

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 \$450; additional color figures in the same article will cost \$250). 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.

Revised September 2011

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

Send electronic manuscripts to:

Dan Carroll
Managing Editor,
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DePaul University
2312 N. Clifton Ave, Room 130
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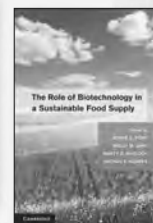
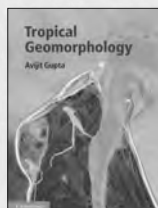
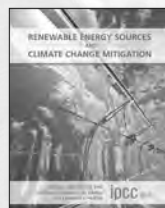
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**Registration Form - NAEP 2012 Annual Conference
May 21 - 24, 2012 – Hilton Downtown Portland, OR**

You may register online at www.naep.org or fill out the form and fax or mail with your payment.

First Name: _____ Last Name: _____
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 Are you an NAEP member? Yes No Are you a CEP?? Yes No

Registration Fees (Full Conference registrations include all scheduled meals and evening events, but not the symposiums)
 One-day registration includes only breakfast and lunch on that day, evening events are not included.

	NAEP Member			Non Member		
	Early - Register prior to 3/1	Regular - Register from 3/1 to 4/20	Late - Register after 4/20	Early - Register prior to 3/1	Regular - Register from 3/1 to 4/20	Late - Register after 4/20
Full Conference	\$495	\$545	\$595	\$595	\$645	\$695
One day registration	\$245	\$295	\$295	\$295	\$345	\$345
Student registration*	\$150	\$175	\$175	\$150	\$175	\$175
Full day symposium	\$225	\$275	\$325	\$225	\$275	\$325
Government employees and speakers will receive a \$100 discount on full conference registration (see below)						-\$100
Government employees and speakers will receive a \$50 discount on a one day registration (see below)						-\$50
Affiliate chapter members receive a 10% discount off the non-NAEP rate (does not apply to NAEP members)						-10%

*To receive the student rate you must be a full time student and submit ID with your registration. Does not include offsite event.

Symposiums – Monday May 21 [Full Day – requires the Symposium fee (see table above) but not the one day fee below]

- NEPA and Decision Making (8 am – 5 pm)
- Advance Topics in Visual Resource Impact Assessment

Please select your registration type (Full Conference registrations include all scheduled meals) \$ Amount (from table above)

Full Conference NAEP member (Symposium required additional fee)	
Full Conference non-member (Symposium required additional fee)	
Speaker or Government employee Full conference - subtract \$100 (1 discount only, Symposium required additional fee)	
One Day NAEP Member (please indicate which day you will attend) __ Tue __ Wed __ Thur (offsite event is an additional fee)	
One Day non-member (please indicate which day you will attend) __ Tue __ Wed __ Thur (offsite event is an additional fee)	
Speaker or Government employee One Day - subtract \$50 (1 discount only, Symposiums and offsite event are extra)	

Subtotal _____

NAEP Affiliate Chapter members receive a 10% discount off the non-member rate (round to nearest \$) -10% of subtotal _____

Registration fee _____

EXTRAS

- Monday Symposium (indicate your choice above and add the fee from the top table)..... _____
- Student (full conference does not include Symposiums nor offsite event) _____
- Extra lunches - \$45 each (indicate how many and which day) __ Tue __ Wed..... _____
- Extra tickets for the *Portland Spirit* cruise and President's dinner - \$80 each (indicate how many) __ Tue..... _____

TOTAL DUE _____

Cancellation Policy: Cancellations received in writing before March 1st will be refunded in total less a \$100 processing fee. Cancellations received after March 1st and before April 30th will be refunded at 50% of the total paid. Cancellations received on or after April 30th will receive no refund. With prior notification, you may substitute a different name for your registration.

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Our exhibitors and sponsors cover approximately 50% of the costs of the conference which allows us to keep registration rates low. In return we give them limited access to attendee's email addresses. If you do not want to be included, check here _____.

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(Please Print)

Title _____ First Name _____ MI _____ Last Name _____ Suffix(es) _____
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NAEP periodically publishes a membership directory. This directory is distributed to NAEP members free of charge and sold to non-members for a nominal fee. If you do not want to be included in a directory published in paper or electronic form, check here.

NAEP membership is open to persons engaged in all aspects of the environmental professions in one of the following categories:

General Membership \$150.00 / year

General membership is open to individuals who have earned an undergraduate or graduate degree and have at least three years experience working in the environmental field. General members may vote and hold office.

College or University _____ Specialties _____

Degree(s) _____ Years of experience _____

Associate Member \$125.00 / year

Associate membership is open to individuals who do not meet the requirements for general membership.

Student Membership \$40.00 / year

Student membership is limited to full-time students pursuing an environmental degree. A copy of a current transcript and college ID is required and must accompany the application.

Date entered current degree program: _____ Expected graduation date _____

Anticipated degree _____ College or University _____ Program/Major _____

Senior Membership \$75.00 / year

Corporate Membership \$750.00 / year (Primary Office) Corporate Branch Membership \$375.00 / year

FEES

Membership Dues \$ _____

Chapter Dues \$ _____

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Please be sure to read the information on the last page and sign this application.

To Help Us Serve You Better

Practice Setting
(Circle One)

- Academe
- Consulting
- Contracting
- Government
- Industry
- Military
- National Lab
- Nonprofit
- Private Sector
- Utility
- Other _____

Discipline
(Circle one or two)

- Administrator
- Architect
- Engineer
- Faculty
- Lawyer
- Manager
- Planner
- Student
- Scientist
- Other _____

Specialty Area
(Circle one or two)

- Audit
- Compliance
- Impact Assessment
- Monitoring
- Protection
- Regulation/Policy
- Research
- Resource Management
- Technology & Design
- Other _____

Focus
(Circle one or two)

- Air
- Ecology
- NEPA
- Noise
- Socioeconomic
- Soil
- Water
- Waste
- Wetlands
- Other _____

How Many Years in the Field?

- | | | |
|-----|-------|-----|
| 0-2 | 6-10 | 16+ |
| 3-5 | 11-15 | |

NAEP Chapters

In addition to membership in the national Association, NAEP maintains a network of regional, state, local and student chapters that offer additional opportunities for professional growth. Check below if you would like to join one of the chapters and include applicable dues in addition to the amount for NAEP membership.

State/Local Chapters

- | | |
|---|------------|
| <input type="radio"/> Alaska | \$25/year |
| <input type="radio"/> Arizona | \$30/year |
| <input type="radio"/> California | \$140/year |
| <input type="radio"/> Florida | \$30/year |
| <input type="radio"/> Georgia | \$20/year |
| <input type="radio"/> Hawaii | \$30/year |
| <input type="radio"/> Illinois | \$35/year |
| <input type="radio"/> Indiana | \$35/year |
| <input type="radio"/> Michigan | \$60/year |
| <input type="radio"/> Mid-America (IA, KS, MO, NE) | \$15/year |
| <input type="radio"/> Mid-Atlantic (DC, MD, VA) | \$40/year |
| <input type="radio"/> North Carolina | \$25/year |
| <input type="radio"/> Northwest (OR & WA) | \$25/year |
| <input type="radio"/> Pennsylvania | \$60/year |
| <input type="radio"/> Rocky Mountain (CO, ID, MT, NV, UT, WY) | \$50/year |
| <input type="radio"/> Texas (select one) | |
| <input type="radio"/> North Texas | \$35/year |
| <input type="radio"/> Texas | \$50/year |

Membership is individual (not your company's) and non-transferable. Corporate memberships are available; please contact the national office for more information.

Your national dues (see page 1) include a subscription to our journal, *Environmental Practice*. Chapter dues are collected by NAEP on behalf of the affiliated chapters and passed to them along with your name and address. Some chapters are more active than others.

Send the completed application to:

NAEP
PO Box 460
Collingswood, NJ 08108

Tel: 856-283-7816

Fax: 856-210-1619

Email: naep@naep.org

National Association of Environmental Professionals
Code of Ethics and Standards of Practice For Environmental Professionals

The objectives of Environmental Professionals are to conduct their personal and professional lives and activities in an ethical manner. Honesty, justice and courtesy form moral philosophy which, associated with a mutual interest among people, constitute the foundation of ethics. Environmental Professionals should recognize such a standard, not in passive observance, but as a set of dynamic principles guiding their conduct and way of life. It is their duty to practice their profession according to this Code of Ethics.

As the keystone of professional conduct is integrity, Environmental Professionals will discharge their duties with fidelity to the public, their employers, clients, and with fairness and impartiality to all. It is their duty to interest themselves in public welfare, and to be ready to apply their special knowledge for the benefit of mankind and their environment.

Creed

The objectives of an Environmental Professional are:

1. to recognize and attempt to reconcile societal and individual human needs with responsibility for physical, natural, and cultural systems.
2. to promote and develop policies, plans, activities, and projects that achieve complementary and mutual support between natural and man-made, and present and future components of the physical, natural and cultural environment.

Ethics

As an Environmental Professional I will:

1. be personally responsible for the validity of all data collected, analyses performed, or plans developed by me or under my direction. I will be responsible and ethical in my professional activities.
2. encourage research, planning, design, management and review of activities in a scientifically and technically objective manner. I will incorporate the best principles of the environmental sciences for the mitigation of environmental harm and enhancement of environmental quality.
3. not condone misrepresentation of work I have performed or that was performed under my direction.
4. examine all of my relationships or actions that could be legitimately interpreted as a conflict of interest by clients, officials, the public or peers. In any instance where I have a financial or personal interest in the activities with which they are directly or indirectly involved, I will make a full disclosure of that interest to my employer, client, or other affected parties.
5. not engage in conduct involving dishonesty, fraud, deceit, or misrepresentation or discrimination.

6. not accept fees wholly or partially contingent on the client's desired result where that desired result conflicts with my professional judgement.

Guidance for Practice as an Environmental Professional

As an Environmental Professional I will:

1. encourage environmental planning to begin in the earliest stages of project conceptualization.
2. recognize that total environmental management involves the consideration of all environmental factors including: technical, economic, ecological, and sociopolitical and their relationships.
3. incorporate the best principle of design and environmental planning when recommending measures to reduce environmental harm and enhance environmental quality.
4. conduct my analysis, planning, design and review activities primarily in subject areas for which I am qualified, and shall encourage and recognize the participation of other professionals in subject areas where I am less experienced. I shall utilize and participate in interdisciplinary teams wherever practical to determine impacts, define and evaluate all reasonable alternatives to proposed actions, and assess short-term versus long-term productivity with and without the project or action.
5. seek common, adequate, and sound technical grounds for communication with and respect for the contributions of other professionals in developing and reviewing policies, plans, activities, and projects.
6. determine that the policies, plans, activities or projects in which I am involved are consistent with all governing laws, ordinances, guidelines, plans, and policies, to the best of my knowledge and ability.
7. encourage public participation at the earliest feasible time in an open and productive atmosphere.
8. conduct my professional activities in a manner that ensures consideration of technically and economically feasible alternatives.

Encourage Development of the Profession

As an Environmental Professional I will:

1. assist in maintaining the integrity and competence of my profession.
2. encourage education and research, and the development of useful technical information relating to the environmental field.
3. be prohibited from lobbying in the name of the National Association of Environmental Professionals.
4. advertise and present my services in a manner that avoids the use of material and methods that may bring discredit to the profession.

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