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1. General

Journal of Paleolimnology publishes original articles that deal with the reconstruction and interpretation of primarily lake histories, although paleoenvironmental studies of river, wetland, peatland and estuary systems are also eligible for publication. The journal is international in scope.

THERE IS NO PAGE CHARGE.

Several categories of contributions are published:

1. Research papers: usually 5-25 printed pages long, including tables, figures and references to the literature.
2. Short notes or comments on recently published papers: usually 2-4 pages long and presenting concise information on timely topics, or criticizing presumed errors or shortcomings in recently published research papers. Technical notes, for example those dealing with new types of equipment or procedures, are also encouraged. An abstract and key words are required but no summary is needed.
3. Review papers: Review and overview papers are encouraged. Because these are often long manuscripts, the prospective authors should consult with the Editor-in-Chief before preparing and submitting review articles. In addition to regular submitted Review papers, in 1998 a separate category of invited review papers was begun: Frey-Deevey Invited Reviews.
4. Computer Applications to Paleolimnology: these are usually short contributions, summarizing computer applications to paleolimnological research (e.g., new software packages, new approaches and techniques, Internet facilities, etc.).
5. Rapid Communications: This category provide a vehicle for rapid publication (less than 6 months) of short, timely, high-impact manuscripts of broad and general interest to paleolimnologists. Authors wishing to submit manuscripts for Rapid Communication consideration should indicate so in their cover letter and also provide a brief justification of why they feel the submission is appropriate for accelerated handling. Rapid Communication manuscripts must be less than 15 pages, including title page, key words, abstract and text (double spaced), references, figures, captions, and tables.

These submissions will undergo an accelerated refereeing process and the authors must be prepared to undertake required revisions in less than a week.

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The journal also publishes special or dedicated issues (e.g., issues dedicated to a certain topic or the proceedings of a workshop or conference). These issues are often guest edited. Please contact the Editor-in-Chief if you are interested in developing a special issue.

4. Editorial policy

Manuscripts sent to one of the Editor-in-Chiefs will first be checked for language, presentation, and style. Manuscripts that are substandard in this respect will be returned to their authors without further review. Such manuscripts can be re-submitted after necessary corrections have been made.

Papers that conform to journal style are sent to external referees. The editor decides on acceptance or rejection on the basis of the reports submitted by the referees, the members of the editorial board, and the subsequent revisions by the authors themselves. Authors are encouraged to suggest potential referees in their covering letter. The Editor-in-Chief is not bound by those suggestions.

5. Preparing the manuscript

Manuscripts should conform to standard rules of English grammar and style. Either British or American spelling may be used, but spelling must be consistent throughout the article.

Conciseness in writing is regarded as a major asset. It greatly improves the readability of a paper. Moreover, competition for space is keen. Wordiness, ambiguous statements, vague expressions, long and pointless series of adjectives, passive instead of active tenses should be avoided. Authors are also warned against sloppy use of scientific expressions.

Examples are the use of such terms as physicochemistry (of water), where physical and chemical properties are meant and not the physical chemistry of water, the non-interchangeable use of variables (or variates, or environmental factors) and parameters, etc. Non-Anglo-Saxon authors writing in English are reminded about the correct use of period and comma in numerical values. In English ten thousand is written 10,000 whereas ten, exact to three decimals, is written 10.000.

Manuscript submission assumes that all co-authors are aware of the contents of the paper and agree to its publication, and that the paper has not been submitted elsewhere and is not under consideration for publication elsewhere.

The contents of the manuscript should be well organized. Page one should show the title of the contribution, name(s) of the author(s), address(es) or affiliation(s), e-mails, and up to six key words; the abstract should appear on page two. The body of the text should begin on page three. It should be free of footnotes and divided into sections and subsections. A typical organization might look as follows:

Introduction Description of sites studied Material and methods Results Discussion Conclusion Acknowledgements
References Tables
Figures Figure captions

Names of plants and animals and occasional expressions in Latin or Greek should be typed in italics.

Headings and Sub-heading Hierarchy

Please follow this hierarchy in headings and subheadings:

Level one Heading bold; title in lowercase except for first letter of first word; flushed left; then one blank line followed by the main text.

Level two Heading normal; title in lowercase except for first letter of first word; flushed left; then one blank line followed by the main text.

Level three Heading italics; title in lowercase except for first letter of first word, flushed left, followed by a blank line between the heading and text.

DO NOT NUMBER headings and subheadings.

Indentation

The first line in each section or subsection of text is NOT indented. However, every subsequent paragraph in a section or subsection is indented.

Punctuation etc.

There is no comma after, i.e., e.g., and so forth. So, for example: Several species (e.g. *Cyclotella stelligera*, *Asterionella formosa*) increased...

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Tables should be numbered consecutively in Arabic numerals, and bear a descriptive legend on top. The format of the legend should be as follows: Table and number in bold. There should be no end punctuation after the caption number or at the end of the caption itself. Tables are to be presented individually, on separate pages.

Authors should try to fit tables in one journal page column (~8 cm wide); but large tables may be printed over two columns (~17 cm). Foldouts should be avoided. Vertical rules are not to be used, and horizontal lines should be kept to a minimum.

Figures

All figures should be numbered in pencil in Arabic numerals, either on top or on the back, and identified by the author's name. The top of the figure should also be indicated. Figure captions should be grouped on a separate sheet(s) of paper that is appended to the manuscript. Do not type captions on the figures themselves. The format of the caption should be as follows: Fig. and number in bold. There should be no end punctuation after the caption number or at the end of the caption itself.

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The lettering and scales on graphs and figures should be clear and of professional quality. In particular, they should be so designed as to remain readable after reduction. If figures (and tables) are substandard, a paper may be returned to its author(s) without review.

The number of figures should be reasonable and justified. All figures and tables must be referred to in the text.

Compounds

Many abbreviations are being introduced for limnological variables. Some, like DO, BOD, TDS are widely known. Yet, it is advised to give a full statement of the meaning of each abbreviation when first used in the text. Such usage is compulsory for less familiar abbreviations such as DOP, DOM, POM, etc. Excessive use of abbreviations is not encouraged.

Biological nomenclature

Authors are urged to comply with the rules governing 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.

Authors should check the correct spelling of all scientific names used in their texts.

When a scientific name is used for the first time in an article, it should be stated in full, and the name of the author of that name should also be given. In later citations, the genus name may be abbreviated to its first letter followed by a period, provided that it is not starting a sentence.

Chemical nomenclature

The conventions of the International Union of Pure and Applied Chemistry, and the recommendations of the IUPAC-IUB Combined Commission on Biochemical Nomenclature should be applied.

Geochronology

The method of dating must be clearly described. For example, with radiocarbon dates, the lab number and the associated error term should be included, as well as noting whether the date was corrected. With ²¹⁰Pb dating, the model that was used should be specified (e.g., Constant Rate of Supply, CRS).

Quantities, units, symbols, and their abbreviations

Standard international units (the S.I. system) are, in principle, the only ones acceptable. For guidance, we list the seven basic, and some derived quantities and units.

Equations

Equations should be numbered consecutively (in brackets) at the right hand margin.

6. References to the literature

Citation in the text

Use the name and year systems. For two authors, use the word "and", not "amp;" or "et". For more than two authors, use et al. For example: Adam (1983) (Adam 1983) (Adam 1983; Eve 2000) Adam and Eve (1982) (Adam et al. 1982) (Adam et al. 1982; Eve 2000) Adam et al. (1982) [et al. not in italics] Initials, if used, should precede family names.

Initials can also be used in case of personal communications (pers. commun.) or communications by letter (in litt.), which need not be repeated in the reference list. Reference can also be made to a particular page, table or figure in any published work, as follows: Brown (1966: 182) or Brown (1966: 182, Fig. 2).

Citation in the list of references

The list of references should be headed 'References', not 'Literature cited' or 'Bibliography'. All publications cited in the text, and only these, should be listed, alphabetically, after first authors. If an author published several papers in the same year, they should appear as Adam 1980a, 1980b, . . . This also applies to citations in the text. If an author has published both alone and with (a) co-author(s), the papers which he/she authored alone should be ranked first, followed by the ones with one co-author alphabetically after the name of the co-authors (not chronologically), followed by the ones with two co-authors, etc.

Initials of first names of authors should follow their family names; note that there are NO periods after the initials: Adam GC, Brown BE, Jones CD (1985) Natural selection. *Hydrobiologia* 150: 301-314

Prospective authors are urged to give attention to details of punctuation in this example.

Compound names: alphabetization by first word of the family name is preferred (thus, Von Stroheim, Van Straelen should appear under V, De Ridder and Du Plessis under D). Authors should carefully check and conform to capitalization and spacing in such names.

Publications should always be cited in their original language, except if a non-Latin alphabet is used. In the latter case, a Latin letter-by-letter transliteration is preferred, but an English translation of the title may be added with the original language indicated between square brackets at the end of the reference.

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Avoid the use of 'Anonymous'. If no author is ascertainable, list reference by name of sponsoring body or name of editor.

In a continuous series of article citations from a single journal, do not use *ibid.* instead of the journal abbreviation.

Do not use underlining in the list of references.

Journal citations and abbreviations

Journal of Paleolimnology uses the same journal and periodical abbreviations as those used by BIOSIS, Index Medicus/Medline/PubMed or Chemical Abstracts. A detailed listing of many of the commonly-cited journals and their abbreviations can be found in this MS Excel document *Abbreviations for Journals*.

Only the first letter of each word in the title in the abbreviation is capitalized, and abbreviated words in the title are not followed by a period; e.g., Geological Society of America Bulletin = Geol Soc Am Bull; Journal of Paleolimnology = J Paleolimnol; Limnology and Oceanography = Limnol Oceanogr; Palaeogeography Palaeoclimatology and Palaeoecology = Palaeogeogr Palaeoclimatol Palaeoecol; Single word journal titles are generally not abbreviated; e.g., Geology; Paleoceanography; Science.

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Use: Author(s) of chapter (Year) Title of chapter. In: Editor(s) Title of book. Publisher, City, pp

Examples

Dean W (2001) A 1500-year record of climatic and environmental change in Elk Lake, Clearwater County, Minnesota II: geochemistry, mineralogy and stable isotopes. *J Paleolimnol* 27: 301-319

Jones BF, Bowser CJ (1978) The mineralogy and related chemistry of lake sediments. In: Lerman A. (ed) *Lakes: Chemistry, Geology, Physics*. Springer-Verlag, New York, pp 179-235

Timms BV (1992) *Lake Geomorphology*. Gleneagles Publishing, Adelaide, Australia

Tipping E, Woof C, Cooke D (1981) Iron oxide from a seasonally anoxic lake. *Geochim Cosmochim Acta* 45: 1419-1441

Whitlock C, Bartlein PJ, Watts WA (1993) Vegetation history of Elk Lake. In: Bradbury JP, Dean WE (eds) Elk Lake, Minnesota: Evidence for Rapid Climate Change in the North-Central United States. Geol Soc Am, Boulder, Colorado, USA, Special Paper 276, pp 251-274

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