

INFORMATION FOR CONTRIBUTORS

Environmental Practice is an English-language journal published quarterly by the National Association of Environmental Professionals. It serves an international audience of environmental professionals in practice and research. *Environmental Practice* is peer reviewed and accepts original manuscripts that have not previously been published in whole or in part in a peer-reviewed journal or in a widely available publication, either print or electronic. The general philosophy of the journal is outlined in the Mission Statement, which is reproduced in full after the Table of Contents in each issue.

Priority for publication is given to manuscripts that offer clear, insightful views on an environmental problem from an interdisciplinary perspective. *Environmental Practice* seeks especially to publish studies that link data and findings in science and technology with issues of public policy, health, environmental quality, law, political economy, management. Because the readership of *Environmental Practice* is very broadly based, manuscripts should not be burdened by extensive, unexplained, technical language familiar only to a small group of specialists.

Manuscripts are accepted throughout the year.

Kinds of Manuscripts Sought

Environmental Practice publishes several categories of manuscripts as described below. Two of these categories, Research Articles, and Environmental Reviews and Case Studies, are peer reviewed.

Research Articles: manuscripts that report the results of systematic study on an environmental problem. Typically, research articles will (a) report the results of formal research or (b) summarize systematic analysis of one or more case studies of particular interest. Environmental professionals in academic or research laboratory settings may be more likely to submit formal research manuscripts. Professionals in consulting practice, agencies, or other organizations may be more likely to submit manuscripts based on case studies. Under most circumstances, Research Articles will not be over 5000 words of text. Most will be substantially shorter. Tables, figures, and reference lists need not be included in the word count. All Research Articles are peer reviewed.

Environmental Reviews and Case Studies: manuscripts that organize and summarize a research literature similar to a meta-analysis. These manuscripts help clarify a problem, illustrate policy-making processes, or assist in pointing out discrepancies in the research of the topic over time, with greater emphasis placed on the details of a project than on data analysis. Case study oriented manuscripts provide readers with a unique insight on a development in the professional field using a case as an example or illustration; simple project reports will not be accepted.

Environmental Reviews and Case Studies will generally be about 6000 words of text. Tables, figures, and reference lists need not be included in the word count. All Environmental Reviews and Case Studies are peer reviewed.

Reviews: manuscripts that portray the content, quality, and significance of books or films of wide interest to environmental professionals and their practices. Reviews should normally not exceed 750 words, but with the approval of the editor may reach 1500 words.

Perspectives from the Field: statements of informed opinion intended to provoke discussion and debate on particular issues. These manuscripts will generally range from 500 to 1000 words. Such manuscripts will not be subject to peer review, because they are personal opinion; however, the editor may seek advice on matters of tone and fairness.

Dialogue: responses to other manuscripts or controversies within the professional or academic discipline. These manuscripts will generally range from 50 to 500 words, and take the form of a letter to the editor. Dialogues will not be peer reviewed, but they may be used to solicit responses from others for simultaneous publication.

The editors welcome inquiries about manuscript ideas. You may also contact the editors to request exceptions to the word count limits given above. Contact information can be found at the end of these instructions.

Manuscript Preparation and Submission

1. Membership in the National Association of Environmental Professionals is not a requirement for publication in *Environmental Practice*.

2. Only electronic submittals will be accepted. Authors should either send via email their work to the managing editor listed at the end of these instructions. Please indicate in your electronic submittal which section the work should be considered under: Research Articles, Environmental Reviews and Case Studies, Reviews, Perspectives from the Field, or Dialogue. Also, in email, please put in the subject line, Environmental Practice Submittal. All manuscripts will be accepted in Word or Excel software.

3. Manuscripts should be organized as follows:

Cover sheet: Attach a cover sheet including manuscript title, author name(s); title or position; institutional affiliation; corresponding author address, telephone number, fax number, and e-mail address. All pages should be numbered, with the cover sheet as page 1. To facilitate blind peer reviews, author names and affiliations should appear *only* on the cover sheet.

Acknowledgments: Place on a separate sheet, located after the cover sheet. The study sponsors, if any, should be included in the acknowledgments.

Abstract: Research Articles, Environmental Reviews and Case Studies should be accompanied by an abstract of no more than 225 words on a separate sheet. Abstracts should be a stand-alone summary of the manuscript's central findings and argument, not an overview of the manuscript's outline. The title of the manuscript should appear at the top of the abstract page.

Text: Research Articles and Environmental Reviews and Case Studies will typically have separate sections for Introduction, Methods, Results, Discussion, and Conclusions. In all cases, use appropriate section headings to help guide the reader.

All text, including references, tables, legends, and quotations, should be typed, double-spaced, on one side of white paper with margins of at least one inch on all sides and without right-hand justification.

Documentation and references: Authors may use either author-date notation or endnotes.

Author-date notation is widely used in the natural and social sciences. References are cited in text like so: “Smith (1990) showed...” or “as seen elsewhere (Smith, 1990).” References cited in text are listed alphabetically in a References section at the end of the manuscript. The following examples illustrate an appropriate style for most kinds of documents listed in the References section:

Article in journal

Author, A.B., and C.D. Author. 1997. Title of Article. *Name of Journal* Volume(Issue):starting page number-ending page number.

Article or chapter in book

Author, A.B., C.D. Author, and E.F. Author. 2000. Title of Article or Chapter. In *Title of Book*, G.H. Editor and I.J. Editor, eds., 4th edition. Publisher, Place of Publication, starting page number-ending page number.

Book

Author, A.B., and C.D. Author. 2001. *Title of Book*. Publisher, Place of Publication, total pages in book.

Edited book

Editor, A.B., and C.D. Editor, eds. 1999. *Title of Book*. Publisher, Place of Publication, total pages in book.

Dissertation or thesis

Author, A.B. 1998. *Title*, (PhD Dissertation) OR (Master’s Thesis). University, City, State, total pages in document.

Reports by author

Author, A.B. 1993. *Title of report*. Report Number, Agency, City, State, total pages in report.

Reports by agency

Name of agency. 1995. *Title of report*. Report Number, City, State, total pages in report.

Personal communication (e.g. letter, telephone, e-mail, interview)

Person, A.B. 1999. Personal communication. Person's title or position, Person's agency or organization, City, State. Day-Month.

Web sites

Name of Site/Subsection of Site. Year posted on site. *Title of subsection*. URL address of site. Day-Month-Year of access to site.

Endnotes consist of a superscript number in the text and a corresponding, numbered list of citations placed at the end of the text. This method of documentation is frequently used in historical, legal, or humanistic writing, and it is useful for citations that must contain more than one reference. Endnotes with more than one reference should be separated by semi-colons. Avoid, if possible, the use of endnotes simply to further explain the text rather than to provide documentation. Subsequent references to a source should give the last name of the author(s), shortened title, and relevant page(s). Do not use op. cit., ibid, idem, infra, or supra. See *The Chicago Manual of Style* for details not addressed here. The following examples illustrate proper style for endnotes:

Article in journal

A.B. Author and C.D. Author, 2000, "Title of Article," *Name of Journal* Volume(Issue):starting page number-ending page number.

Article or chapter in book

A.B. Author, C.D. Author, and E.F. Author, 1998, "Title of Article or Chapter," in *Title of Book*, G.H. Editor and I.J. Editor, eds., 4th edition, Publisher, Place of Publication, starting page number-ending page number.

Book

A.B. Author and C.D. Author, 1999, *Title of Book*, Publisher, Place of Publication, total pages in book.

Edited book

A.B. Editor and C.D. Editor, eds., 2001, *Title of Book*, Publisher, Place of Publication, total pages in book.

4. Authors are strongly encouraged to illustrate their work with tables, figures, maps, and photographs. Authors should submit any figures in electronic form, preferably TIF (line drawings should be at least 600 ppi; halftone or gray-scale figures should be at least 300 ppi) or EPS (with fonts embedded) format. Color figures must be at least 300 ppi CMYK, although authors will be charged for the production cost of printing any four-color figures (a color figure costs \$1000; additional color figures in the same article will cost somewhat less). Provide figure captions together on a separate page. Tables (in Word or Excel that the editorial office will be able to manipulate for formatting purposes) should not duplicate data also provided in figures or in the text. For tables of data that might be of value only to a few readers, authors should consider indicating that the data is available on request from the author. Table and figure captions/legends should make them understandable without reference to the text. Tables and figures must be referred to in the text.

5. This journal resists the use of acronyms and other forms of abbreviation. As a general rule, an acronym is appropriate only (a) if it is used frequently in a portion or all of a manuscript or (b) if the acronym itself has entered common usage in everyday conversation (e.g., “USEPA” for “United States Environmental Protection Agency”). The use of more than two different acronyms in one manuscript is unlikely to be acceptable.

6. Use the International System of Units (SI) or metric units. If necessary for clarity or common usage, other units may be included in parentheses immediately following the acceptable units.

7. *Environmental Practice* uses a double-blind peer review process. The reviewer will not know the identity or location of the author(s), and the author(s) will receive reviewer’s comments without the reviewer’s identity or location. Authors are invited to submit names of appropriate reviewers, but the final choice of reviewers lies with the editor. Authors will be notified of the disposition of their manuscript as soon as possible. The goal of this journal is to have a decision to the author(s) within 90 days of receipt of manuscript.

8. Upon acceptance of manuscripts, authors will be requested to send the editorial office an electronic version of the manuscript. Please contact the editorial office for exceptions: an author’s access to computing equipment will not be a factor in the publication of a manuscript.

9. The final version of the manuscript should include a short biographical sketch of each author (150 words or less per author).

10. All authors must sign the “Transfer of Copyright Agreement” and a disclosure of commercial interests before the manuscript can be published. The Transfer Agreement enables the National Association of Environmental Professionals to protect the copyrighted material for the authors, but authors do not thereby relinquish proprietary rights or rights to use their work in the future. The copyright transfer covers the exclusive rights to reproduce and distribute the manuscript, including reprints, photographic reproduction, microfilm, electronic versions, and all other reproduction methods, plus translations into languages other than English.

11. The corresponding author will receive page proofs for final proofreading shortly before the article is scheduled for publication. Authors bear full responsibility for accuracy and completeness of their material. Any corrections (not revisions) should be made at this time, and the page proofs must be returned to the publisher within 48 hours of receipt. Extensive revisions are strongly discouraged at this stage of the publication process and, if permitted by the editor and publisher, are likely to result in special charges to the author.

12. It is a condition of publication that manuscripts submitted to this journal have not been published previously, in part or in whole, in a print or electronic publication. All prior presentations of the manuscript material must be disclosed to the editor at the time of initial manuscript submission. It is also a condition of publication that the author(s) will not simultaneously submit or publish the material elsewhere.

13. Authors will receive a reprint order form when they are sent page proofs. A PDF of the article will be provided free of charge to the lead author. If additional reprints are desired, the completed form along with payment must be returned to the publisher at the same time page proofs are returned.

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Electronic Submission Required (See “Manuscript Preparation and Submission” above)

Send electronic manuscripts to:

Dan Carroll

Managing Editor, *Environmental Practice*

DePaul University

2312 N. Clifton Ave, Room 130

Chicago, IL 60614

Telephone: 773-325-2298

(e-mail) dcarro17@depaul.edu