

Suggestions for Contributors to WEEDS

(Please note changes for Volume 10, especially in Literature Cited)

Manuscripts dealing with all aspects of weed control, regulatory educational and research, are accepted for publication in WEEDS. Manuscripts should have more than purely local interest. At least one author of any paper published in WEEDS must be a member of the WSA. The material described should be more conclusive than progress reports. Articles must be original material previously unpublished elsewhere. Prior publication in brief abstract form is permitted. After review, each manuscript will be accepted for publication upon recommendation of the Editorial Board. The author has the opportunity to make revisions after the review is completed and before publication.

The American Institute of Biological Sciences, 2000 P Street NW, Washington 6, D. C., published "Style Manual for Biological Journals" for the Conference of Biological Editors in 1960. In most respects, WEEDS is following this Manual. It is a valuable desk guide and, except in the rare cases of conflict, should be followed wherever the suggestions below or the report of the WSA Terminology Committee are incomplete.

Manuscripts. Two copies, one on bond paper, should be furnished for each manuscript. DOUBLE SPACE *everything*—text, title, footnotes, literature cited, captions, and tables. This is to provide space for clear marking for the printer. Number all pages consecutively. An additional copy of the manuscript should be retained by the author to ensure against loss. It is not necessary to send a carbon of a manuscript revised after review.

Use as short a title as practical. Following the title give the author's name(s). It is desirable to divide the manuscript into sections with such headings as Methods and Materials, Results, Discussion, Summary, and Literature Cited. Results and Discussion may often be profitably combined in a single section and no rigid requirement of the above divisions is implied. The order 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.

Avoid underscoring headings, words or phrases unless they are to be printed in italics. Do not use solid capitals for titles. Measurements such as time, weight and degrees should be in arabic numerals regardless of the number of digits in the number. Where the figure is 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.

The full chemical or description of all chemicals mentioned should be given the first time used. Nomenclature of both chemicals and weeds, abbreviations and definitions should follow those presented in the Terminology Committee Report, WSA, published in WEEDS 8:487-521, July 1960.

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

Acknowledgments. Acknowledgments should be put in a separate section, just before Literature Cited, not in footnotes.

Figures. Experimental data may be presented in graphic or tabular form, but the same data will not be presented in both forms. Photographs should be clear glossy prints and should be trimmed of unessential portions. Never use clips on photographs in any way.

Graphs and drawings should be inked with heavy black lines to ensure clarity after reduction in size. Hand lettering should be large and made with a lettering guide. Typing is not acceptable. Place the author's name and figure number on the back of each one submitted. Type the legends for all figures on one sheet separate from the figures, and double spaced. Figures should be numbered consecutively in arabic numerals.

Tables. Type each table double-spaced on a separate sheet. In long tables, the lines may be single spaced, but the headings should not be. Tables should be numbered consecutively in arabic numerals in order of reference in the text. In tables, the caption, column headings and side head-

ings should be in lower case with only the first word and proper nouns capitalized. Avoid reporting non-significant decimal places in data. It is rare for more than three places to be significant—for example, report weed or crop yields of 1234 pounds per acre as 1230 lb/A. The reader can comprehend three-place tables in much less time than four-place.

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

Abstracts

For Volume 10 and after, an abstract, which may replace the summary, will be required to precede each article. The following suggestions for preparing the abstract, based on those from Biological Abstracts, are offered.

An abstract 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, but is not intended to substitute for it. It should be brief (preferably less than 3% of the original) written in whole sentences, not telegraphic phrases.

CONTENT.

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 if commercially available, name and address of its manufacturer.
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, evaluations, if possible; if not, reference to them.

Omit:

1. Information contained in the title.
2. Tables and graphs.
3. Detailed descriptions of experiments or organisms.
4. Long lists of names.

FORM.

1. Use abbreviations sparingly, and only as directed. (See below.)
2. For chemicals, use standard rather than proprietary terms; avoid trade names.
3. For organisms, use genus and species names, always underlined, except for widely used experimental species (dog, rabbit) and commonly cultivated crops (apple, potato).

ABBREVIATIONS. Use sparingly. 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 Report of the Terminology Committee, WSA, but only when preceded by numerical amounts. "40%" but "per cent of gain."
2. Numbers, except at the beginning of a sentence.
3. Chemical elements, except when part of the name of a compound. "K deficiency" but "potassium cyanate".
5. Substantives used repeatedly, such as names of compounds, but *only after they have been spelled out the first time in each abstract*, 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. Short words such as day, year, ton.
3. Any special technical terms, no matter how commonly used in your field, unless treated as in number 5 above.
4. Greek letters, except in chemical compounds.

