Guide for Authors

Types of contribution

Full papers reporting original and previously unpublished work.

Short Communications. A brief communication of urgent matter or the reporting of preliminary findings to be given expedited publication.

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

Reviews. Critical evaluation of existing data, defined topics or emerging fields of investigation, sometimes including the 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 exposition on an important scientific issue or event designed to stimulate further discussion in a broader scientific forum.

Special Issues. Proceedings of symposia, workshops and/or conferences will be considered for publication as a special issue. The Associate Editor for Special Issues 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.

Page Charge: None

Manuscript Page Limit

There is no restriction on the number of pages but brevity of papers is greatly encouraged. The length of a paper should be commensurate with the scientific information being reported. In particular, the introductory material should be limited to a few paragraphs and results presented in figures should not be repeated in tables.

Submission of papers All manuscripts should be submitted electronically through Elsevier Editorial System (EES) which can be accessed at http://ees.elsevier.com/stoten.

Checklist for Authors

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All authors must suggest three suitable reviewers for their paper upon submission (please include correct e-mail addresses). The suggested referees should not be a colleague, a close collaborator or in the same institutional location as the author(s).

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 709112, E-mail: authorsupport@elsevier.com.

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Manuscripts

Manuscripts should be written in English and it is the responsibility of each author to provide a grammatically correct manuscript for review. Authors whose native language is not English are strongly advised to have their manuscripts checked by an English-speaking colleague or use the service of a professional English editor of technical reports prior to submission. Papers may not be sent out for review and may be rejected if they are poorly written in English.

Manuscripts should have wide margins. The Abstract should be single-spaced but the rest of the manuscript should use double spacing throughout. 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. Insert line numbers into the text in order to facilitate reviewing.

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

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Tables

Tables should be numbered consecutively with Arabic numerals in order of appearance in the text. Type each table double-spaced on a separate page with a short descriptive title typed directly above and with essential footnotes below.

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