

## Suggestions for Contributors to WEEDS

Manuscripts dealing with all aspects of weed control, regulatory, educational and research, are accepted for publication in WEEDS. Manuscripts should have more than purely local interest. The material described should be more conclusive than progress reports. Articles must be original material previously unpublished elsewhere. Prior publication in brief abstract form is permitted. After review, each manuscript will be accepted for publication upon recommendation of the Editorial Board. The author has the opportunity to make revisions after the review is completed and before publication. Refer to a recent issue of WEEDS to determine details of style to be used.

*Manuscripts.* Two copies, one on bond paper, should be furnished for each manuscript. The entire text, including the title, footnotes and literature cited, should be double spaced. An additional copy of the manuscript should be retained by the author to ensure against loss.

Use as short a title as practical. Following the title give the author's name(s). It is desirable to divide the manuscript into sections with headings such as Methods and Materials, Results, Discussion, Summary, and Literature Cited. Avoid underscoring headings, words or phrases unless you wish them to be printed in italics. Do not use solid capitals for titles.

Measurements such as time, weight and degrees should be in arabic numerals regardless of the number of digits in the number. Where the figure is not one of measurement, figures below 10 should be spelled out except when one figure in a series has two digits in which case all should be in arabic.

All chemicals mentioned should be described fully the first time used. Nomenclature, abbreviations and definitions should follow those presented in the Terminology Committee Report, WSA, published in WEEDS 6:71-76, Jan., 1958.

*Footnotes.* Use footnotes sparingly for items that cannot be included conveniently in the text. The place where the study was done and the address of the author(s) should be given as footnotes. Number footnotes to the text consecutively throughout the manuscript with superscript arabic numerals. Designate footnotes to the tables with superscript lower case letters.

*Figures.* Experimental data may be presented in graphic or tabular form. However, figures should not be used if they merely illustrate material presented in the text or in tables. Prepare illustrations with approximately the same proportions as a printed page,  $4\frac{1}{8} \times 7$  inches, or some fraction of a page. Photographs should be clear glossy prints and should be trimmed of unessential portions. Do not use clips on photographs in any way.

Graphs and drawings should be inked with heavy black lines to ensure clarity after reduction in size. Hand lettering should be large and made with a lettering guide. Typing is not acceptable. Place the author's name and figure number on the back of each one submitted. Type the legend for each figure on a separate sheet. Figures should be numbered consecutively in arabic numerals.

*Tables.* Type each table on a separate sheet. Tables should be numbered consecutively in arabic numerals in order of reference in the text. In tables, the caption, column headings and side headings should be in lower case with only the first word and proper nouns capitalized.

*Citations.* Citations are numbered alphabetically by senior author and the number of the reference is used in the text. Citations should include names of all authors, complete title, volume number, inclusive pages, publication and year. Theses and letters, or any other communication not readily available in libraries, should appear as footnotes.

