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# Full Guide to Authors

Guide for Authors

#### Scope

The Journal is primarily an international medium for the publication of research into those changes and effects in the environment caused by human activities. Specifically, it is concerned with the changes in the natural level and distribution of chemical elements and compounds which may affect the well-being of the living world, and ultimately threaten the survival of human beings themselves. Emphasis is given to applied environmental chemistry and environmental health, defined very broadly. The subjects covered include but are not limited to: (a) application of techniques and methods of chemistry and biochemistry to environmental problems; (b) all aspects of the contamination or pollution of air, water, soil and the human food chain; (c) human and ecosystem health effects, when abnormalities in the level and distribution of chemical elements and compounds are prominent; (d) interdisciplinary studies of the environment; (e) natural and human-induced environmental changes at the global, regional and local levels; (f) the assessment, management and communication of environmental and health risks.

Special issues are considered which may (a) be devoted to topics that are at the cutting edge of science and its application, (b) be focused on emerging or pressing issues of scientific or public concern with global or regional significance, and (c) consist of a collection of papers on a particular subject which reflect current thinking and awareness. These issues can contain review papers, original research articles or a combination of the two. A special issue should provide a reasonable assessment of what is new, what is current, what needs to be known or what should be done on a particular topic. Detailed guidelines about the preparation of such issues can be obtained from the Publisher or the Editors.

#### Types of contributions

## Full papers reporting original work.

Short Communications. A means for communicating urgent matter or the reporting of preliminary findings with a minimum of publication delay.

Technical Notes. Very brief descriptions of new, or modifications of existing techniques which mark major advances and are of practical value.

Letters to the Editor. A means of allowing written discussion of papers published in the journal. Letters are accepted on the basis of originality and timeliness.

*Reviews.* Critical evaluation of existing data, defined topics or emerging fields of investigation sometimes with some considerations of historical development of topics. Those wishing to prepare a review should first consult the Editors or Associate Editors concerning acceptability of topic and length.

Scientific Commentary. Opinionated commentary on an important scientific issue or event designed to stimulate further discussion in a broader scientific forum.

*Proceedings* of symposia and/or conferences will be considered for publication as a special issue. One of the Editors should be contacted early in the conference planning process for guidelines on special issues of the journal.

*Book Reviews* will be included in the Journal on a range of relevant books which are not more than two years old. Book reviews are handled by the Journal Editors. Unsolicited reviews will not usually be accepted, but suggestions for appropriate books for review may be sent to one of the Editors.

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All questions arising *after acceptance* of the manuscript, especially those relating to proofs, should be directed to: Science of the Total Environment, Editorial Department, Elsevier Scientific Publishers Ireland Ltd., Elsevier House, Brookvale Plaza, East Park, Shannon, Co. Clare, Ireland. Tel. +353 61 709642, Fax +353 61 709114.

## Manuscripts

Manuscripts should be written in English and it is the responsibility of each author to provide grammatically correct manuscript for review. Authors whose native language is not English are strongly advised to have their manuscripts checked by an Englishspeaking colleague prior to submission. Papers may be rejected if they are poorly written in English.

Authors in Japan kindly note: Upon request Elsevier Japan will provide a list of people who can check and improve the English of an article (before submission). Please contact our Tokyo office: Elsevier Japan K.K., 1-9-15 Higashi Azabu, Minato-ku, Tokyo 106-0044, Japan; tel.: +81-3-5561-5032; fax: +81-3-5561-5045; e-mail: jp.info@elsevier.com.

Manuscripts should be submitted in double spaced form and with wide margins, for main text as well as for abstracts, footnotes and references. Every page of the manuscript, including the title page, references, tables, etc. should be numbered. However, in the text no reference should be made to page numbers; if necessary, one may refer to sections. Underline words that should be in italics, and do not underline any other words. Avoid excessive usage of italics to emphasize part of the text.

Manuscripts in general should be organised in the following order:

- Title (should be clear, descriptive and not too long)
- Name(s) of author(s)
- Complete postal address(es) of affiliations
- Full telephone number, fax number and e-mail address of the corresponding author
- Present address(es) of author(s) if applicable
- · Complete correspondence address to which the proofs should be sent
- Abstract: The abstract should be clear, descriptive and not longer than 400 words
- Key words (indexing terms) normally 3-6 items
- Introduction
- Material studied, area descriptions, methods, techniques, quality assurance/quality control program, etc.
- Results
- Discussion
- · Conclusion (if different from the abstract)
- Acknowledgements and any additional information, research grants, etc.
- References
- Tables
- Figure captions

SI units should be used.

Elsevier reserves the privilege of returning to the author for revision accepted manuscripts and illustrations which are not in the proper form given in this guide.

# Tables

1. Authors should take notice of the limitations set by the size and layout of the journal. Large tables should be avoided. Reversing columns and rows will often reduce the dimensions of a table.

2. If many data are to be presented, an attempt should be made to divide them over two or more tables.

3. Tables should be numbered according to their sequence in the text. The text should include references to all tables.

4. Each table should have a brief and self-explanatory title.

5. Column headings should be brief, but sufficiently explanatory. Standard abbreviations of units of measurement should be added between parentheses.

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