

Environment

Science and Policy for Sustainable Development

2008 Guidelines for Contributors

Environment welcomes manuscripts and proposals that analyze the problems, places, and people where environment and development come together, illuminating concerns from the local to the global. Manuscripts make an original contribution to the public's understanding of global and regional environmental science, policy, and sustainable development issues. The magazine, now in its 50th year of publication, has a broad audience that includes world-renowned scientists, researchers, policymakers, and practition-

ers; university professors (who read the magazine for themselves as well as assign it to their students); high school teachers; and concerned citizens. The peer-reviewed magazine offers readers extended articles on key sustainable development and environment issues, shorter articles that explore parts of these issues, reviews of major governmental and institutional reports, commentaries that provide different points of view than those in the articles, book recommendations, and pointers to the best Web sites and other digi-

tal media. Readers enjoy thought-provoking articles that provide balanced, authoritative analyses written in an accessible way. The goal, similar to that of a policy "white paper," is for those interested in but not necessarily familiar with the topic (including undergraduate and graduate students, faculty members in other disciplines, and the educated public) to be able to easily grasp the key science, policy, and sustainable development issues without wading through jargon or overly technical material.

Environment's executive editors review all submissions and may request that other experts, including contributing editors, review manuscripts and proposals. The executive editors may accept a manuscript as submitted, accept it pending revision, or reject it. Final publication decisions rest with them on the five types of manuscripts:

- Main articles (3,500 to 5,000 words) expose readers to the major science and policy issues surrounding a significant topic. Articles must be concise, objective, technically accurate but free of jargon, and factually supported. They also should give appropriate weight to alternative points of view. We encourage authors to include endnotes that offer suggestions for further reading and document more technical information or controversial points (an average number of references is 30). We also encourage the use of maps, tables, figures, and sidebars to illustrate key points, describe relevant case studies, and provide background information for readers unfamiliar with the topic discussed. The introduction and conclusion are especially important. The introduction must

capture readers' attention as well as provide a solid foundation for understanding the article. Conclusions must follow logically from the facts and analyses presented, give the reader an idea of what is likely to happen in the future, and indicate the implications for research and policy. This section is more detailed than that of the typical magazine or journal article.

- Departments (1,000 to 1,700 words) focus on special topics such as education, energy, economics, and public opinion. These manuscripts elucidate a small portion of a larger issue. Though not as comprehensive in coverage as the main articles, departments should also be objective, free of jargon, factually supported, technically accurate, and well referenced.

- The "Report on Reports" section provides lengthy reviews (1,500 to 2,000 words) of institutional and governmental reports. The reviews subject new research reports to the same scholarly scrutiny usually given to an individually authored book or monograph. Topics of reviewed reports have included Arctic pollution, ecosystem indica-

tors, the role of pesticides in U.S. agriculture, and dams and development.

- "Commentary" (maximum of 750 words) seeks to broaden the debate on various topics by providing thoughtful, alternative points of view to those expressed elsewhere in the magazine or in previous issues.

- The "Books of Note" section provides short (150 to 250 words) notices of recent print publications to call readers' attention to a wide range of important books rather than provide detailed critical evaluations. Reviewers and books to be reviewed are selected by the magazine's contributing editors, executive editors, and managing editor. A book's relevance to *Environment's* general themes and its accessibility to a nonspecialist audience are crucial.

For more detailed guidelines for these sections, contact Sarah Beam, Managing Editor, *Environment*, Heldref Publications, 1319 Eighteenth Street, NW, Washington, DC 20036-1802 (e-mail: env@heldref.org). See the next page for manuscript submission and technical requirements.

EDITING AND STYLE REFERENCES

After a manuscript is accepted for publication, it is edited thoroughly by the editorial staff for style, substance, and clarity. Because *Environment* brings complex and technical analyses to a broad audience, we edit more extensively than do most journals or magazines. Articles that exceed the

specified length may be shortened. We send authors edited typescripts for review and to answer queries, and we consult authors about changes in headlines. Because *Environment* offers rapid publication of timely material, we require a rapid response from authors to our queries. The magazine's

staff works closely with authors to ensure a mutually satisfying product.

Environment follows the 15th edition of *The Chicago Manual of Style* and *The American Heritage College Dictionary*. Important details about formats and end-note styles are described below.

MANUSCRIPT SUBMISSION AND TECHNICAL REQUIREMENTS

1. Authors are encouraged to submit manuscripts to Managing Editor Sarah Beam via e-mail (env@heldref.org). The mailing address is *Environment*, 1319 Eighteenth Street, NW, Washington, DC 20036-1802. The preferred format is Microsoft Word.

2. Double-space everything, including endnotes and tables. Use 1-inch or greater margins and confine the page length to 10 inches or less. Sidebar boxes, tables, and figures must be referred to in the text. Sidebar boxes must be inserted at the end of the manuscript. Each table and figure must be submitted in a separate file.

3. Authors' names, titles, places of employment, mailing addresses, and telephone numbers must appear on the cover page. Include fax numbers and e-mail addresses.

4. Authors are encouraged to submit photographs and original artwork of professional quality to accompany the text. Authors are responsible for obtaining permission to use such materials. Captions and a credit line identifying the photographer must accompany each photograph. The editorial and graphics staffs determine use of all photographs based on relevance, aesthetic value, and space availability. Maps and figures also are encouraged but may be redrafted to match *Environment's* style.

5. Each figure and table must be submitted as a separate file. The preferred program is Illustrator 10.0 or lower (Mac versions). EPS and PDF files are acceptable. When possible, the data used to create figures should be sent as well.

6. Authors are responsible for the accuracy of endnotes, and all references and quotations must be checked against the original sources by the author. Authors also are responsible for securing permission to use material quoted from copyrighted publications as well as for use of tables and figures from other sources.

7. Do not use endnotes in headlines or author affiliations. Use only one endnote per sentence, and place the endnote number at the end of the sentence. All endnotes must be double-spaced and appear at the end of the article. Provide enough information to allow readers to retrieve the referenced material from the most available source. Provide specific page numbers for general references to articles (e.g., "For more on this topic, see . . ."), quotations, or references to specific facts or arguments. Where possible, include a printed source along with Internet references.

Environment uses the following styles:

Book:

1. E. A. Parson, *Protecting the Ozone Layer: Science and Strategy* (New York: Oxford University Press, 2003), 245–67.

Book with more than five authors or editors:

1. J. Houghton et al., eds., *Climate Change 2001: The Scientific Basis* (Cambridge, UK: Cambridge University Press, 2001): 128–35.

Chapter in a book:

1. R. L. Friedheim, "Fixing the Whaling Regime: A Proposal," in R. L. Friedheim, ed., *Toward a Sustainable Whaling Regime* (Seattle, WA: University of Washington Press, 2001), 311–35.

Scholarly journal:

Monthly or less frequently:

1. J. G. Titus and C. Richman, "Maps of Lands Vulnerable to Sea Level Rise: Modeled Elevations along the U.S. Atlantic and Gulf Coasts," *Climate Research* 18, no. 3 (2001): 205–28.

Weekly:

1. G. Hardin, "Extensions of 'The Tragedy of the Commons,'" *Science* 280, no. 5364 (1 May 1998): 682–83.

Popular magazine:

1. P. Szuchman, "Eco-Credibility: Is Your Hotel as Green as it Claims to Be?" *Condé Nast Traveler*, August 2000, 46.

Newspaper or regular newsletter:

1. M. L. Wald, "Will Hydrogen Clear the Air? Maybe Not, Some Say," *The New York Times*, 12 November 2003.

Interview or personal communication:

1. Bob Terrell, director, Washington Street Corridor Coalition, in interview with the author, Boston, MA, 5 June 2004.

Additional references to a previous note:

2. Lundgren, note 1 above, page 340.

Reference to an immediately preceding note:

2. *Ibid.*, page 17.

Government report:

1. U.S. General Accounting Office, *Superfund Program: Current Status and Future Fiscal Challenges*, GAO-03-850 (Washington, DC, 2003).

International treaty:

1. "Protocol on Substances That Deplete the Ozone Layer," Montreal, 1987, in *International*

Legal Materials 26 (1987): 1550.

U.S. federal law:

1. *Trade Act of 2002*, Public Law 107-210, 8 August 2002, 107th Congress, 2nd session.

Congressional bill where title of bill appears in the text of the manuscript:

1. H.R. 3055, 94th Cong., 2nd sess., *Congressional Record* 122, no. 5, daily ed. (15 July 1976): H 16870.

Congressional bill where title of bill does not appear in the text:

1. *Food Security Act of 1985*, 99th Cong., 1st sess., H.R. 2100, *Congressional Record* 131, no. 132, daily ed. (8 October 1985): H 8461–66.

Press release:

1. U.S. Environmental Protection Agency, "Mike Leavitt Sworn in as EPA Administrator," press release (Washington, DC, 6 November 2003).

Unpublished discussion papers:

1. A. M. Bento, M. L. Cropper, M. Mobarek, and K. Vinha, "The Impact of Urban Spatial Structure on Travel Demand in the U.S.," paper presented at the American Economic Association annual meetings, Atlanta, GA, 4–6 January 2002.

Internet references:

Online magazine or newspaper:

1. P. Babich, "Dirty Business," *Salon*, 13 November 2003, http://www.salon.com/tech/feature/2003/11/13/slurry_coverup/index.html (accessed 14 November 2003).

Online book or report:

1. P. Hardi and T. Zdan, *Assessing Sustainable Development: Principles in Practice* (Winnipeg, Canada: International Institute for Sustainable Development, 2001), <http://www.iisd.org/pdf/bellagio.pdf> (accessed 17 November 2003).

Other Web page:

1. U.S. Environmental Protection Agency, *Sector Strategies*, <http://www.epa.gov/sectors> (accessed 18 November 2003).

For other types of notes, refer to the 15th edition of *The Chicago Manual of Style* or to a recent issue of *Environment*.

Updated January 2008