

Instructions to authors

General

Manuscripts submitted for publication and communications concerning editorial matters should be sent to:

Kluwer Academic Publishers
Journals Editorial Office
Biogeochemistry
P.O. Box 990
3300 AZ Dordrecht
The Netherlands

There are no page charges applicable.

Biogeochemistry welcomes general research and review articles and short communications. A book review section has also been established and publishers are requested to submit review copies to the Editor-in-Chief. A brief section on news and notes in biogeochemistry may be included in selected issues.

General papers describing original research generally should not exceed 10 to 15 pages of printed text, including tables, figures, and references (one page of printed text equals about 400 words).

Review papers should not exceed 25 pages of printed text, including tables, figures, and references. In scheduling manuscripts for publication, preference may be given to original research reports.

Short communication should not exceed 2–5 pages. They should be short reports in which a limited amount of new information is presented.

News and notes will be printed when appropriate. The Editor-in-Chief reserves the right to edit these. Letters to the Editor may also be printed in this section when appropriate.

Preparation of the manuscript

Manuscripts should be written in standard English and submitted in quintuplicate. The author should retain the original and send good, clear legible photocopies.

Manuscripts should be typed double-spaced throughout on one side of DIN A4 paper (21 × 29 cm or 8.5 × 11 inch), with sufficiently wide margins (3–5 cm). All papers (including the tables, figures, legends and references) should be numbered consecutively.

The manuscript should be arranged in the following order (typed cap. + lower case):

Title page (page 1)

- Title (should be as short as possible, but should contain adequate information regarding the contents)
- Subtitle (may be used to supplement and thereby shorten an excessively long main title)
- Author's full name (if more than one, use "&" before the last name)
- Affiliation(s)/Address(es)

Key words / Abstract / Abbreviations (page 2)

- Key words (maximum of 6, in alphabetical order, suitable for indexing)
- Abstract (brief and informative, not to exceed 250 words)
- Abbreviations (arranged alphabetically, only those which are not familiar and/or commonly used).

Main text

- The relative importance of headings and subheadings should be clear.
- The approximate location of figures and tables should be indicated in the margin.
- New paragraphs should be indicated by clear indentation.
- The use of footnotes should be avoided. However, if essential, they should be typed on the appropriate page, but clearly separated from the text with a line above them.

After the main text

- Acknowledgements (also grants, support etc, if any) should follow the text and precede the references.

References

- Literature references should be arranged alphabetically, typed double-spaced, and in the text referred to as: author and year of publication e.g.: (Dawson 1987; Lefebvre et al. 1986). Citations of personal communications and unpublished data should be avoided, unless absolutely necessary. Such citations should in text appear only as: (W.D. Smith, pers. comm.), and not in the reference list.
- Abbreviate titles of periodicals according to the style of the *Bibliography Guide for Editors and Authors* (Biosis, Chemical Abstract Service and Engineering Index, Inc., 1974).

Reference style

Periodicals

Dawson W & Boyd C (1987) TMV protein synthesis is not translationally regulated by heat shock. *Plant Molec. Biol.* 8: 145–149

Books (edited by someone other than author of article)

Lefebvre D & Laliberte J (1987) Mammalian metallothionein functions in plants. In: Verma DPS (Ed) *Molecular Genetics of Plant-Microbe Interactions* (pp 32–40). Martinus Nijhoff Publishers, Dordrecht

Books (identical author and editor)

Bonga JM & Duran D (1987) *Cell and Tissue Culture in Forestry*. Martinus Nijhoff Publishers, Dordrecht

Tables

- Each table should be mentioned in the text and typed on a separate page.
- Tables should be numbered with arabic numerals, followed by the title.

- Horizontal rules should be indicated and vertical rules avoided.
- Table footnotes should be marked with superscript numbers.
- Tables may be edited by the Publisher to permit more compact typesetting.

Figures

- Each figure should be mentioned in the text.
- Line drawings should be in a form suitable for reproduction without modification. Extremely small type should be avoided as figures are often reduced in size.
- Photographs should be supplied as black-and-white, high contrast glossy prints. Colour plates may be inserted at the author's own expense.
- Figures as well as legends should be identified by Arabic numbers.
- Where multi-part figures are used, each part should be clearly identified in the legend, preferably with (lower case) letters.
- The top of the figure should be indicated on the back. Figures which need to be placed landscape should be avoided if possible.
- Identify each illustration, on the back, by lightly writing author's name and figure number.

Nomenclature

Chemical and biochemical

- Names of chemical compounds follow the *Chemical Abstracts* (Chemical Abstract Service, Ohio State University, Columbus) and its indexes.
- Biochemical terminology, including abbreviations and symbols, follows the recommendations of the SUPAC-IUB *Commission of Biochemical Nomenclature*.
- Enzyme activity in units following the *Enzyme Nomenclature* (Academic Press, 1979).
- For summaries of the abbreviations consult *Journal of Biological Chemistry*, *Archives of Biochemistry and Biophysics* and the *Handbook of Biochemistry* (H. A. Sober, Chemical Rubber Company, Cleveland, latest edition).

Taxonomical

- Binary nomenclature; names and genera and higher categories may be used alone.

Genetic

- Applications of the terms phenotype and genotype should be in accordance with Demerec et al. (*Genetic* 54: 61–74, 1966).
- For summaries of the abbreviations, consult *Journal of Bacteriology*, Instructions to Authors.

Abbreviations and units

Only SI units and abbreviations should be used. Abbreviations should be explained when they first appear in the text.

If a non-standard abbreviation is to be used extensively, it should be defined in full on page 2 as mentioned above. Whenever in doubt use SI (Système International d'Unités).

Offprints

50 offprints will be supplied free of charge.

Manuscripts on diskette

Format

1. We strongly prefer manuscripts typed on IBM-compatible computers, with operating system MS DOS (versions 3.2 or higher), and word-processing package WordPerfect (4.2 or higher).
2. We also accept files in most other wordprocessing packages, that run under MS DOS, and Apple Macintosh diskettes.
3. If this combination is not available to you, please contact us as soon as possible.
4. If you work with the Graphical User Interface *Windows* or on a Macintosh computer, use only regular fonts like Courier, Times, Helvetica or standard Symbol.

DO's

1. *File*. Identify your file clearly with a sensible name. Make absolutely sure that you send us your final version, and that the printout is identical to what you have saved on the diskette.
2. *Consistency*. Be absolutely consistent and check the use of punctuation, abbreviations, capitals and lower case in headings, spelling, etc. If possible, use the spelling checker on your computer.
3. *Special characters*. If the ASCII character set or the character set(s) of your wordprocessing package does not contain the special characters you need, key in a code between angle brackets, < >, and use this each and every time you want the character to appear. You could, for example, use <gamma> for a lower case Greek gamma (γ) and <Gamma> for an upper case Greek gamma (Γ). Make the code self-explanatory. *Note*: Always supply us with a list of the codes that you have used!
4. *Headings*. Start headings etc. flush left, with two space lines above (i.e. three Hard Returns) and one space line below (two Hard Returns). Distinguish different levels of headings and be consistent.
5. *Paragraphs*. Indent all paragraphs with a [TAB] code, and separate them from one another with one Hard Return.
6. *Block quotations* should be indented with an [Indent] code and should have one space line (i.e. two Hard Returns) above and below.
7. *Figures* should be submitted in camera-ready form. The position of the figure in the text should be indicated in the margins of the hard copy. Figure legends should be placed at the end of your file.
8. *Tables*. We prefer tables to be submitted in camera-ready form. If you also put your tables on diskette, please separate columns with [TAB] codes (not with spaces) and, consequently, adjust the tabular stops to position the columns.
9. *Equations*. One-line equations without fractions can be typeset from the diskette when they are keyed in as plain text. Other equations cannot be used from the diskette: they will be typeset manually from the hard copy.
10. *References and Notes*. Strictly follow the Instructions for Authors of the journal in which the article will be published for the style of referencing and the use of notes.

DON'Ts

1. *Hyphenation*. Do not hyphenate words at the end of a line. Use only one hyphen for words such as “well-being”, and “re-do” and use two hyphens for sequences of dates and years such as “conference dates are 12–15

September, 1992”, “age groups between 20–30 years are welcome”, and page number indications in References, e.g. “pp. 240–243”.

2. *Hard Returns*. Do not use Hard Returns except when absolutely necessary, such as at the end of paragraphs, headings, etc. Otherwise, let the word wrap feature of your wordprocessor do this work for you.
3. *TAB feature and Spacebar*. If you need more than one space between two items, e.g. when you write in columns, always use the [TAB] feature of your wordprocessing package. Use the spacebar only for separating words from one another. Do not use the spacebar to format tables, for centering or laying out texts, or for any other form of line or page formatting.

Delivering your article

1. Always supply us with both the hard-copy (printout) version of your final text and the diskette.
2. Label your diskette properly, giving exact details on operating system and software used.
3. Always retain a backup copy of your diskette.