

Summary Guide and Checklist for Authors: *The Science of the Total Environment*

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1. The scope of STOTEN, types of submission and full instructions for authors can be found at URL: <http://authors.elsevier.com/GuideForAuthors.html?PubID=503360&dc=GFA> This page is a summary of essential information. Authors are requested to consult the full instructions where need be.
 2. Submission of an article to STOTEN is understood to imply that the article is original.
 3. Authors are to suggest 3 reviewers on submission, together with their full addresses and email details.
 4. Questions arising after acceptance should be directed to our Editorial Office in Ireland.
- Manuscripts should be in English and grammatically correct. Authors whose native language is not English are strongly advised to have their manuscripts checked by an English-speaking colleague prior to submission.
 - Manuscripts should be typewritten on one side of the paper, with wide margins and double spacing throughout. Every page of the manuscript should be numbered. Underline only those words that should be in italics.
 - Manuscripts should be organised in the following order: Title; Name(s) of author(s); Complete address(es) of affiliations; Full telephone number, fax number and e-mail address of the corresponding author; Present address(es) of author(s) if applicable; Complete correspondence address to which the proofs should be sent; Abstract; key words normally 3-6 items; Introduction; material studied, area descriptions, methods, techniques, quality assurance/quality control program, etc.; results; discussion; conclusion; Acknowledgements and any additional information, research grants; References; Tables; Figure captions.
 - SI units should be used. Greek letters or uncommon symbols should be written very clearly, and if necessary a note such as "Greek lower-case chi" put in the margin.
 - For the processing of accepted papers, electronic versions are preferred. After final acceptance, your disk plus three final and exactly matching printed versions should be submitted. Label the disk with the name of the word processing package used, your name, and the name of the file on the disk.
 - Tables should never be included in the text and:
 - authors should take notice of the size limitations;
 - large tables should be avoided;
 - if many data are to be presented, an attempt should be made to divide them over two or more tables;
 - should be numbered according to their sequence in the text;
 - should be typewritten on a separate page of the manuscript;
 - should have a brief and self-explanatory title.
 - Figures and illustrations (line drawings and photographs) should be submitted separately, unmounted and not folded. Illustrations should be:
 - numbered according to their sequence in which they appear in the text;
 - numbered on the reverse side;
 - designed with the format of the page of the journal in mind;
 - of such a size as to allow a legible reduction of 50%;
 - annotated in a uniform font size and type sufficient to allow a legible reduction of 50%;
 - accompanied by a caption.
 - Photographs are only acceptable if they have good contrast and intensity. Sharp and glossy copies are required.
 - Colour illustrations cannot usually be included, unless paid for by the author. For guidelines on artwork, please consult the full URL above.
 - References:
 - should be presented in a list following the text. Authors' names and dates should be exactly the same in the text as in the reference list;
 - in the text should refer to the author's name (without initial) and year;
 - by more than 2 authors should use the name of the first author followed by "et al." though never in the list of references;
 - in the text should be arranged chronologically. The reference list should be arranged alphabetically on authors' names, and chronologically per author.
 - should be formatted by reference to a recent copy of the journal;
 - concerning unpublished data and "personal communications" should not be cited in the reference list but may be mentioned in the text;
 - citation by the number system is not acceptable.
 - Formulae should be typewritten, if possible with clear subscripts and superscripts.
 - Greek letters and other non-Latin or handwritten symbols should be explained in the margin where they are first used.
 - For chemical nomenclature, the conventions of the International Union of Pure and Applied Chemistry apply.
 - Science of the total environment guidelines:
 - http://www.elsevier.com/wps/find/journaldescription.cws_home/503360/authorinstructions