerals referring to equations. Short simple equations may be placed on a separate line, or within the text. Place all mathematical operators within an equation on the same horizontal level. Align equal signs in a series of equations. Punctuate sentences containing equations as you would any other similar sentence.

### *Tables*

Give tables headings that fully describe their content. Give units in parentheses for results at the top of each column. Indicate footnotes with lower-case letters (a, b, c, etc.) as superscripts without parentheses. Number tables consecutively with Arabic numerals.

### *Figures*

Submit figures electronically using a common graphic file format such as .tif, .gif or .jpg. Number illustrations consecutively in the text with Arabic numerals. Submit printed copies of the figures with author's name, title of paper, figure number, and figure caption. These figures should be suitable for scanning.

### *References*

Cite references using the name and date system in the text, using the author's last name without initials unless this is necessary to avoid confusion with namesakes. Please use the following format for in-text citations:

- One author (McDonald, 1998)
- Two authors (Shade and Hodges, 1997)
- Three or more authors (Grant et al., 1996)

Include complete citations in the reference list at the end of the paper. Do not include bibliographic material in footnotes or legends. Use footnotes for material not appropriate to the reference list. Ensure that all references appearing in the text have a complete citation in the reference list and vice versa. When referencing publications with more than three authors in the

text, list only the first author followed by *et al.* All authors' names should be included in the citation in the reference list. Do not reference private communications. Reference personal communications only with the author's permission. Reference papers accepted for publication as "in press." Journal citations in the reference list should be given as follows:

Mishra, U.C., B.Y. Lalit, and T.V. Ramachandran, 1980. Radioactivity Release to the Environment by Thermal Power Stations, *Sci. Total Environ.*, 14, pp. 77-83.

Abbreviate journal titles in accordance with the *Bibliographic Guide for Editors and Authors* (Chemical Abstracts Service, 1996). For monographs, multi-author volumes or proceedings use the following format.

Beller H., and J.M. Wilkinson, 1967. Acetylene, In: D.F. Othmer (Ed.), *Encyclopedia of Chemical Technology*, vol. 1, 2nd ed., Interscience, London, p. 171.

Fissan, H.J., H. Franzen, and C. Helsper, 1978. Particle Size Distribution of Combustion Aerosols, In: M.M. Benarie (Ed.), *Atmospheric Pollution, Proc. 13th Int. Colloq.*, Paris, France, Elsevier, Amsterdam, pp. 263-266.

Sax, N., 1984. *Dangerous Properties of Industrial Materials*, Van Nostrand Reinhold, New York, 6th ed., p. 413.

## **Commercialism**

Visual, written, or verbal references to any organization for the promotion or commercial advantage of that organization will not be included in HSRC technical publications. Include names, trade names, logos, names of commercially available software, and other readily recognizable identifiers in the presented material once only for the purpose of identification.

## **Submission of Revised Manuscripts**

Submit two complete hard copies of the revised manuscript, one complete copy of the manuscript on diskette, one copy of any appendix material as a PDF file, and one copy of the signed copyright agreement. Any original photos or figures which are not included on the diskette or PDF file should be submitted, also.

If the revised manuscript is to be reviewed again, four copies should be submitted together with a detailed response to the issues raised by the reviewers.

## **Acknowledgment**

Include a section acknowledging any financial or other support at the end of the document. Do not acknowledge financial support on the title page as a footnote. Research supported by funding from the Great Plains/Rocky Mountain Hazardous Substance Research Center shall include the following acknowledgment:

“Although this article has been funded in part by the U.S. Environmental Protection Agency under assistance agreement R-819653, R-825549, and R-825550 through the Great Plains/Rocky Mountain Hazardous Substance Research Center headquartered at Kansas State University, it has not been subjected to the agency's peer and administrative review and therefore may not necessarily reflect the views of the agency, and no official endorsement should be inferred.”

## Submittal

Papers should be submitted to:

*Larry Erickson  
GP/RM HSRC  
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101 Ward Hall  
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## Proofreading

Authors will receive proofs, which they are requested to correct and return as soon as possible. Since priority is established by the date of receipt of a paper, it is essential that no new material be inserted in the text at the time of proofreading. A “note added in proof” will be accepted only if permission from the editors has been obtained.

## References

- Bibliographic Guide for Editors and Authors, 1996. Chemical Abstracts Service, The Ohio State University, Columbus Ohio 43210
- Blake, G., and R. W. Bly, 1993. The Elements of Technical Writing, MacMillan Publishing, New York.
- Strunk Jr., W., and E. B. White, 1979. The Elements of Style, 3rd ed. Collier MacMillan, New York.

Table 1. Common abbreviations.

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British thermal unit(s) = Btu	milliequivalent(s) = meq
day(s) = d	milligram(s) = mg
equivalent(s) = eq	milliliter(s) = ml
foot (feet) = ft	millimeter(s) = mm
gram(s) = g	month(s) = mo
hour(s) = hr	parts per billion = ppb
kilogram(s) = kg	parts per million = ppm
liter(s) = L	per = /
meter(s) = m	percent = %
micrograms = $\mu$ g	volatile organic compound(s) = VOC
micrometers = $\mu$ m	year(s) = yr

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# Journal of Hazardous Substance Research

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