

Directions for Contributors to WEEDS

Manuscripts dealing with all aspects of weeds and Weed Science are eligible for publication in WEEDS. Manuscripts should have more than purely local interest. The materials described should be more conclusive than progress reports. Ordinarily, field experiments should have been continued for a minimum of two years or have been conducted at two or more widely separated locations for publication of results. At least one author of any manuscript submitted must be a member of the Weed Society of America. Articles must be original material previously unpublished elsewhere. Prior publication in brief progress report or abstract form is permitted. After review, the acceptance of each manuscript will be determined by the Editor upon recommendation from the Editorial Committee. Reprints may be ordered when galley proof is returned.

The American Institute of Biological Sciences, 2000 P Street, NW, Washington, D. C. 20036, has published "Style Manual for Biological Journals" for the Conference of Biological Editors. In most respects, WEEDS follows the recommendations in that Manual except in rare cases of conflict with established editorial policy of WEEDS, these directions, and the latest report of the WSA Terminology Committee.

Manuscripts. Two copies on bond paper should be furnished for each manuscript presented for publication. DOUBLE SPACE *everything*—title, abstract, text, footnotes, literature cited, captions, and tables. Use lower case letters throughout, including all titles, section headings, and captions, except initial letters of first words and proper nouns. Number all pages consecutively. An additional copy of the manuscript should be retained by the author to insure against loss. A second copy of a manuscript revised after editorial review is not necessary.

Use a title as short as practical. The author's name(s) should follow the title; the abstract should appear between the author's name(s) and the beginning of the text. The text should be divided into sections, usually with such headings as Introduction, Methods and Materials, Results, and Discussion; Results and Discussion often may be combined profitably into a single section. The sequence of items in the manuscript should be: 1. Title and authors (no separate title page); 2. Abstract; 3. Text; 4. Literature Cited (begin new page); 5. Tables; 6. Captions for figures; 7. Figures.

Do not underscore headings, words, or phrases except as directed elsewhere herein. Measurements, such as time, weight, and degrees, should be in arabic numerals regardless of the number of digits in the number, except as the first word of a sentence. When not one of measurement, figures below 10 should be spelled out except when one figure in a series has two digits, in which case all should be in arabic numerals.

The first mention of a chemical in the abstract and again in the text should include the full chemical name followed immediately thereafter by the common name or designation in parentheses; further reference to the material then should be by the common name or designation. Trade names should be excluded. For organisms, the genus and species names should be listed and always underlined at first reference. Nomenclature of chemicals and weeds, abbreviations, and definitions should agree with those presented in the WSA Terminology Committee Report published in WEEDS 12:328–332, October 1964, and later notes.

Footnotes. Use footnotes sparingly and only for items that cannot be included conveniently in the text. Text foot No. 1 should be or begin with "Received for publication.....". The place where the study was conducted and the title and address of the author(s) should be given as footnotes. Footnotes to the text should be numbered consecutively throughout the manuscript with superscript arabic numerals. Designate footnotes to tables with superscript lower case letters.

Acknowledgments. Acknowledgments should be placed in a text section immediately before the Literature Cited section and not in footnotes.

Figures. Experimental data may be presented in graphic or tabular form, but the same data will not be published in both forms. Photographs should be clear, black and white glossy prints trimmed of unessential portions. *Never* use clips or staples on photographs in any way; put them in an envelope. Place the author's name and figure number on

the back of each photograph submitted. Legends for all figures should be typed on one sheet separate from the figures, and double spaced. Figures should be numbered consecutively in arabic numerals in the sequence of reference in the text.

Graphs and drawings should be inked with heavy black lines to insure clarity after reduction in size. Hand lettering should be large and made with a lettering guide. Typing is not acceptable.

Tables. Type each table double-spaced on a separate sheet. Inside long tables, the lines may be single spaced but not the captions. Tables should be numbered in arabic numerals in the sequence of reference in the text. In tables, the caption, column headings, and side headings should be in lower case letters with only the first word and proper nouns capitalized. Avoid reporting non-significant decimal places; seldom more than two digits to the right of the decimal be important. Values with a total of only three digits can be comprehended much more readily than those with four or more digits.

Literature Cited. Citations are numbered alphabetically by senior author and the number of the reference is used in the text. Each citation should include names of all authors, year of publication, complete title, publication, volume number, and inclusive pages, in that sequence. When two or more authors are listed, put initials after the name only for the first. (See detailed directions and accepted abbreviations in the Style Manual). Theses and letters, or any other communication or publication not normally available in libraries, should appear as footnotes and not in the Literature Cited section.

Abstract. An abstract must precede the text of each manuscript. It should be a non-critical, informative digest of the significant content and conclusions of the paper, not a mere description. It should be intelligible in itself without reference to the original text. It should be brief (preferably less than 3% of the total manuscript), written in whole sentences rather than telegraphic phrases. The abstract should omit titular information, tables and graphs, detailed descriptions of experiments, and long lists of names.

An abstract should include:

1. Name of organism, and objective of the study.
2. Materials, manner of use, principal findings, and results.
3. New techniques, their uses and qualities.
4. New apparatus, its intended use and availability.
5. New or verified data of permanent value, e.g., absorption spectra, chromosome number, constants, mathematical or chemical formulae.
6. New distribution records.
7. New theories, new interpretations and evaluations, if possible.

Abbreviations. Abbreviations should be used sparingly and only as approved by the WSA Terminology Committee. Consider the reader who is not a specialist or to whom American English is a foreign language. When in doubt, spell it out.

Do abbreviate or symbolize:

1. Those units of weight and measure listed in the WSA Terminology Committee Report but only when accompanied by numerical amounts as "40%", but "percent of gain".
2. Numbers, except at the beginning of a sentence.
3. Chemical elements, except when part of the name of a compound. Use "K deficiency" but "potassium cyanate".
4. Substantives used repeatedly, such as names of compounds, but only after they have been spelled out the first time used followed immediately by the symbol in parentheses—"trichloroacetic acid (TCA)". Such symbol-letters should not be spaced or underlined.

Do not abbreviate:

1. Geographical names.
2. Any special technical terms, no matter how commonly used in your field, unless treated as in number 4 above.
3. Greek letters, except in chemical compounds.

