FOR 694

Spring 2014

Submission process

**Instructions to authors for *Environmental Science & Technology***

***(for* Research Articles)**

(ref: <http://pubs.acs.org/paragonplus/submission/esthag/esthag_authguide.pdf> )

**Elements of a manuscript**

**Line Numbers.** Submit all manuscripts with line numbers. The manuscript abstract and text must appear in a single, double-spaced column.

**Title.** Titles should briefly convey the subject of the paper: a 20-word title is too long.

**Authorship.** List the first name, middle initial(s), and last name of each author. The name of the corresponding author carries an asterisk (\*).

**Abstract.** In a 150-200-word abstract must accompany Research Article describe the purpose, methods or procedures, significant new results, and conclusions.

**TOC/Abstract Art.** This art or photograph appears next to the abstract and is required for Research Articles.

**Word Limits.** 7000 word-equivalent limit.

Word counts include the text count plus a separate count for the tables and figures:

Count all text except the title page, references, and figure and table captions. This includes the Abstract, the body of the manuscript, the Acknowledgments, and the description of Supporting Information. To the text count add the count for figures and tables. Small figures and tables usually count as 300 word equivalents; large figures and tables count as 600 or more word equivalents.

**Acronyms.** Spell out all acronyms on first use, even if this was done in the abstract.

**Introduction.** Clearly state the purpose and significance of the research and put it into the context of earlier work in the area.

**Experimental (Materials and Methods).** In this section, describe pertinent and critical factors involved in the experimental work but avoid excessive description.

**Results and discussion.** Here you can discuss your findings, postulate explanations for data, elucidate models, and compare your results with those of others. Be complete but concise. Results and discussion may be combined or separated.

**Do not include a Conclusions or Summary section in research Articles**. Include major conclusions in the body of the Results and Discussion sections.

**Tables.** Tables should be furnished with appropriate titles of one phrase or sentence; details or definitions should be placed at the bottom. Tables should be numbered consecutively with Arabic numbers. Double-space them with wide margins, and prepare tables in a consistent format.

**Graphics.** The preferred submission procedure is to embed graphic files in a Word document.

Each figure must have a caption that includes the figure number and a brief description, preferably one or two sentences. The caption should immediately follow the figure with the format “Figure 1. Figure caption.”

**Formulas and equations.** Displayed equations can only be one column wide.

**Acknowledgments.** Include essential credits in an Acknowledgment section at the end of the text.

**References.** Literature references must be numbered with Arabic numerals in the order of their first citation in the text, and the corresponding numbers must be inserted at the appropriate locations in the text.

**Supporting Information.** Authors are encouraged to shorten the text of research manuscripts by using the Supporting Information (SI) to present ancillary information and material of interest mainly to specialists.

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**Submission**

All submissions must be uploaded to Paragon Plus (<https://acs.manuscriptcentral.com/acs>)

**Journal Publishing Agreement.** A properly completed and signed Journal Publishing Agreement must be submitted for each manuscript.

**Cover letter.** A cover letter must include a **rationale** for consideration by *ES& and* **reviewer list***.* why you think your manuscript is appropriate for publication in ES&T, particularly with respect to its originality, scientific merit, and environmental importance. Authors are required to provide names and contact information (affiliation and email address) of at least four experts in the field as possible reviewers. The cover letter should list the authors and their affiliations, give the manuscript title, and provide contact information.

**Review process and editorial decision.** Manuscripts that are sent for outside review will be sent to two to four experts in the field for review.

***Just Accepted* Manuscripts.** *Just Accepted* manuscripts are peer-reviewed, accepted manuscripts that are posted on the ACS Publications website prior to technical editing, formatting for publication, and author proofing.

**Post-acceptance process**

**Proofs.** The corresponding author of an accepted manuscript will receive e-mail notification and complete instructions when page proofs are available for review via a secure Web site. At the page proof stage alterations are restricted to minor typographical or grammatical corrections, such as fixing editorial mistakes, spelling mistakes, and so on.

**ASAP publication.** Accepted manuscripts will be published on the “Articles ASAP” page on the Journal Web site as soon as page proofs are corrected and all author concerns are resolved.

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**Further resources**

(from <http://pubs.acs.org/page/4authors/submission/howtosubmit.html> ):

**STEP-BY-STEP GUIDE TO ACS**

**JOURNALS MANUSCRIPT SUBMISSION:**

<http://pubs.acs.org/paragonplus/submission/acs_step-by-step_guide_to_manuscript_submission.pdf>

**QUICK GUIDE TO MANUSCRIPT SUBMISSION**

**FOR ACS JOURNALS:**

<http://pubs.acs.org/paragonplus/submission/acs_manuscript_submission_quickguide.pdf>

**REFERENCE GUIDELINES:**

<http://pubs.acs.org/doi/pdf/10.1021/bk-2006-STYG.ch014>

**GUIDELINES FOR TABLE OF CONTENTS/ABSTRACT GRAPHICS:**

<http://pubs.acs.org/paragonplus/submission/toc_abstract_graphics_guidelines.pdf>

**Further resources**

(from <http://pubs.acs.org/page/esthag/submission/authors.html> ):

**DOCUMENT TEMPLATES**

<http://pubs.acs.org/paragonplus/submission/templates/acstemplate_msw2010.dotx>

**Options for using the template:**

1. If typing your manuscript directly into the template, select (highlight) the text of the template that you want to replace and begin typing your manuscript
2. If you have already prepared your document in a Word file, you will need to attach the template to your working document in order to apply the Word Style tags.