

## **Revised Guidelines to Authors for the Preparation of Manuscripts**

**(Effective from January 1998)**

The *International Journal of Ecology and Environmental Sciences* was launched in 1974, to promote the cause of ecology and environmental sciences, particularly in the developing countries. It is published under the aegis of the **Science and Environmental Education Society** (SEEDS) in cooperation with the **National Institute of Ecology** (NIE). Both organisations are non-governmental, non-profit making associations registered in India as a Society.

The Editors have revised and expanded the guidelines for authors who wish to submit manuscripts for publication in the Journal. These guidelines will come into effect from 1 January 1998 and shall be followed strictly to ensure expeditious publication and to improve the quality of the Journal. The prospective authors are urged to study these instructions carefully and to comply with them.

### **SCOPE**

The Journal will publish original research and review papers from a wide spectrum of ecology and environmental sciences from all parts of the world. It includes plant, animal and microbial ecology at population, community and ecosystem levels, landscape ecology, human ecology, environmental pollution, conservation, resource management, ecosystem health and rehabilitation, evolutionary ecology, palaeoecology, statistical ecology, and issues related to global change, biodiversity, and sustainable development. Both theoretical and experimental studies are included. Case histories of environmental problems of different countries/regions and reports of recent meetings and conferences will also be published. Papers presented at international symposia or conferences on subjects of interest to the Journal will be accepted at the request of the organizers, for publication in special volumes/issues. The Journal will also publish discussion papers containing technical comments and viewpoints on issues of current interest (including controversial theoretical or philosophical topics) or new ideas/concepts which may be relevant to the Journal and of wider interest.

The journal is open to individuals of all nations. However, all authors (and co-authors) normally resident in India must be member of the National Institute of Ecology at the time of submission of the manuscript. Overseas scientists are encouraged to join the National Institute of Ecology whose membership includes several benefits in addition to a subscription to the Journal.

### **LENGTH**

The research papers should ordinarily be limited to 16 printed pages. The reviews are generally longer, up to 24 printed pages. Larger manuscripts are accepted only as an exception or by invitation. Short Communications are limited to 6 printed pages. Illustrations and tabular material together should be limited as far as possible to 20% of the total printed length of the paper. The authors will be asked to pay for the illustrations and tables beyond this limit.

## PAGE CHARGES

There is no page charge. However, the author(s) may be required to pay about 50% of the printing costs of illustrations and tables if these exceed approximately 20% of the total length of the paper. The printing cost of colour figures, if any, will be billed to the author. The current costs are approximately US\$80 per page for tables and black and white illustrations, and US\$250 per colour figure.

## SUBMISSION OF MANUSCRIPTS

Three copies of manuscripts (one original and two photocopies), complete in all respects including figures, should be submitted to the Editor, Dr. Brij Gopal, School of Environmental Sciences, Jawaharlal Nehru University, New Delhi 110067, India. The authors are encouraged to submit a copy to one of the Advisory Editors concerned with the subject area of their contribution. Two photocopies may be printed on both sides of the paper to reduce bulk and mailing costs. The cover letter must clearly indicate that the manuscript has been submitted for publication in the *International Journal of Ecology and Environmental Sciences*. Retain one copy for reference. Do not submit originals or photographic prints of illustrations; photocopies are preferred until the manuscript has been accepted. Include your full postal address, E-mail address, if any, and telephone and FAX numbers in your cover letter.

Authors who use material such as figures or tables from previous publications are responsible for obtaining permission to do so from the previous publisher(s). If any part of the data or text in the manuscript are used in other papers or books which are likely to be published before or soon after the manuscript, the authors should provide necessary information to the editor at the time of submission of the manuscript.

The copyright in published papers is vested with the publisher. The authors of accepted contributions will be asked to formally sign an agreement to transfer the copyright to the publisher.

A manuscript in identical or similar form cannot be submitted simultaneously to two journals. Authors are asked to declare in their cover letter that the manuscript has not been submitted to another journal for consideration at the same time, and shall not be submitted to another journal within six months and without withdrawing it in writing.

Authors must ensure that the manuscripts have been prepared strictly according to the format of the Journal in all respects, failing which the manuscripts may be returned without any action.

The corresponding author should invariably inform the Editor about the change of address, if any, and also make arrangements at the old address for forwarding the mail.

## PEER REVIEW PROCESS

The corresponding author will be notified of receipt of the manuscript in writing (or by e-mail if an e-mail address is provided) at the earliest. The mail may sometimes take several weeks for the manuscripts to arrive. The Editors will make an initial appraisal of the manuscript regarding its format and suitability for the journal. Manuscripts which do not conform to the style and other prerequisites will be returned to their authors without review. If appropriate, the manuscript will then be sent to two reviewers, one of whom would generally be one of the Advisory Editors, with expertise in the subject. A decision on the manuscript may generally be expected within 4-6 months of submission; delays in obtaining reviews for various reasons may prolong this period. The Editors may at their discretion submit the manuscript for further comments by a third reviewer.

## REVISION OF MANUSCRIPTS

If a manuscript is returned for revision, the author should submit a revised manuscript directly to the editor within 3 months after which it may be treated as a new submission. Two copies of the revised manuscript, together with the original manuscript, should be returned to the editor. In a cover letter, author(s) should explain, preferably point-by-point, how the suggestions and criticisms of the reviewers were handled in the revision.

## PROCESSING OF ACCEPTED MANUSCRIPTS

After your manuscript (ordinarily after some revision) is accepted for publication, you will be asked to send to the Editor one copy of the manuscript on diskette (if the manuscript was not earlier submitted electronically) and the original illustrations (or high-quality prints). The manuscript will then be sent to the printer and the proofs may be expected in another 6 to 8 weeks.

## PREPARATION OF MANUSCRIPTS

Write concisely with clarity and precision. Use the active voice and first person as far as possible. Use the same spelling, either British or American, consistently throughout the text. The Journal follows British spelling. Consult *Scientific Style and Format: The CBE Manual for Authors, Editors and Publishers*, Sixth Edition (1994), for detailed guidance. Specific requirements and style of the Journal are described below.

### Language

Manuscripts can be submitted in English only. An Abstract in German, French, Spanish or Portuguese will be included only if provided by the author(s).

### Paper Size, Margins, Spacing and Fonts

Use only standard A4- or letter-sized paper. Do not use large-sized or thin (airmail or onion skin) paper. Leave 2.5-cm margins on all sides of each page. Use double-spacing throughout for all parts of the manuscript (abstract, text, quotations, figure legends, tables, references, etc.). Print or type on only one side of the paper; use a 12-point proportionally spaced font or an equivalent even-spaced font (such as Courier). White paper of good quality and standard size (21 x 29 cm) should be used. Word-processed manuscripts should be laser-printed. If you must use a dot-matrix printer, print only with a fresh ribbon.

### Underlining/Italicization

Do not underline or italicize any part of the manuscript except scientific (Latin) names of organisms and the symbols for all variables and constants (but not the Greek letters). Symbols in the illustrations should match those in the text. If any other character or text has to be underlined for any other reason, please point it out in the margin. Please note that the abbreviations such as ca., cf., e.g., et al., etc., i.e., in vitro, in vivo, viz., and vs. are not italicized.

### Equations and Statistics

Please type the equations in separate lines. If particular symbols and characters cannot be typeset, write them clearly by hand. Explain all characters which are not commonly used, in the margin. Identify all equations by serial numbers flushed to the right and placed in parentheses.

Describe clearly the sampling and experimental designs, data-collection protocols, sample size and precision of measurements. Reported statistics usually include the sample size and some measure of their precision (standard error [SE] or specified confidence interval [CI]) except where this would interfere with graphical clarity. Give sufficient detail of the statistical procedure(s).

used for analysing the data. Provide appropriate references to the statistical methods and the software used (including the version number).

The numerical data should be rounded off to significant digits only both in tables and in the text.

### **Footnotes**

Do not use footnotes in the main text. Incorporate all such material in the text. The footnotes should be confined to identify the current address of the author(s) if different from the address where the study was carried out, and to identify the corresponding author where appropriate.

### **Organisation of the Manuscript**

The manuscript should be organized in the following sequence: Title page, Abstract, Main Text, Acknowledgement, References, Table(s), Legend to Figure(s).

#### *Title Page*

The title page should include: title of the paper, the name(s) and address(es) of author(s), and suggestion for running headline. The title should be concise, informative and should clearly identify the contents. Do not include the authority for taxonomic names in the title. Give the authors' names and complete address(es) of the institution where the work was carried out. If there are more than one author, the address of each author should be given below the name of the author unless two or more authors have the same address. Identify the author with whom further correspondence is to be made. The author's present address, if different, should be given as a footnote at the bottom of the title page.

Suggest a running headline of not more than 40 letters. Please mention at the top of the page that the manuscript is submitted for publication in the *International Journal of Ecology and Environmental Sciences*. Also give on the title page the total number of pages, tables and figures in the manuscript.

#### *Abstract and Key Words*

An Abstract and Key Words are required for all articles. Type the Abstract on a separate sheet and place it immediately after the title page. It should not exceed 5% of the text. The Abstract should include sufficient information on the objectives, study area, methods, results and major conclusions. Do not include any reference to literature in the Abstract.

Authors are encouraged to add an abstract in German, French and/or Spanish, if possible. Authors will be solely responsible for the correctness of the translation.

List six to 10 Key Words, arranged alphabetically, after the Abstract. Do not repeat the words from the title of the paper.

#### *Main Text*

The main text of the paper should start from a new page. The contents should be well organized and reasonably subdivided into sections and if necessary, subsections. Typically, the sections are: Introduction, Description of Study Sites, Materials and Methods, Results, Discussion, Conclusion, Acknowledgements and Tables. Ordinarily, do not use more than three levels of headings. Do not number the sections and subsections. Type different level headings as shown below:

RESULTS

Primary Production

Effect of clipping

If it is necessary to use a fourth level of heading, it should be placed in the same line as the following text and separated by a colon.

Provide the scientific (Latin) names of all organisms. Common names may be used when convenient after stating the scientific names. Authors should comply with the rules of biological nomenclature, as expressed in the International Code of Zoological Nomenclature, the

International Code of Botanical Nomenclature, and the International Code of Nomenclature of Bacteria. When a species name is first mentioned in the text or tables, it should be stated in full together with the authority for naming it. In case a well known regional systematic work is followed to name the organisms, authorities need not be given; instead give only appropriate reference(s) to the systematic work in the Methods section. Authors are urged to check the correct spelling of all scientific names in their text.

No word or phrase should be abbreviated. However, if abbreviations are absolutely necessary, they should be placed in parentheses after the words/phrases when they appear first in the text.

A separate section on Conclusions is generally required only in long articles. Results and Discussion should be combined only in short communications.

The Introduction should bring out clearly, in light of the background knowledge, the specific objective(s) of the study. Methods section should provide sufficient information on the experimental design, sampling procedures, and statistical procedures to allow someone to repeat your work. Identify the products such as the analytical equipment used in the study by the name of the manufacturer and the model number. Give appropriate citation to the computer software used for data analysis and include the version number. Results should be stated concisely and without interpretation. Do not describe every data recorded in the study and shown in the figures or tables. Discussion should interpret the observations in light of the previous knowledge and should differentiate the results of the study from those obtained in earlier studies. Distinguish factual results from speculation and interpretation. In the concluding paragraph, state how the objectives were achieved by the study and what new knowledge has been gained.

## SYMBOLS AND UNITS

Mathematical symbols may be handwritten clearly if you cannot use an appropriate word processor. Greek letters and unusual symbols should be identified separately in the margin. Distinction should be made between confusing letters like letter O and zero (0); the letter l and Arabic numeral one, apostrophe and prime ('); between K and kappa, letter E, Greek epsilon and symbol  $\in$  (element of), letter U and symbol  $\cup$  (union of), letter x and  $\times$  (multiplier), letter B and  $\beta$  (capital beta),  $\beta$  (lower case beta) and  $\beta$  (German double s), letter w and  $\omega$  (lower case omega). Several other Greek letters (especially nu, rho and tau) are readily confused with English letters.

Use only the International System of metric units (SI = *Système international d'unités*) for measurements. Other units may be given in parentheses only if absolutely necessary. Abbreviations of units are same for the singular and plural, and are never followed by a period.

There are seven basic SI units: metre (for length), kilogram (mass), second (time), ampere (current), kelvin (temperature), candela (luminous intensity) and mole (amount of substance). Two supplementary units are: radian (plane angle) and steradian (solid angle). These units, their derivatives and symbols are given below.

Quantity	Unit	Symbol
length	meter	m
mass	kilogramme	kg
time	second	s
electric current	ampere	A
temperature	kelvin	K
luminous intensity	candela	cd
amount of substance	mole	mol
plane angle	radian	rad
space angle	steradian	sr

# GUIDELINES TO AUTHORS

Most commonly used prefixes for SI units are:

Prefix	Symbol	term (multiple)	Prefix	Symbol	term (multiple)
tera	T	$10^{12}$	deci	d	$10^{-1}$
giga	G	$10^9$	centi	c	$10^{-2}$
mega	M	$10^6$	milli	m	$10^{-3}$
kilo	k	$10^3$	micro	$\mu$	$10^{-6}$
hecto	h	$10^2$	nano	n	$10^{-9}$
deca	da	$10^1$	pico	p	$10^{-12}$

The gram, g, equals  $10^{-3}$  kg and is a widely used unit of mass, although kg is a basic SI unit. The prefixes are attached to gram rather than to kilogram which is already prefixed.

Several multiples of SI units are widely used as units by themselves. Among them, the prominent are: minute (min, = 60 s), hour (h, = 60 min), day (d, = 24 h), year (yr), hectare (ha, =  $10^4$  m<sup>2</sup>), tonne (t, =  $10^3$  kg), litre (L, = 1 dm<sup>3</sup>), bar (bar, =  $10^5$  Pa), angstrom (Å, =  $10^{-10}$  m), micron ( $\mu$ , =  $10^{-6}$  m) and calorie (cal, = 4.18 J). It is preferred to use the time units without abbreviation.

For geologic and recent times, the appropriate abbreviations are: AD (Anno Domini for after Christ), BC (before Christ), BP (before present) and Ma (mega-annum = million years).

Some non-SI units are used for practical reasons. The practical unit to express temperature is the degree Celsius (°C), which is related to the thermodynamic or Kelvin unit.

Many units are derived from the basic SI units. When one unit appears in a denominator, use negative exponents and only a space between the units. The derived units and their symbols are:

	Unit (Symbol)	Units not accepted	Acceptable, commonly used
surface area	square meter, m <sup>2</sup>	acre	hectare (ha)
volume	cubic meter, m <sup>3</sup>	gallon	litre (L) and mL (cm <sup>3</sup> )
speed	meter per second, m s <sup>-1</sup>	knots, miles/hr	
luminance	candela per square meter, cd m <sup>-2</sup>		
force	newton, N = kg m <sup>-1</sup> s <sup>-2</sup>	dyne	
pressure	pascal, pa = N m <sup>-2</sup>	atm, torr, mm Hg	
energy, amount of heat	joule, j = Nm	kWh, erg,	
power	watt, W = J s <sup>-1</sup>		
frequency	hertz, Hz = s <sup>-2</sup>	cycles, c sec <sup>-1</sup>	
electrical charge	coulomb, C = As		
electrical tension	volt, V = WA <sup>-1</sup>		
electrical conductance	siemens, S	mho, mho cm <sup>-1</sup>	
luminous flux	lumen, lm = cd sr		
illuminance	lux, lx = lm m <sup>-2</sup>		
radioactivity	becquerel, Bq = s <sup>-1</sup>		curie (Ci) = $3.7 \times 10^{10}$ Bq

Expressions such as parts per thousand, parts per million, and parts per billion are not acceptable. These can be readily expressed as percentages (e.g. 35% salinity), or mg L<sup>-1</sup> or mg kg<sup>-1</sup> or  $\mu$ g L<sup>-1</sup>.

## REFERENCES

**Citation in the Text**

Use only the name and year system for citing references in the text. When the reference forms an addition to a sentence, place it at the end of the sentence. If more than one paper in a single year by the same author are cited, this should be indicated by the suffix, a, b, etc. to the year, both in the text and the list of references. Examples: Tansley (1935); Singh (1986a, 1986b); Baker and Farr (1977); or (Knight 1965, 1970; McNaughton 1976; Pierce and Peak 1984). Within the parenthesis, if two or more references are cited, arrange them chronologically; the references published in the same year should be arranged alphabetically by author name(s).

In case there are more than two authors of a paper, use et al. after the first name in the text, e.g. Pascal et al. (1988). However, if more than one paper of the same first author but with different co-authors are cited, all the names should be given e.g. (Singh, Pandey and Tiwari 1984; Singh, Rawat and Chaturvedi 1984; Singh, Rawat and Sharma 1984).

If two or more authors have the same surname, their initials must be added after the surname (e.g. Singh JS and Singh SP 1992). Initials should also be used in the case of personal communications (e.g., K.P. Singh, personal communication) which need not be repeated in the reference list.

A reference to an unpublished work may be cited in the text as 'In press' if the paper has been accepted by a journal. In such cases the name of the journal should be included in the reference list. Reference to a paper not yet accepted by a journal can be cited, in the text as 'unpublished' and omitted from the reference list.

A reference can also be made to a particular page, table or figure in any publication if necessary. This should be done by mentioning it after the author's name and year and separated by a comma (e.g. Hutchinson 1975, p. 147).

**Citation in the List of References**

The list of references should be called "References", not "Literature Cited" or "Bibliography". List all references cited in the text in alphabetical order of first author names. List names of all authors/ editors in a reference. Before submitting the manuscript, check each citation in the text against the References section to see that they match exactly. A reference which is not cited in the text should not be included in the list. Do not list abstracts or unpublished material.

Give the full title of the paper. In the titles of articles, capitalization of the common names of organisms and the spelling of all words should agree exactly with that used in the original publication. All journal titles should be spelled out completely. In case of journal articles, volume number and the page numbers are required. In case of edited volumes, the names of the editors should be given. In case of books, collective volumes, proceedings, and reports, provide the publisher's name and location, and total number of pages in the publication. In case of dissertations, the degree, the name and place of the University, and total number of pages must be given.

Notations such as Vol., nr., pp., and number of figures and tables are superfluous and should be dropped. Issue numbers should be added (in parentheses) only if every single issue starts at page one. Volume numbers should be expressed by arabic numerals even if the cited Journal uses roman numerals. Some examples are listed below:

*Papers in Journals and other periodicals*

Baker, J. H. and Farr, I.S. 1977. Origins, characterisation and dynamics of suspended bacteria in two chalk streams. *Archiv für Hydrobiologie* 80: 308-326.

Hanley, T.A. and Hanley, K.A.. 1982. Food resources partitioning by sympatric ungulates on Great Basin rangeland. *Journal of Range Management* 35: 152-158.

Harper, J.L., Williams, J.T. and Sagar, G.R. 1965. The behaviour of seed in soil. *Journal of Ecology* 51: 273-275.

Ovington, J.D. 1962. Quantitative ecology and the woodland ecosystem concept. *Advances in Ecological Research* 1: 103-192.

Singh, R.S., Srivastava, S.C., Raghubanshi, A.S., Singh, J.S. and Singh, S.P. 1991. Microbial C, N and P in dry tropical savanna: Effects of burning and grazing. *Journal of Applied Ecology* 28: 869-878.

*Papers in edited multiauthor books, symposia proceedings, etc.*

Cole, D.W. and Rapp, M. 1981. Elemental cycling in forest ecosystems. pages 341-409, In: Reichle, D.E. (Editor) *Dynamic Properties of Forest Ecosystems*. Cambridge University Press, Cambridge.

Dussart, B.H. 1980. Copépodes. pages 333-356, In: Durand, J.R. and Lévêque, C. (Editors) *Flore et faune aquatiques de l'Afrique sahélo-soudanienne*, 1. O.R.S.T.O.M., Paris.

Jha, P.K., Ghimire, G.P.S., Karmacharya, S.B., Baral, S.R. and Lacoul, P. (Editors). 1996. *Environment and Biodiversity in the Context of South Asia*. Proceedings of the Regional Conference on Environment and Biodiversity, Kathmandu, Nepal, 7-9 March 1994). Ecological Society (ECOS), Kathmandu. 410 pages.

Simpson, G.G. 1969. The first three billion years of community evolution. pages 162-177, In: Woodwell, G.M. and Smith, H.H. (Editors) *Diversity and Stability in Ecological Systems*. Brookhaven Symposia in Biology 22. Brookhaven National Laboratory, Upton, New York.

Starkweather, P.L. 1980. Behavioral determinants of diet quantity and diet quality in *Brachionus calyciflorus*. pages 151-157, In: Kerfoot, W.C. (Editor) *Evolution and Ecology of Zooplankton Communities*. The University Press of New England, Hanover, NH, USA.

*Books*

Hutchinson, G. E. 1975. *A Treatise on Limnology*, 3. *Limnological Botany*. John Wiley, New York. 660 pages.

Mitsch, W.J. and Gosselink, J.G. 1986. *Wetlands*. Van Nostrand Reinhold, New York. 539 pages.

Lieth, H. and Whittaker, R.H. (Editors). 1976. *Primary Productivity of the Biosphere*. Springer-Verlag, Berlin. 339 pages.

Raman, A. (Editor). 1997. *Ecology and Evolution of Plant-Feeding Insects in Natural and Man-Made Environments*. International Scientific Publications, New Delhi, and Backhuys Publishers, Leiden, The Netherlands. 270 pages.

*Reports, Dissertations, etc.*

Hajra, K. 1995. *Community Dynamics and Survival Strategies of Zooplankton in Temporary Waterbodies*. Ph.D. thesis, Jawaharlal Nehru University, New Delhi. 223 pages.

Huffman, D.C. 1981. *Economic Feasibility of Methane Generation and Production of Duckweed for Feed on Dairy Farms in Southeast United States*. Louisiana Agricultural Experiment Station Research Report 578. Louisiana State university, Baton Rouge, LA, USA. 32 pages.

SAS. 1989. *SAS/STAT User's Guide*, version 6. SAS Institute, Cary, NC, USA.

## TABLES

Type each of the tables on a separate sheet and number them consecutively with Arabic numerals in the sequence in which they are first cited in the text. Provide each table with a short descriptive title. Statistical and other details should be provided as footnotes rather than in the title. The column headings should be shortened as far as possible by transferring appropriate material (such as units of measurement) to the title. Avoid very large tables. Tables are preferred for placement by width than by length. Tables placed by length (landscape mode) are more expensive to set and the free space with them cannot be filled with text. Do not use vertical lines



to separate columns. Use horizontal lines only to separate the column headings from the data, and when absolutely necessary. The data should not be duplicated in tables and figures.

## ILLUSTRATIONS

All diagrams, graphs and photographs should be referred to in the text as figure, and numbered consecutively with Arabic numerals. Provide a detailed caption to each figure, type all captions together on one or more separate sheets which should be placed after the References and Tables.

The line drawings should be drawn in India ink on white paper or good quality trans-lucent tracing cloth and should not be larger than 22 x 29 cm. If the drawings are necessarily larger, please submit only A-4 size photographic prints. All inscriptions should be done only by a lettering instrument. Typewritten or hand-written lettering in figures is not acceptable.

In case, illustrations have been prepared with the help of a computer, only high quality laser prints should be submitted. Prints made by dot matrix printers are not acceptable.

The amount of lettering on a drawing should be reduced as far as possible by trans-ferring it to the captions. Symbols and lettering should be large enough so that it can be easily recognised after photo-reduction. Preferably use uppercase letters except where SI requires lower case letters for unit abbreviations. Use italic letters for variables, constants, and scientific names in illustrations to make them consistent with the text.

In bar charts, use only such fills (shade or hatch) which can be readily distinguished after substantial reduction. Similarly, use clearly distinguishable symbols for data points in line charts. The most commonly used symbols are solid and hollow circles, squares, triangles and diamonds. Do not include too much data in a single chart. In most cases, a maximum of six series of data can be included. Avoid using different types of lines.

Black and white photographs should be sharp, well-contrasted, glossy prints trimmed at right angles. Colour photographs should be submitted as a 35-mm transparency together with a colour print. Other coloured illustrations should be prints made with a high resolution colour printer or plotter. Photographic colour prints are not suitable for reproduction.

Do not fold the figures in any case. Identify each black-and-white figure (line drawing or photograph) on its back at the top by author's name and figure number. The orientation should be indicated.

Approximate position of all tables and figures should be indicated in the margin of the text.

## ACKNOWLEDGEMENTS

Acknowledgments or dedications should be placed under a separate section just before the References. Normally, acknowledge the grants, technical assistance, facilities of institutions other than your own, and help with the preparation of the manuscript.

## SUBMISSION OF ELECTRONICALLY PREPARED MANUSCRIPTS

Authors are encouraged to submit their manuscripts prepared on IBM-compatible computers with operating system MS DOS (version 3.3 or higher) and word processing package Word-Perfect (4.2 or higher) or MS-Word (5.0 or higher). Both regular (5.25 inch) and mini (3.5 inch) floppy diskettes are acceptable. In case of Windows versions, only Windows 3.1 or Windows 95 formats can be accepted. The floppy diskette must be clearly labeled with the name of the author(s), title of the paper, DOS version, and file format (word processing software and its version used). Figures can also be submitted electronically, preferably in TIFF (Tagged Image File Format) or EPS (Encapsulated PostScript) format (300 to 600 dpi resolution). File names should not be longer than 8 characters. At least one hard copy of the manuscript and the figures must be submitted with the floppy diskette.

## PROOFS

Galley or page proofs will be sent to the corresponding author. The corrected proofs should be returned to the Editor without delay by air mail or courier. Alterations to the text **and** illustrations, other than those necessitated by the printer's errors, are unacceptable at proof stage. Editorial changes should not be reversed. If you are not agreeable with these changes, please point them out on a separate sheet.

## REPRINTS

Fifty reprints of each paper are provided free of charge. Additional reprints may be purchased if ordered when proofs are returned after correction. Gratis reprints are despatched by Registered Sea Mail within about 4 weeks after the publication of the respective issue of the Journal.

## MISCELLANEOUS

Original figures will not be returned following publication unless a request for their return is made when the manuscript is originally submitted.

## FINAL RECOMMENDATIONS

Before mailing a manuscript, check it carefully for typographical errors, especially the numerals, spelling of all scientific terms, Latin names of animals and plants, and diacritical marks in words from different languages. Check the figure captions and tables for use of SI units, size of lettering, and abbreviations. Make sure that every reference appears both in the text and reference list. Assemble the parts of each copy of the manuscript in this order: title page, abstract and key words, main text, acknowledgments, references, tables, figure legends, and figures. Number all pages consecutively.