

## Author Guidelines (1 July 2007)

### Journal of Soils and Sediments (J Soils Sediments) - Protection, Risk Assessment and Remediation -

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**JSS is a peer-reviewed journal. All papers – excluding Editorials, Letters to the Editor, Book Reviews, and Conference Reports – are subject to a peer-review process by a minimum of two experts.**

#### ISI-SCI:

As of 2005, JSS is covered in the **Science Citation Index Expanded** (Web of Science, Web of Knowledge), subject category Agriculture, Soil Science, and in Current Contents, category Agriculture/Agronomy.

**JSS is listed, indexed and abstracted by the following documentation services**

<b>BIOSIS</b>	BioBusiness database, Philadelphia, PA/USA
<b>CABI</b>	(CAB International), Publishers Relations and Information Resources, Wallingford, Oxon OX 10 8DE, UK
<b>CAS</b>	Chemical Abstracts Service, Columbus, OH/USA
<b>CEABA-VTB</b>	Chemical Engineering and Biotechnology Abstracts, DECHEMA, Frankfurt/Main, Germany
<b>CIS</b>	Congressional Information Service, Bethesda, Maryland/USA
<b>Elsevier BIOBASE</b>	Current Awareness in Biological Sciences, Amsterdam, The Netherlands
<b>Elsevier Geobase</b>	<a href="http://www.elsevier.nl/locate/geobase">www.elsevier.nl/locate/geobase</a> - Coverage of JSS began in 2000
<b>ISI-SCI</b>	<b>Science Citation Index Expanded</b> (also known as 'Web of Science'), category Agriculture, Soil Science, and <b>Current Contents</b> , category Agriculture/Agronomy. Coverage began in 2005
<b>LexisNexis Group</b>	4520 East-West Highway, Bethesda, MD 20814, USA
<b>SCOPUS</b>	Elsevier <a href="http://www.info.scopus.com">http://www.info.scopus.com</a> Coverage of JSS starting in 2002
<b>UFOR / ULIT / URDB</b>	Federal Environmental Agency (UBA), Berlin, Germany

#### Dear Authors,

To evidence your knowledge of the international literature in the subject area of your paper, you are requested to check **JSS**, as well as the closely related **ESPR – Env Sci Pollut Res**, for relevant papers published in these journals, and to reference them in your manuscript. You can easily search for related articles in the Subject and Author Index:

**Subject Index:** <http://www.scientificjournals.com/sj/all/Search>  
**Author Index:** <http://www.scientificjournals.com/sj/all/authorIndex>

**ESS – Electronic Submission System**  
<http://www.scientificjournals.com/sj/all/ESS>

**Commencing January 2006, we have stopped the manuscript submission to JSS by email with regard to peer-reviewed papers. Other types of articles (Editorials, Letters to the Editor, Book Reviews, and Conference Reports) can, for the time being, further be sent via email.**

You are invited and kindly requested to use the **ESS**, the user-friendly and self-explanatory submission system, which provides more **Quality, Rapidity, Transparency**.

**Welcome, Access, Registration**

**1 Access and Registration**

1.1 If you have previously published in one of our journals, but not before 1998 when we have brought the journals online, and **if your current e-mail address** is documented in our data base, the system knows you: just click the link "[I am already known to scientificjournals.com, but have no password yet](#)". Then the system sends immediately a password to your e-mail address.

1.2 If you are going to contribute to our journals for the first time, please enter your contact details for registration. Just complete the obligatory fields marked in Red and "send". Now you have already entered the system.

1.3 If you have forgotten about your password, select the link "[Password forgotten?](#)", and you will be assigned one by email.

**2 Edit your Profile**

As you have entered the system, the first action should be to complete or revise your profile. Please click the link "[Edit your Profile](#)" at the top of the page, check the entries, revise them, if necessary, and enter a short Curriculum Vitae, if not yet done (your photo - JPG-file - can be sent via email to: [almut.heinrich@hjr-verlag.de](mailto:almut.heinrich@hjr-verlag.de)). Here you can also change the alpha-numerical password that you have received via email.

**3 Submit a new Abstract**

After having cleared the issue with your profile, go to "[Submit a new Abstract](#)".

1. Select the type "Research Article" or "Review Article"

2. Select the journal

3. Enter the title of your paper (use upper-/lower-case letters such as "Journal of Soils and Sediments").

4. Enter the names of your co-authors. If you cannot find them in the pull-down box, then include them by activating the button "new".

4.1 It is important to also enter the **e-mail addresses** of your co-authors (otherwise they would not find your joint paper in the ESS). Your co-authors can then enter the ESS following point 1.1.

4.2 It is important to also enter the **complete addresses** of your co-authors, in particular with regard to the Online publication of your paper.

5. Enter the abstract and make sure that **each section** is covered. This is important with regard to the Online publication of your paper.

6. Enter the keywords (only use lower-case letters).

7. Enter the **complete** addresses (including e-mails) of the three Referees you are requested to suggest. If you cannot find their names in the pull-down box, then include them by activating the button "new". - Make sure that you assign the new referees at least one area of interest in order to assign them the status of a Referee.

8. "Send".

**The Ten Steps of the Life Cycle of papers submitted to JSS-ESS**

**The following actions are brought to the attention of the Author by ESS messenger e-mails that notify the Author to check the ESS** as there is a comment from the Publisher-Editor, or the Editor-in-Chief, or the Subject Editor, or the Referees. - Then the Author should not hesitate to access the ESS.

1. The Publisher-Editor acknowledges the submission of the proper abstract or requests a modification.

2. The Editor-in-Chief invites the Subject Editor who guides the paper through the review process.

3. The Subject Editor collects the Referee team (2-3 referees) and **invites the full paper**.

4. The Publisher-Editor checks the compliance of the full paper with the Author Guidelines.

5. At this stage (or better earlier to save time), the Author has to send the signed **Copyright Agreement** by fax transmission to the Publisher-Editor: 0049-6221-489-407

6. The pre-selected Referees are invited.

7. The Subject Editor reviews the evaluations made by the referees and releases them to the Author, along with his/her own comments.

8. The Author is asked to submit the Itemized Reply to each review.

9. The Subject Editor as well as the Referees evaluate the Itemized Replies and invite the revised paper.

10. When the revised paper is approved, the **layout phase** can start to be completed by the publication of the paper in **OnlineFirst**.

## Manuscript Requirements (MS-Word for Windows)

### To authors from non-English language countries:

To have the best possible pre-requisition for the review process, please ask a native speaker to check the quality of the English, before you submit the complete paper.  
 Language clearing by a native-English speaker **before publication** requires a language charge of **Euro 25.00 per hour**.  
 Average value, depending on paper length and language quality, is 1.5 to 2 hours.

### Length of Articles

Verify that the manuscript does not exceed the maximum length of **8 layout pages**, including tables and figures.

Research Articles (full papers): up to a maximum of **8 pages\*** (including tables and figures)

Short Original Communications: up to a maximum of **4 pages\*** (including tables and figures)

Review Articles: up to a maximum of **8 pages\*** (including tables and figures)

Commentaries and Discussions: up to a maximum of **6 pages\*** (including tables and figures)

If more space is needed, please split the paper in two or more parts to be published in subsequent issues. In this case, provide a short preamble which covers all parts, in addition to the individual abstracts.

\* The pages refer to the following page format ([sample paper in WORD](#)) which is equivalent to one layout page:

#### 1. Page set up

Top margin	2.00 cm
Bottom margin	2.00 cm
Left margin	2.00 cm
Right margin	1.50 cm
Header	1.25 cm
Footer	1.25 cm

#### 2. Type face: Times New Roman

Title: 14 pt

Author names (complete names): 10 pt, bold face

Author addresses: 8,5 pt (complete addresses, including e-mails)

Text (including subheadings in bold face): 10 pt

**3. Do not insert spaces within one paragraph.**

**4. Do not make use of templates or any automatic formatting.**

**Just follow the sample paper, and you cannot fail.**

### The Basic Rules

1. In the **head** of your manuscript, please state:

Date of submission, number of pages, figures, tables, figures, equations, formulas

2. Place **page numbers** on the bottom of each page

3. Do not make any use of **indentations** and refrain from **centering** your text; instead, format your text in a block format

4. Use no **automatic syllabifying**

5. **Quotation marks:**

Only use straight (no typographical) and single quotation marks.

Double (and straight) quotation marks should only be used for quotations

6. Do not make use of

- **italics** excluding species' names,

- **underlining words** excluding e-mail and internet addresses,

- **capitals** excluding acronyms (like LCA),

- **small capitals** (like LIFE CYCLE ASSESSMENT)

7. Do not make e-mail and internet addresses active.

### Tables (to be included beneath the text, see sample paper):

1. Please use the **table function** available with WORD. Do not use tab stops.

2. **Width:** 8.5 cm or 17.7 cm

3. **Fonts** (typeface): Helvetica or Arial. Type size: 7.5 pt

4. Do not use any **shadowing** except for the purpose of making differentiation

5. Note that **references to tables** should be marked with lower-case letters (do not use numbers or asterisks)

6. Use **no frames or double lines**; instead, use a line above and below the table and lines within. Use a **line-size** of 0.5 pt

### Figures (to be included beneath the text, see sample paper):

1. Please provide figures in **high resolution** (300-600 dpi): TIF, PPT, EXCEL, or figures inserted into WORD texts

**Line-size:** 0.5 pt

**Width:** 8.5 cm, or 17 cm, if necessary.

2. **Lettering** in the figure:

Fonts: Helvetica or Arial. Please make no use of unusual fonts (typefaces) or bold face. Type size: 8 pt

3. **Colors** must be altered to shades of gray (gray scales).

Color reproduction is possible, although it will require a charge by the authors for the additional cost of printing.

The rate is minimum Euro 350.00.

4. **Shadowing** should only be used to accentuate important contents and not for the purpose of design.

## Workflow of the Manuscript (please follow the sample paper)

**Title:** Formatted with a left margin using only upper-/lower-case letters. Formulate an informative title which is easy to grasp. If necessary, separate the title into a title and subtitle.

**Author line:** Formatted with a left margin using only upper-/lower-case letters. Please include the full first name, initial(s) of the middle name(s), and the last name of all authors.

**Complete addresses** should be found below this author line. In articles with more than one author, the corresponding author, including his/her E-mail address, should appear directly below these addresses. Use Arabic numerals to associate the authors with their addresses.

**Abstract with Keywords:** Please separate the abstract into the following sections which can be adapted to suit the particular type of article (e.g. methodological papers, case studies, discussion papers, commentaries):

**Background, Aim and Scope**  
**Materials and Methods (or, for review articles, Main Features)**  
**Results**  
**Discussion**  
**Conclusions**  
**Recommendations and Perspectives**

**Keywords (up to ten, in alphabetical order and separated by semicolons)**

**Text:** The text should be formulated tightly. Avoid repetitions. Known facts should only be referred to through the use of references. Make divisions in the text through the use of meaningful headlines. A good subdivision of the paper is desired. The sections must be numbered sequentially and decimally (using Arabic numerals), besides of Introduction, Acknowledgement, List of References.

### References

**New: Using the Endnote reference program:** To assist in article submissions to Journal of Soils and Sediments, authors can download the JSS Endnote style under <http://www.scientificjournals.com/sj/pdf/jss/JSS.ens>. When used with the Endnote program, this style will format your manuscript's in-text citations and reference lists to suit the Journal's referencing requirements. The file needs to be saved into the EndNote/Styles folder (usually C:\Program Files\Endnote\Styles or C:\Programme\Endnote\Styles).

**References in the text:** Two different forms of presenting references are possible:

**Alphabetical:** The last name of the author and the year of publication – **without a comma between** – are found in the text and placed in parentheses. Multiple reference sites are separated from one another through the use of commas.

**Example:** The annual mean of wet deposition of  $\text{NH}_4^+$  in Japan from 1987 to 1989 was 336 Gg-N  $\text{yr}^{-1}$  (Fujita et al. 2000).

**Numerical** (in brackets) and in the sequential order of their appearance in the text. In the text, only the appropriate number is to be found (also in brackets).

**Example:** The annual mean of wet deposition of  $\text{NH}_4^+$  in Japan from 1987 to 1989 was 336 Gg-N  $\text{yr}^{-1}$  [1].

**List of references (must not be formatted as endnotes):**

**Alphabetical:**

**Example:** Fujita S, Takahashi A, Hayami H, Sakurai T (2000): Wet Deposition of Nitrate and Ammonium over the Japanese Archipelago. Environ Sci 13, 491–501

**Numerical:**

**Example:** [1] Fujita S, Takahashi A, Hayami H, Sakurai T (2000): Wet Deposition of Nitrate and Ammonium over the Japanese Archipelago. Environ Sci 13, 491–501

**Note:** 1. The initials (without a dot) follow the last names. 2. The authors' names are separated by commas.  
 3. The journals are abbreviated without a dot. 4. There is no dot at the end of the references

**Footnotes** are to be numbered sequentially (Arabic numerals)

**Formulas and equations:** All chemical formulas and mathematical equations are to be numbered sequentially.

**Abbreviations:** Abbreviations are used according to the regulations of the Chemical Abstracts Index Guide. In the event of special abbreviations, please include a list of 'Abbreviations' or a 'Glossary' at the end of your article, which includes all abbreviations and explains all dimensions.

**Units:** Use only metric units (SI) and some other units listed in ISO 1000. Examples of such additional units, not belonging to SI, are hectare (ha), litre (=  $\text{dm}^3$ ) (l, L), day (d), hour (h), minute (min), km/h, tonne (=Mg) (t), Wh and its multiples, as kWh, MWh, GWh (only in order to distinguish electrical energy from other forms of energy), decibel (dB), mol/l or mol/L (=  $\text{mol}/\text{dm}^3$ ), electron volt (eV) and its multiples, as keV, MeV, GeV. The degree Celsius ( $^{\circ}\text{C}$ ) belongs to SI with the definition that zero degree Celsius is equal to (exactly) 273.15 K.

### Online-First publication (<http://www.scientificjournals.com/sj/jss/onlineFirst>)

Until the article can be published in the printed version of the journal, it will first be made available in the OnlineFirst version of J Soils Sediments. Once the article is published in OnlineFirst, it is **officially published** (no matter when the article will appear in the printed edition) and **can be referenced** by way of the DOI (Digital Object Identifier, see <http://www.doi.org/>). The DOI is likewise citation code and internet address of the article.

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