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## **Manuscript Submission**

Manuscripts in English or French that fall within the *scope of the journal* should be submitted in electronic format only (**MS Word or Corel WordPerfect**) through the *online submission and peer review platform* (<http://www.editorialmanager.com/wqrjc/>).

You will be asked to **review and approve the electronic document assembled by the online software** for the peer review process to verify that the document displays your work as you intended. Your manuscript will be submitted to the Journal office only when you are happy with and approve the assembled document.

### ***Requirements for submitting to and publishing in the WQRJC***

The following are points that you will be asked to respond to during the submission process for the *Water Quality Research Journal of Canada (WQRJC)*:

1. *The submission of this article implies that the work described has not been published previously (exceptions being in the form of an abstract or as part of a published lecture or academic thesis).*
2. *This article is not under consideration for publication elsewhere; if accepted, it will not be published elsewhere in the same form, in English or in any other language, without the written consent of the Publisher.*
3. *This publication is approved by all authors and tacitly or explicitly by the responsible authorities where the work was carried out.*
4. *The references in this document are checked and verified.*

Each manuscript is normally evaluated by two anonymous referees and an Associate Editor before final evaluation by the Editor. **Upon final acceptance**, the manuscript must be submitted in an electronic format (through the online submission system, or by email or on a disk in MS Word or Corel WordPerfect format) together with one hard copy as arranged with the Managing Editor.

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## **Before Submission**

- Authors should ensure that their manuscripts are **concise, well-written, and free of typographical, grammatical, and stylistic errors**. To help your manuscript move through the peer review system, consider having your manuscript proofread/edited by an editor whose first language is the same as the language in which your manuscript is written, or who has appropriate working experience in the language and in the field of study.
- **Manuscripts submitted in French** must also include an English translation of the title, abstract and key words.
- **Manuscript Classifications:** During the online submission process, you will be asked to choose classifications for your manuscript. This is one method we use to help us match your manuscript to appropriate reviewers.
- **References:** An accurate list of references is an essential part of a peer-reviewed, scientific article. These references may be used as resources by readers, and they are added to citation databases. Every reference mentioned in the text, tables or figures must be given in the References section, and vice versa. It is the responsibility of the authors to ensure that the details given in the References list are accurate, and as noted above, authors must verify upon submission that references have been checked and verified.

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## **Assistance with Online Submission and Peer Review Platform**

If you have difficulties using the online system, please contact the [Managing Editor](#) for assistance:

Tel.: 905-336-4513

E-mail: [managing-editor@cawq.ca](mailto:managing-editor@cawq.ca).

## **Organization of the Manuscript**

### **What to Include and Order of Presentation**

- **Total number of words**, including text, tables, figures, and references;
- **Title** of paper;
- **Abbreviated title** for use as a running headline (50 characters and spaces maximum);

- **Full names of the authors** (with the corresponding author in bold);
- **Addresses** of the authors including email address and contact information of corresponding author;
- **Alternate Contact** – coauthor information for contact in the event that you are unavailable at any time for correspondence on your manuscript from submission to publication;
- **Abstract** (one paragraph, 50 to 200 words in length);
- **4 to 6 key words** separated by semicolons;
- The manuscript text;
- **Acknowledgments** (if any);
- **References** – Use the word “References” as the heading; *see below for details*;
- **List of symbols** and/or acronyms used (if 15 or more);
- **Tables**; drawn using the Word or WordPerfect Table Editor, one per page;
- **Captions to figures** on a separate sheet;
- **Figures / illustrations** – for submission, separate files for each figure / illustration *OR* embedded figures / illustrations at the end of the manuscript file (**for submission only**); see below for instructions on *Required Illustration Formats for Accepted Manuscripts*.

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## Style

### Text

Required for Submission:

- In MS **Word** or Corel **WordPerfect** format – PDF is not an acceptable form for submission;
- **Length**: Articles should be approximately 6000 to 8000 words in length (note: **maximum length is 8000** words including text, tables, figures and references);
- **Double-spaced**;
- **Font**: 12-point size font, Times New Roman;
- Do not add line numbers; line numbers will be added automatically by the online submission software.

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### Spelling and Form

Our authority for spelling is the *Webster's Ninth New Collegiate Dictionary* and the *Academic Press Dictionary of Science and Technology*. The *Council of Biology Editors Style Manual* (5<sup>th</sup> ed.) is used as the authority in matters of form.

### Headings

Two styles are used in our Headings:

- 1) **Headline style**: Capitalize the first letter of the first and last words and all interior words except for articles (a, an, the), coordinate conjunctions (and, but, or, for, nor), prepositions less than 5 letters, and terms that begin with a lowercase letter (e.g., pH, *Fundulus heteroclitus*). These rules also apply to hyphenated terms.
- 2) **Sentence style**: Capitalize the first word of the heading and those words that would be capitalized within regular text (proper nouns and adjectives).

For illustration, the following heading descriptions are portrayed in their corresponding style:

### First-Order Headings

First-order headings (e.g., Introduction, Materials and Methods, Results, etc.) should be centred, bold, and in headline style with a space above and below.

## **Second-Order Headings**

Second-order headings should be flush left, bold, and in headline style with a space above and below.

**Third-order headings.** Third-order headings should be flush left, italicized, bold, in sentence style capitalization, inline with the following text, end with a period, and have one space above.

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## ***Citing References in Your Document***

- The author-date system of reference citation should be used in the text.
- No punctuation is used between author and date.
- Use “et al.” for more than two authors. Do not italicize “et al.”
- Multiple citations in one parenthetical citation are separated by semicolons and arranged chronologically, and then, if necessary, alphabetically: e.g., Smith 1993; Jones 2000; Munch and Carter 2000; Roberts et al. 2003.

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## ***Reference List***

- The heading for your list should be “References.”
- The list of references should be arranged alphabetically by author, and chronologically for each author if necessary.
- Each reference should have a hanging indent of five spaces.

**Authors' names.** Use surname followed by initials in boldface type for every author, *separated by commas*. There are no periods after initials (see examples below).

**Year of publication.** Put a period after the year.

**Article title.** Use sentence capitalization in article titles; i.e., capitalize the first letter of the first word. Capitalize the first letter of the first word of a subtitle if it follows a period but not if it follows a colon, dash, or other mark of punctuation.

**Journal title.** Follow guidelines in the *World List of Scientific Periodicals* for abbreviations of journal titles (see also Appendix A for selected journal title abbreviations).

**Volume and page numbers.** The volume number of a journal is set in boldface type, followed by a boldface colon. Page numbers are given in full (200–225), joined by an en dash (for en dash, use Alt + 0150), closed up to the colon, and followed by a period.

**Chapter of a published book.** Follow the form used for journal articles for authors' names and year of publication. Treat the title like the title of a journal article, but follow it with a comma, and the page numbers (abbreviated p., NOT pp.), joined by an en dash and followed by a period. Editors' names are preceded by “*In*”. The names are followed by “(ed.)”, a comma, and the title of the book. Use sentence capitalization for book titles. The names of conferences and official bodies have every important word capitalized.

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## Examples of Correct Forms of References

### General

**APHA, AWWA, and WEF.** 2005. Standard methods for the examination of water and wastewater. 21st Edition. Published jointly by the American Public Health Association, American Water Works Association, and Water Environment Federation. New York.

**Author AB.** 1997. Hydrodynamic and water quality model. EPA/600/3-97, U.S. Environmental Protection Agency, Athens, Ga., U.S.A.

**Author AB.** 1999. Wastewater engineering: treatment, disposal and reuse. McGraw-Hill Inc., New York.

**Author AB, Author CD.** 1995. Sampling of suspended sediments, p. 200–225. *In* Author AB, Author CD and Author EF (ed.), Handbook of techniques for aquatic sediments. Academic Press, New York.

**Author AB, Author CD.** 2003. Lake Ontario water quality model, p. 108–112. *In* Sludge management disposal. Proceedings of the Third National Conference on Sludge Management Disposal. McGill University, Montreal.

**Author AB, Author CD, Author EF.** 2001. Biological phosphorus removal. *Water Qual. Res. J. Can.* **32**:254–266.

### Internet / web citation

**Alberta Agriculture, Food and Rural Development.** 2004. Cattle and calves on farms in Alberta. Alberta Agriculture, Food and Rural Development, Alberta, Canada. Available on-line at: [http://www1.agric.gov.ab.ca/\\$department/deptdocs.nsf/all/sdd1492](http://www1.agric.gov.ab.ca/$department/deptdocs.nsf/all/sdd1492). [Posted: 19 August 2004; accessed: 17 January 2005].

### In press citation

**Culp JM, Podemski CL, Cash KJ.** Interactive effects of nutrients and contaminants from pulp mill effluents on riverine benthos. *J. Aquat. Ecosyst. Stress Recovery*, In press.

- Cite in text as: (Culp et al. In press).

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### Tables

- All tables should be referred to by number in the text (e.g., ... presented in Table 1);
- The table number and caption should appear at the top of the table aligned against the left margin with 'table' in capital letters and only the first letter of the first word of caption capitalized (e.g., TABLE 1. Chemical composition of lake water);
- A table caption must be a noun phrase, not a complete sentence, and there is no period at the end. Delete explanatory notes that involve complete sentences and transfer them to a footnote. Table footnotes should be indicated by superscript letters;
- Tables should be prepared on separate sheets in aligning rows and columns;
- Arrange tables with like data reading downwards; some exceptions allowed;
- Please endeavour to create your tables from the table menu in Word or WordPerfect.

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### Equations

- Equations should be centred on the page and identified by a number in parentheses placed flush with the right-hand margin;

- Do not use an equation editor to insert special symbols as part of the manuscript text.

## ***Illustrations***

- All figures must be cited in the text;
- Use style of reference as (Fig. 1) or Fig. 1 within sentence; use Figure 1 to start a sentence;
- The figures and the list of figure captions should be separate from the main text;
- Bear in mind, when preparing illustrations, that they will be reduced to fit within the width of a journal column (approximately 8 cm) or page (approximately 17 cm);
- In bar graphs, use patterns instead of varying degrees of shading for clearer definition; do not use colour;
- If colour figures (e.g., photographs) are submitted and accepted, and the author(s) wishes to have the colour version published, the full cost of scanning (if necessary) and printing these is to be borne by the author.

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## **Accepted Manuscripts**

### ***Submitting files for Accepted Manuscript***

**Upon final acceptance**, the manuscript must be submitted in an electronic format (through the online submission system, or by email or on a disk in Word or WordPerfect format) together with one hard copy (or other acceptable format) as arranged with the Managing Editor.

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### ***Required Illustration Formats for Accepted Manuscripts***

- Electronic graphic files must be submitted as:
  - TIFF files (photos) at 300 dpi, or
  - EPS files (line art: graphs, technical art, etc.) at 600 dpi;
- Electronic graphic files must be provided at approximately the size they will be placed (usually about 8 cm in width). Graphic files in these formats can be from original art created at the above resolution or scanned at the above resolution;
- Authors must ensure that numbers and letters on illustrations are large enough to be fully legible;
- Authors are also requested to ensure that tones in computer-generated illustrations contrast sufficiently and that very bright tones are not so light that they disappear in print. *PowerPoint presentation files and graphics embedded in word processing or spreadsheet documents are not acceptable.*

If it is not possible to submit electronic graphic files as per the instructions above, originals (not photocopies) should be submitted in black and white. *A scanning cost of \$15 per illustration will be borne by the author.*

If **colour figures** are submitted and accepted, and the author(s) wishes to have the colour version rather than the grey-scale published, **the full cost of scanning (if necessary) and printing these is to be borne by the author.**

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## **Page Proofs**

Copyediting is performed by the Managing Editor. One set of page proofs is sent to the principal author to be checked before publication. The proof stage is not the time to make extensive corrections. Changes must be limited to correction of spelling errors, incorrect data, and updated information for “submitted” and “in press” references.

## **Preprint Online Publication**

To allow for timely exposure of accepted manuscripts and with Author permission, we post papers online that are ready for printing before the entire issue is ready for publication. These papers may or may not have page numbers added, can be found in our latest "Current Issue," and are accessible in full to all members of the CAWQ; the abstracts can be viewed by anyone. Once all manuscripts for an issue are complete, any missing page numbers will be added and the issue will be finalized. As soon as the first paper for the next issue is ready, a new "Current Issue" will be started.

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## **Reprints**

All authors are provided with a complimentary .PDF copy of their paper.

## **Managing Editor Contact Information**

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**APPENDIX A**  
**Water Quality Research Journal of Canada**  
**Selected Journal Title Abbreviations**

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Adv. Ecol. Res.	J. Appl. Organomet. Chem
Anal. Chem.	J. Aquat Plant. Manage.
Ann. Rev. Microbiol.	J. Bacteriol.
Appl. Environ. Microbiol.	J. Biol. Chem.
Appl. Geochem.	J. Chromatogr.
Applied Optics	J. Contaminant Hydrology
Aquac. Res.	J. Environ. Eng. Div. ASCE
Aquat. Toxicol.	J. Environ. Eng. Sci
Arch. Environ. Contam. Toxicol.	J. Environ. Qual.
Arch. Microbiol.	J. Fish. Res. Board Canada
Biochem.	J. Fluid Mech.
Biotech. Bioeng.	J. Great Lakes Res.
Bull. Environ. Contam. Toxicol.	J. Hydraul. Eng.
Can. Geoscience	J. Hydrol.
Can. Geotech. J.	J. Indust. Microbiol.
Can. J. Bot.	J. Invertebr. Pathol.
Can. J. Civ. Eng.	J. Phys. Oceanogr.
Can. J. Earth Sci.	J. Sanit. Eng. Div. Proc. ASCE
Can. J. Fish. Aquat. Sci.	J. Soil Water Conserv.
Can. J. Soil Sci.	J. Water Pollut. Control Fed.
Can. Mineral.	Lake Reservoir Manage.
Chemosphere	Limnol. Oceanogr.
Cold Reg. Sci. Technol.	Mar. Chem.
CWRJ	Mar. Ecol. Prog. Ser.
Dev. Comp. Immunol.	Mar. Environ. Res.
Dis. Aquat. Organ.	Marine Pollut. Bull.
Ecol. Model.	Mar. Res. Econ.
Environ. Geol. Water Sci.	Microb. Ecol.
Environ. Manage	Nuclear Chem.
Environ. Monit. Assess.	NWRI Contribution No.
Environ. Pollut.	Photochem. Photobiol.
Environ. Sci. Eng.	Process Biochem.
Environ. Sci. Tech.	Prog. Wat. Technol.
Environ. Technol. Lett.	Pulp Pap. (Can.)
Environ. Toxicol.	Remote Sens. Environ.
Environ. Toxicol. Chem.	Rev. Sci. Ins.
Environ. Toxicol. Water Qual.	Sci. Tot. Environ.
EOS (Elsevier Oceanography Series)	Soil Tillage Res.
Evolution	Toxicity Assessment.
Fish Shellfish Immunol.	Toxicology
Geosci. Can.	Trends Ecol. Evol.
Geostds. Newsletter	Waste Manage. Res.
Hydrobiologia	Water Air Soil Pollut.
Int. Assoc. Hydrol.	Water Environ. Technol.
Int. J. Environ. Anal. Chem.	Water Qual. Bull.
Int. J. Environ. Studies	Water Qual. Res. J. Can.
IWD Scientific Series No.	Water Res.
J. Agric. Food Chem.	Water Resour. Bull.
J. Am. Water Works Assoc.	Water Resour. Res.
J. Appl. Bacteriol.	Water Sci. Technol.

**APPENDIX B**  
**Water Quality Research Journal of Canada**

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**Measurement Unit Abbreviations**

centimetre	cm
decibel	dB
gram	g
hour	h (tables only)
hectare	ha
hertz	Hz
kilo	k
kelvin	K
kilogram	kg
litre	L
metre	m
micro	μ
microgram	μg
milligram	mg
millilitre	mL
millimetre	mm
minute	min
month	mo (tables only)
mole	mol
newton	N
ounce	oz
pascal	Pa
second	s
temperature	temp (tables only)
tonne	t (tables only)
volume	vol (tables only)
week	wk (tables only)
year	yr (tables only)

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**APPENDIX C**  
**Water Quality Research Journal of Canada**  
**Spelling**

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The following words are frequently encountered in the Water Quality Research Journal of Canada manuscripts. Please adhere to the following spelling.

acknowledgment	groundwater
airborne	half-life
alga (s.), algae (pl.)	inasmuch as
analogous	in-house (always hyphenated)
baseline (always solid)	in situ, in vivo, in vitro—roman
bioassay	least-squares method
analyze	microorganism
blue-green algae	modelling
brewer's yeast	ongoing
buildup (n.) build up (v.)	onshore
by-product	offshore
cannot	physicochemical
chloro-organic	pre (prefix), always solid, even with double vowels
chlorophyll <i>a</i> , <i>b</i>	percent
cleanup (n.), clean up (v.)	phosphorus (n.), phosphorous (adj.)
coauthor	Pyrex
cooperation	snowmelt
data (plural)	Student's <i>t</i> test
database	runoff
desiccate	seawater
die-off	Secchi depth
endpoint	sulfate, sulfide, sulfur
et al. (not italicized)	ultraviolet
fiberglass	U.S. EPA
flowthrough	versus —not vs, except in tables
focused, focusing	wastewater
fold (suffix)—twofold, severalfold	wavelength
	fresh water (n.), freshwater (adj.)