

## Detailed Guidelines for Authors (updated January 2013)

### AIMS AND SCOPE

This multi-disciplinary Journal aims at promoting all areas of pure and applied ecology (plant, animal, microbial and human ecology) and environmental science (including environmental pollution, conservation, natural resource management, sustainable development, global change, climate change - impacts, mitigation and adaptation, ecological economics, environmental policy and law). The scope of the journal is quite broad to cover ecological research from population to landscape level, and both terrestrial and aquatic (freshwater and marine) habitats, and all aspects of environmental conservation and management.

The Journal publishes Original Research Papers, Reviews on topics of current interest (usually by invitation), Short Communications, View-points and Commentaries, and Book Reviews. Special issues, based on specific themes, are published at the suggestion of the members of the Editorial Board and conveners of international symposia and conferences. Case studies of environmental problems and their management in different countries or regions, and reports of recent conferences are also published. All contributions submitted to the Journal for publication are peer reviewed for their suitability by at least two researchers in the relevant field before their acceptance.

Authors interested in communicating their research and other contributions for consideration of the editors for publication in the Journal must ensure that the manuscripts are prepared and submitted strictly according to the guidelines described below. Submissions which do not conform to the guidelines will not be processed.

### Special Issues

Individuals interested in organizing special issues devoted to a single topic of current interest or based on papers presented at a conference or symposium must submit a proposal with full details and seek prior approval of the Editors for the purpose.

These issues should consist of at least 6 contributions besides an introductory and/or a synthesis article. They may extend to two combined issues (up to 200 printed pages) and rarely to a full volume (up to 400 pages).

The proposers will usually be designated as Guest Editors, and will be responsible for ensuring that all contributions strictly follow the guidelines for the preparation

of the manuscripts and other requirements of the journal are adhered to fully. The Guest Editors shall also follow the online editorial process until the manuscripts are accepted in final form.

### GENERAL INFORMATION

Only original contributions are considered for publication. The authors are required to declare that the manuscript has not been submitted to another journal for consideration at the same time. If the paper is submitted after it had been returned by another journal, the authors must disclose this fact.

### PREPARATION OF MANUSCRIPTS

The manuscript should be written in English in a clear, direct and active style. Manuscripts should follow a standard page layout: only Letter or A-4 size, 2.5 cm margin on all the four sides, and 1.5 line spacing. The text should be carefully checked for typographical errors, especially numerals and diacritical marks in words from different languages. British spellings are preferred. However, there should be uniformity throughout the text. All pages must be numbered sequentially to facilitate reviewing and editing of the manuscript. Manuscripts should be word-processed using either Microsoft WORD 2003 or 2007 or Corel WordPerfect 9 or higher version.

### Manuscript Length

Research Papers are at least eight journal pages in length (including figures) and a maximum of 20 pages. Short Communications are 4 to 6 pages long. The maximum length for comprehensive Review Papers is forty pages. Mini-Reviews, not less than 10 pages in length, are also considered if they cover an important topic of contemporary interest. Commentaries and Viewpoints are usually restricted to 2-4 pages and Case Studies vary in length up to 20 pages according to the subject. Book Reviews are usually restricted to a single page. Generally, the figures and tables should not exceed approximately one-third of the total length of the paper. Supporting data, where necessary, may be placed in an appendix.

## Title Page

The title page should comprise: full title of the paper, initials and surname of author(s), name of the laboratory where the work was carried out, current institutional affiliations with full address and E-mail IDs of all authors and the complete postal address of the corresponding author with whom all correspondence concerning the manuscript should be made. Please add Telephone and Fax numbers as well as E-mail address. The corresponding author submits the manuscript online after registration on the journal's webpage. All co-authors should also register themselves on the website as users and authors.

The title should be precise and brief. Abbreviations should not be used. The title must be written in title case (first letter capital except for articles, conjunctions and prepositions).

## Abstract

An Abstract should be placed after the title page. Summary is not required at the end of the paper. The Abstract should include sufficient information on the objectives, study area, methods, main results and major conclusions. The Abstract should preferably be arranged in numbered paragraphs to cover all this information. It should not cite any reference and should be limited to 5% of the text (excluding references).

Authors may add an Abstract in German, French and/or Spanish language as well but should certify that the translation has been verified by an individual well-versed with that language.

## Key Words

Six to ten key words should be provided after the Abstract. No key word should be repeated from the title of the paper.

## Running Title

Authors should also provide a short 'running title' (not more than 40 characters) for use in the header. It should be placed on the abstract page after the Key Words.

## Organization of the Text

The main text of the paper should start from a new page. It should be reasonably subdivided into sections and subsections. In no case, the text should be organised at more than four levels of subdivision.

Research Papers should be structured into sections as Introduction, Materials and Methods, Results, Discussion and Conclusion. Methods should be described in adequate detail. Field studies should include an adequate account of the study area and the sampling sites in a separate section.

For Review Papers, Commentaries and Viewpoints, the

text may be subdivided according to the issues to be discussed. Review Papers should mention any previous important reviews in the field and contain a comprehensive discussion starting with the general background of the field. It should then go on to discuss the salient features of recent developments. The authors should avoid presenting material which has already been published in a previous review.

References to published literature should be cited in the text by the author's name and year: e.g., Keddy (2010) when forming part of a sentence, or (Keddy 2010) when forming an addition to a sentence. If a paper has three or more authors, then it should be referred to by the surname of the first author and expression *et al.* (for example, Santaniello *et al.* 2003). The author's name and year are not separated by a comma. Two or more citations, when placed together within parentheses, should be separated by a comma.

## Style, Language and Abbreviations

The manuscript style must be uniform throughout the text. The language should be concise and clear. Authors should check the manuscripts thoroughly for any grammatical and typographic errors. Special attention should be paid to diacritical marks and spellings of words from other languages.

No part of the manuscript should be underlined (or italicized) except for the Latin binomials of organisms (genera and species). Phrases such as *in vitro*, *in vivo*, *per se*, *i.e.*, *e.g.* and *et al.* are also not italicised.

Footnotes should be avoided. When absolutely necessary, these should be numbered consecutively by superscript Arabic numerals and should be placed at the end of the text. They will be inserted on the relevant pages after the text is edited and accepted for printing. Endnotes are not accepted. References should in no case be referred to in the text by numerals.

Abbreviations, except those of standard units of measurement, should be avoided. When necessary, all non-standard abbreviations should be placed in parentheses after the words or phrases when they appear first in the text. However, non-standard abbreviations should not be used unless they appear several times in the text. If there are more than ten abbreviations used in the text, they should also be listed in alphabetical order, along with their expanded form, at the end as an appendix.

## Units of Measurement

Only metric units (S.I. Units) should be used. If other units have to be necessarily used, their equivalent values in SI units should be given in parentheses. Abbreviations of units are same for the singular and plural, and are never followed by a period. Most commonly used metric system units, symbols, and their prefixes are listed below. For detailed information on SI Units, authors should consult BIPM (2006).

**Common S.I. Units**

Quantity	Unit	Symbol	
Length	meter	m	
Mass	kilogram	kg	
Time	second	s	
Electric current	ampere	A	
Thermodynamic temperature	kelvin	K	
Amount of substance	mole	mol	
Luminous intensity	candela	cd	

**Symbols used with SI Units**

Prefix	Symbol	Multiplication factor	
peta	P		$10^{15}$
tera	T		$10^{12}$
giga	G	1 000 000 000	$10^9$
mega	M	1 000 000	$10^6$
kilo	k	1000	$10^3$
hecto	h	100	$10^2$
deka	da	10	$10^1$
deci	d	0.1	$10^{-1}$
centi	c	0.01	$10^{-2}$
milli	m	0.001	$10^{-3}$
micro	$\mu$	0.000 001	$10^{-6}$
nano	n	0.000 000 001	$10^{-9}$
pico	p		$10^{-12}$
femto	f		$10^{-15}$

**SI derived units with special names and symbols:**

Quantity	Name	Symbol	Relation to other SI units
Celsius temperature	degree Celsius	$^{\circ}\text{C}$	K
electric conductance	siemens	S	A/V
electric potential difference	volt	V	W/A
electric resistance	ohm	$\Omega$	V/A
energy, quantity of heat	joule	J	N·m
force	newton	N	kg·m/s <sup>2</sup>
illuminance	lux	lx	lm/m <sup>2</sup>
luminous flux	lumen	lm	cd·sr
power, radiant flux	watt	W	J/s
pressure, stress	pascal	Pa	N/m <sup>2</sup>
activity (of a radionuclide)	becquerel	Bq	1/s

**Non-SI units in use**

Quantity	Unit	Symbol	Value in SI units
Time	minute	min	1 min = 60 s
	hour	h	1 h = 60 min = 3600 s
	day*	d	1 d = 24 h = 86 400 s
Plane angle	degree	$^{\circ}$	$1^{\circ} = (\pi/180)$ rad
	minute	'	$1' = (\pi/10800)$ rad
	second	"	$1'' = (\pi/648 000)$ rad
Area	hectare	ha	1 ha = $10^4$ m <sup>2</sup>
Volume	liter	L	1 L = 1 dm <sup>3</sup> = $10^{-3}$ cm <sup>3</sup>
Mass	metric ton**	t	1 t = $10^3$ kg = 1 Mg
Energy	calorie	cal	1 cal = 4.18 J
Pressure	bar	bar	1 bar = $10^5$ Pa
Length	micron	$\mu$	1 $\mu$ = $10^{-6}$ m
	Angstrom	$\text{\AA}$	1 $\text{\AA}$ = $10^{-10}$ m
Radioactivity	Curie	Ci	1 Ci = $3.7 \cdot 10^{10}$ Bq

\* also: week (wk); month (mo) and year (y)\*

\*\* This Journal does not use this unit.

**Mathematical and Greek Symbols**

Mathematical symbols, Greek letters and unusual symbols should be identified separately in the margin.

Greek symbols and special characters often undergo formatting changes and get corrupted or lost during preparation of manuscript for publication. To ensure that all special characters used are embedded in the text, these special characters should be inserted as a symbol but should not be a result of any format styling (*Symbol* font face) otherwise they will be lost during conversion to PDF.

Distinction should be made between confusing letters like letter O, zero (0) and degree sign ( $^{\circ}$ ); between the letter l, the number one, exclamation (!), and prime ('); between K and kappa ( $\kappa$ ), r and gamma ( $\gamma$ ), p and rho ( $\rho$ ) and X and chi ( $\chi$ ). These characters must be named in the margin.

**Equations**

Small mathematical expressions (equations), which are set within a line, should avoid large symbols and complex exponents. Larger equations should be set in separate lines and when several equations are presented, these should be sequentially numbered with Arabic numerals flushed to the right margin.

**Nomenclature**

Latin binomial names of all organisms should be given in full, together with their respective taxonomic authority, the first time they appear in the text. The genera can be abbreviated to

a single letter (followed by a period) only in case the initials of two genera are not the same and do not cause confusion. The Latin name and taxonomic authority should be given for all experimental species also. The basis for the nomenclature of taxa should be indicated in the Methods section. Authors should ensure that all nomenclature is current and conforms to accepted standards and international codes, including those for the micro-organisms and cultivated plants.

Chemical nomenclature must conform to the Subject Index of Chemical Abstracts. Chemical formulae (for example, CO<sub>2</sub>, CH<sub>4</sub>, H<sub>2</sub>O) should preferably be avoided as abbreviations in the text.

### Tables

Each table should be placed on a separate page and all numbered consecutively with Arabic numerals in the order they are referred to in the text first. Each table should be provided a short title. Data that can be readily presented in the text should not be tabulated. Large tables with too many columns should be avoided. Where necessary, the data should be arranged into two or more tables. Sometimes, the columns and rows can be transposed for better formatting. Column headings should be kept as brief as possible. Some information (such as units) can often be transferred to the caption. Footnotes should be kept to the minimum necessary. Lengthy tables of data or essential methodological details may preferably be placed as an appendix to the paper.

### Figures/Illustrations

All diagrams, graphs and photographs should be referred to in the text as figure, and numbered consecutively with Arabic numerals in the order of their citation in the text. Terms such as plate, chart and graph should not be used. All the figures should be provided a detailed caption and all captions should be typed together on a separate page. Figure number and caption should not be inserted in the figure.

Line drawings, bar charts and other figures containing text must be checked carefully for the line thickness and font size. The figures should generally be able to withstand reduction to a single column width of 8.5 cm without loss of legibility and distinction between line and fill styles. The titles of X and Y axes must be concise and must include the units.

Each figure should include a single illustration. Each figure should be closely cropped to minimize the amount of white space surrounding the illustration. Figures consisting of two or more separate parts, should be submitted as a single composite illustration file and each part should be identified by an alphabet (A, B, C etc.). Photographs should be submitted as high-resolution graphic files, and should include a bar of scale, where necessary.

Following file formats are preferably accepted:

EPS (for diagrams); PNG (for photos); PowerPoint version 2003/2007 (each page with a single figure); TIFF; BMP and JPEG (high resolution; >300 dpi).

For figures which include an image based on lines and text and do not contain tonal or shaded areas, the preferred file format is TIFF or EPS. If colour is necessary, the figures should be in RGB mode with 900-1200 dpi resolution.

For halftone images, which have a continuous tone photograph and contains no text, the preferred file format is TIFF. These should be in RGB colour mode or grayscale, with a minimum resolution of 300 dpi.

Figures which combine both halftone and text or line art elements, the preferred file format is TIFF, RGB colour mode or Grayscale and 500-900 dpi resolution.

Please do not embed graphics in your word processor, spreadsheet or presentation. Low resolution GIF files are not accepted. EPS should only be used for images produced by applications such as CorelDraw. Figures prepared in an Office application, such as Word or PowerPoint, should not be converted to JPEG or another format. Scanned images from printouts are not accepted. All figures should be carefully checked for clarity, legibility and high resolution.

### ACKNOWLEDGEMENTS

Please acknowledge every individual, institution or organisation who has contributed to the study by making substantial contributions to conception, design, collection of data (sampling and analysis), or analysis and interpretation of data, or who was involved in drafting the manuscript or revising it critically for important intellectual content. Please list the source(s) of funding for the study (with appropriate grant number), for each author, and for the manuscript preparation.

### Conflict of Interest

Any actual or potential conflict of interest including any financial, personal or other relationships with other people or organizations within the period of study of the submitted work that could inappropriately influence, or be perceived to influence, their work, should be reported.

### REFERENCES:

All references cited in the text (including those in the Tables and Figures) should be listed in alphabetical order of the first author's surname in the reference section. Several references by the same first author should be arranged in the order of the surnames of the second author, then third author and so on. For two or more references by the same author(s) in the same year, distinguish them by adding the letter a, b, c, etc after the year.

The reference must be fully formatted before submission. All references must be complete, accurate, and without any abbreviation. Irrespective of the number of authors and/or editors, all names must be included. et al. should not be used. Journal titles should not be abbreviated. Books, Collective works, Project Reports and Government Reports should include the name and place of the publisher, and the total number of pages. Conference Proceedings should include also the information on the organisers, place and date of the Conference. Theses and Dissertations must include the degree awarded, name and place of the University, and the total number of pages.

Reports and other publications for which the authorship is not clearly stated, may be referred to Anonymous. However, in most cases, these can be credited to some individuals or organisations or institutions. Where such publications are cited by the acronym of an institution or organisation, its full name should be listed in parentheses after the acronym.

Unpublished papers and personal communications should not be included in the reference section but they may be mentioned in the text and identified as such in parentheses. Papers accepted for publication should include (in press) in parentheses in place of volume number and pages.

Citations for articles/material published exclusively online or in open access journals must contain the exact Web addresses (URLs) at the end of the reference(s). Online citations should also include the date of access.

A few examples of references are given below.

#### *Research and Review Papers*

- Bazzaz, F.A. and Pickett, S.T.A. 1980. Physiological ecology of tropical succession: A comparative review. *Annual Review of Ecology and Systematics* 11: 287-310.
- Brown, S. and Lugo, A.E. 1994. Rehabilitation of Tropical Lands: A Key to Sustaining Development. *Restoration Ecology* 2: 97-111.
- Chaturvedi, O.P.; Das, D.K. and Kumar, R. 2005. A comparative study of the rooting depth of four agroforestry tree species inter-planted on boundary of wheat crop field in Bihar. *International Journal of Ecology and Environmental Sciences* 31: 49-52.
- Groffman, Peter M.; Bain, Daniel J.; Band, Lawrence E.; Belt, Kenneth T.; Brush, Grace S.; Grove, J Morgan; Pouyat, Richard V.; Yesilonis, Ian C. and Zipperer, Wayne C. 2003. Down by the riverside: urban riparian ecology. *Frontiers in Ecology and the Environment* 1: 315-321.

If a journal carries continuous pagination throughout the volume, then the issue number should be omitted.

#### *Journals with Part or Supplement*

- Adrianov, A.V. 2004. Strategies and methodology of marine biodiversity studies. *Russian Journal of Marine Biology* 30 (Supplement 1): S17-S21.
- Kamenik, C.; Koinig, K.A.; Schmidt, R.; Appleby, P.G.; Dearing,

John A.; Lami, A.; Thompson, R. and Psenner, R. 2000. Eight hundred years of environmental changes in a high Alpine lake (Gossenköllesee, Tyrol) inferred from sediment records. *Journal of Limnology* 59 (Supplement 1): 43-52.

Williamson, Craig E.; Saros, Jasmine E.; Vincent, Warwick F. and Smol, John P. 2009. Lakes and reservoirs as sentinels, integrators, and regulators of climate change. *Limnology and Oceanography* 54 (6, Part 2): 2273-2282.

#### *Books*

- Munshower, F.F. 1994. *Disturbed Land Revegetation*. Lewis Publishers, Boca Raton, FL, USA. 265 pages.
- Keddy, Paul A. 2010. *Wetland Ecology: Principles and Conservation*. Second edition. Cambridge University Press, Cambridge, U.K. xviii+497 pages.
- Singh, J.S.; Singh, S.P. and Gupta, S.R. 2006. *Ecology, Environment and Resource Conservation*. Anamaya Publishers, New Delhi. 688 pages.

#### *Edited Books*

- Junk, Wolfgang J.; Piedade, Maria T.F.; Wittmann, F.; Schöngart, J. and Parolin, Pia (Editors). 2010. *Amazonian Floodplain Forests: Ecophysiology, Bio-diversity and Sustainable Management*. Ecological Studies 210. Springer Science + Business Media, Dordrecht, The Netherlands. xvii+615 pages.
- Maltby, E. and Barker, T. (Editors). 2009. *The Wetlands Handbook*. Wiley-Blackwell, Chichester, U.K. xiv+1058 pages.
- Santaniello, V.; Evenson, R.E.; Zilberman, D. and Carlson, G.A. (Editors). 2000. *Agriculture and Intellectual Property Rights: Economic, Institutional, and Implementation Issues in Biotechnology*. CABI Publishing, Wallingford, U.K. 280 pages.

#### *Chapters in Edited Books*

- Fischlin, A.; Midgley, G.F.; Price, J.T.; Leemans, R.; Gopal, B.; Turley, C.; Rounsevell, M.D.A.; Dube, O.P.; Tarazona, J. and Velichko, A.A. 2007. Ecosystems, their properties, goods, and services. Pages 211-272, In: Parry, M.L.; Canziani, O.F.; Palutikof, J.P.; van der Linden, P.J. and Hanson, C.E. (Editors) *Climate Change 2007: Impacts, Adaptation and Vulnerability*. Contribution of Working Group II to the Fourth Assessment Report of the Intergovernmental Panel on Climate Change. Cambridge University Press, Cambridge.

#### *Conference Paper*

- Sreerama Kumar, P.; Rabindra, R.J. and Ellison, C.A. 2008. Expanding classical biological control of weeds with pathogens in India: the way forward. Pages 165-172, In: Julien, M.H.; Sforza, R.; Bon, M.C.; Evans, H.C.; Hatcher, P.E.; Hinz, H.L. and Rector, B.G. (Editors) *Proceedings of the XII International Symposium on Biological Control of Weeds*, April 23-27, 2007, La Grande Motte, France, CABI Publishing, Wallingford, UK,

#### *Conference Proceedings*

- Gries, C. and Jones, M. (Editors). 2008. *Proceedings of the Environmental Information Management 2008 Conference*

(EIM 2008). Albuquerque, New Mexico, September 10 -11, 2008. [www.lulu.com](http://www.lulu.com), Raleigh, NC, USA. 191 pages. Available online at;

[http://www.lulu.com/items/volume\\_63/3822000/3822310/2/print/eim-2008-proceedings.pdf](http://www.lulu.com/items/volume_63/3822000/3822310/2/print/eim-2008-proceedings.pdf)

#### *Journal Article on the Internet*

Dougill, A.J.; Fraser, E.D.G. and Reed, M.S. 2010. Anticipating vulnerability to climate change in dryland pastoral systems: using dynamic systems models for the Kalahari. *Ecology and Society* 15(2): 17. [online] URL: <http://www.ecologyandsociety.org/vol15/iss2/art17/>

#### *Book/Monograph on the Internet*

Sodhi, Navjot S. and Ehrlich, Paul R. (Editors). 2010. *Conservation Biology for All*. Oxford University Press, Oxford, U.K. 360 pages. Available online at <http://www.oxfordscholarship.com/oso/public/content/biology/9780199554232/toc.html>

#### *Reports, Official Documents*

BIPM (Bureau international des poids et mesures). 2006. *Le Système international d'unités (SI) - The International System of Units (SI)*. 8<sup>th</sup> edition. Organisation inter-gouvernementale de la Convention du Mètre. Édité par le BIPM, Sèvres Cedex, France. 186 pages.

MOEF (Ministry of Environment and Forests). 2010. *Climate Change and India: A 4x4 Assessment. A Sectoral and Regional Analysis for 2030s*. INCCA Report 2. Indian Network for Climate Change Assessment, Ministry of Environment and Forests, Government of India, New Delhi. 160 pages.

#### *Theses / Dissertations*

Neelam. 2006. *Nitrogen Transformation, Soil Microbial Activity and Diversity of Arbuscular Mycorrhizal Fungi in Conservation Tillage Systems*. Ph.D. Thesis, Department of Botany, Kurukshetra University, Kurukshetra, India. 166 pages.

#### *Web Site/Homepage:*

Ramesh, M.K. 2007. *The biological diversity Bill, 2000: An evaluation*. <http://www.nlsenlaw.org/cross-sectoral-issues/biodiversity-conservation/articles/the-biological-diversity-bill-2000-an-evaluation/> (accessed 22.9.2010)

MOEF (Ministry of Environment and Forests). 2006. *3rd National Report on Implementation of United Nations Convention to Combat Desertification*. Ministry of Environment and Forests, Government of India, New Delhi. <http://www.unccd.int/cop/reports/asia/national/2006/india-eng.pdf>

[http://www.ramsar.org/cda/en/ramsar-activities/main/ramsar/1-63\\_4000\\_0\\_\\_](http://www.ramsar.org/cda/en/ramsar-activities/main/ramsar/1-63_4000_0__) (accessed on 17.11.2010)

#### *Patent*

Shockley, Chad E.; Miller, John D. and Shah, Piyush S. 2007. Nitrate removal in a purge stream using constructed wetlands. United States Patent 7276164. Publication Date 10.02.2007.

International Classes: C02F3/32; C02F3/32

#### BOOK REVIEWS

Book reviews are published only if the publishers submit a copy of their recently published books (both print and electronic) relevant to the journal. Unsolicited reviews of books by individuals are not accepted. All submitted books are reviewed by an expert on the subject matter of the book.

#### SUBMISSION OF MANUSCRIPTS

The Journal uses the Open Journal System (OJS) for on-line submission, review and editing process. Manuscripts should be submitted by one of the authors only and should not be submitted by anyone on their behalf. Email submissions are not accepted. Before submission, the author(s) must ensure that the manuscript has been prepared according to the guidelines described above.

The corresponding author must register at the Journals' webpage ([www.nieindia.org/Journal/index.php/ijees](http://www.nieindia.org/Journal/index.php/ijees)) as a user and author by entering the required information correctly. The registered user can login at any time and go to the link 'New Submission'. Follow the five step process and complete every field. Full names, addresses and email Ids of all coauthors must be entered. It is desirable that all coauthors register as the user of the site and use their individual email and login IDs for access to the journal.

The Text of the manuscript (including title page, abstract, tables, references, captions to figures) should be uploaded as the main file. The main submission file can be only a single file and hence, the figure files can be combined with the text file into one zip file for submission. Figures may alternatively be uploaded as supplementary files towards the end of the submission process. These can be uploaded as separate file or a single zip file.

#### Cover Letter

A statement on the scope of the article, its relevance to the Journal, major contribution to the knowledge in the field, and indicating the nature and extent of the contribution of each of the coauthors, should be placed as a cover letter in the 'Comments to the Editor' field in the first step..

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### **PROCESSING OF THE MANUSCRIPTS**

The manuscripts submitted online are acknowledged instantly by the server, with an alert to the Journal manager. The corresponding author can login and check the status of the manuscript. All communications with the author are made from the Journal's page through the OJS.

After the manuscript is accepted for publication, an e-mail communication to that effect is sent to the corresponding author.

### **Proofs**

The corresponding author receives a email about the proofs which can be accessed as a PDF file after logging in to the author's user page. Instructions for corrections are included with the email. The corrections together with the response to the editor's queries should be listed in a Word file which should preferably be emailed to the editor without delay but within not more than 3 working days.

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### **ADDITIONAL GUIDANCE**

Many excellent books are available on the subject of writing scientific and technical articles in all disciplines. These books provide detailed guidance also on the style, language and grammar. Several publications are devoted specifically to the analysis and presentation of data in graphic form. Younger authors in particular are advised to consult these publications.