



ET&C Manuscript Preparation: Full Guidelines

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How to Use this Guide

We understand that formatting a manuscript for submission and publication is a time-consuming process. To simplify the submission process, *ET&C* allows authors to submit the initial version of their manuscript in any form of their choosing, using tips from the [Abbreviated Manuscript Preparation guidelines](#). Authors are welcome to follow the guidelines below for initial submission, but doing so is not mandatory.

If your manuscript is found acceptable pending revisions, please format your revision according to *ET&C*'s full guidelines, found below. We have developed these guidelines* to aid authors in formatting their revised manuscripts and to improve consistency across articles published in the journal. The guide includes information on document layout, reference styles, and formatting for tables and figures. It also provides clarification and tips regarding numerous style items, such as abbreviations, equations and mathematical terms, and treatment of units of measurement. After acceptance, manuscripts will undergo editorial review for adherence to *ET&C* style. Following the guidelines below can facilitate this process and expedite publication of your manuscript.

Our goal with this guide is to provide authors with a helpful reference to answer formatting and style questions. If you have additional questions, please contact the [ET&C editorial office](#).

Double Blind Peer Review

Environmental Toxicology and Chemistry uses double-blind peer review, where author names and affiliations are concealed from reviewers, and reviewer information is concealed from authors, throughout the review process. See [Manuscript Files and Formatting](#) to learn how to submit your blinded manuscript.

Manuscript Length

Although *ET&C* is an online-only journal, authors should strive to keep manuscripts concise. Manuscripts should fall within the following word limits (not including references):

Points of Reference	≤1000 words
Letters to the Editor:	≤2200 words
Perspectives:	≤4000 words
Short Communications:	≤4400 words
Focus Articles:	≤6600 words
Original Research Papers:	≤8000 words
Critical Reviews:	≤10 000 words
Critical Perspectives:	≤10 000 words

In the interest of conciseness, limit the reference list to ~ 5 references (Points of Reference), 10 references (Perspectives; Focus), 40 references (more are allowed for Critical Reviews). Please limit the

**ET&C*'s guidelines are based on *Scientific Style and Format: The CSE Manual for Authors, Editors, and Publishers*, 8th ed. (Council of Science Editors, Reston, VA, USA), with some modifications.

number of tables and figures to 6 each or 12 total and 1 table OR figure for a Point of Reference.

Manuscript Files and Formatting

File Types

Submit text, tables, and figures using the file formats listed below.

- Manuscript: Microsoft Word (.doc or .docx), text, or .rtf (no PDFs)
- Graphical Abstract: .doc, .docx, .eps, .jpg, PDF, or .tif
- Tables: .doc, .docx (preferred) or Excel (no PDFs)
- Figure/image files: .doc, .docx, .eps, .jpg, PDF, or .tif
- Supplemental Data can be submitted in a wide variety of file types (.doc, .docx, .eps, .html, .jpg, .mov, .mpg, .pdf, .rtf, .tif, .wmv, .xlsx, and zip)
- figshare data can be submitted in a wide variety of file types (see Supplemental Data types)

Formatting

- Page layout: 8.5-inch × 11-inch paper size, 1-inch margins
- Font: Times New Roman, size 12
- Spacing: Double space and left justify all text, headings, tables, figure legends, and references.
- Headings: Headings and subheadings should be 55 characters or fewer and should be brief phrases or clauses. Format headings as follows:
 - **HEADING 1: ALL CAPITAL LETTERS, bold font**
 - Heading 2: Capitalize first word only, *italicize*
 - Heading 3: Capitalize first word only, *italicize*, run in line with paragraph and end with a period.
- Number the lines of the text continuously from the first page through the figure legends.
- The title page, main document, graphical abstract, tables, and figures **must be uploaded as separate files.**
 - Please refrain from using author names (or other identifying information) within the file name.

Manuscript Elements

Title Page

Include the following information as a separate page from your main document:

- Title of article
- List of authors and affiliations
 - Provide authors' complete names.
 - Use superscript lower-case letters to designate authors' affiliations.
 - Affiliations should include the complete names of the institution, along with the city, state/province, and country. The institution listed must be the author's affiliation at the time when research was conducted.
 - Avoid use of acronyms in affiliation names.

- Place an asterisk after the corresponding author's name.
- For co-first authors, place a superscript numeral 1 after the affiliation letter for both authors.
- Corresponding Author note: *Address correspondence to <author email address>
- Co-first author note (if applicable): ¹These authors contributed equally to this work.
- Acknowledgment
- Disclaimer
- Data Accessibility statement

Front Matter

Include the following information as the first page of your main document:

- Running head (60 characters or fewer, including spaces)
- Title of article: Be brief and informative, and include terms that will aid in search engine optimization (SEO). Well-known acronyms may be used in the title but should be defined in the abstract.
- Abstract (maximum of 220 words; 70 words for short communications): Describe the research, results, and conclusions. The abstract contains no citations. No abstract for a Points of Reference or Focus article.
- Keywords (up to 6): Choose terms that will aid in SEO. When submitting a manuscript in Manuscript Central, authors will be required to select 3 keywords from a standard list and will also be able to provide up to 3 additional keywords. The keywords within the manuscript should match the 6 keywords selected in Manuscript Central; however, we understand that they may not match exactly in some instances.

Graphical Abstract

ET&C strongly encourages authors to submit a graphical abstract that provides a visual summary of the main findings of an article. The image should convey the broader importance of the work and capture the reader's attention. When submitting your article in Manuscript Central, include a high-resolution image (larger than 300 dpi at 3 inches/8 cm), along with a brief caption (1–2 sentences) added to the end of the main document with the Figure captions.

Main Text

The main text of your article should include the introduction, materials and methods, results, discussion, and conclusions. The organization of these sections may vary from article to article (e.g., conclusions might be included in the discussion, results and discussion might be presented together), but all should be included in some form.

Back Matter

Please include the following information after the main text:

- Supplemental data statement (when applicable): *Supplemental Data*—The Supplemental Data are available on the Wiley Online Library at DOI: 10.1002/etc.xxxx
- Data accessibility statement: Explain how readers can access the data and associated metadata and calculation tools. If data are available on figshare (see page 7), the statement should read: Data pertaining to this manuscript are deposited in figshare at DOI:xxxx.

- Reference list
- Figure and graphical abstract captions

References and Citations

Format references and in-text citations according to the Council of Science Editors (CSE) style, name-year system. If you are using bibliographic software, select the output style for CSE Style Manual (Name-Year). Specific examples of reference types are shown below.

In the name-year system, in-text references consist of the surname of the author and the year of publication of the document (Burton 2006).

Distinguish works by the same author published in different years by placing the years after the authors name in chronological sequence (Chapman 1999, 2002).

Add an alphabetic designator to the year in both the in-text and end reference for multiple works published by the same author in the same year (Chapman 2015a, 2015b)

For a range of references (old style [7–9]), list the works chronologically from earliest to latest, separated by semicolons (Chapman 1999; Burton 2006; Morris 2012)

Websites and online databases should be cited as formal references and included in the reference list. Papers that have been accepted for publication may be cited as "in press" and placed in the reference list with a DOI in place of a volume number and page range. Papers still in review may not be cited in the reference list and should instead be listed as unpublished data.

Cite unpublished manuscripts, unpublished data, and personal communications parenthetically in the text only, using the following format: (A.B. Author, University affiliation, City, ST, Country, unpublished manuscript/unpublished data/personal communication). Verify all personal communications with the source, and obtain approval for use of the author's name.

Basic reference style is as follows:

Reference type	Reference format (include all author names; do not use "et al.")
Article or chapter in a book	Author AB, Author CD. 2007. Title of article. In Adams AB, Smith DC, eds, <i>Title of Book</i> , 2nd ed, Vol 1—Toxicology. Publisher, City, ST, Country, pp 1–5.
Journal article [†]	Author AB, Author CD. 2007. Title of article. <i>Abbreviated Title of Journal</i> Vol:Page–page. Author AB, Author CD. 2007. Title of article. <i>Abbreviated Title of Journal</i> . DOI: 10.1002/etc.XXX.
Journal article accepted and in press (E-pub ahead of print)	Author AB, Author CD. 2007. Title of article. <i>Abbreviated Title of Journal</i> , in press. DOI: 10.1002/etc.XXX.

[†] For abbreviations of journal titles, consult NCBI catalogue. Sample abbreviations are available online: <https://www.ncbi.nlm.nih.gov/nlmcatalog/journals>

PhD dissertation or master's thesis	Author AB. 2007. Title of thesis. PhD thesis. University, City, ST, Country.
Proceedings	Author AB, Author CD. 2007. Title of article. <i>Proceedings</i> , Name of Conference, City, ST, Country, date (month day–day, year), pp 1–5.
Report	Author AB. 2007. Title of report. EPA 600/334/778. Final/Technical Report. US Environmental Protection Agency, Washington, DC.
Website	Author AB. 2007. Title of website. City (ST or country): Publisher. [cited YYYY Month Day]. Available from: http://onlinelibrary.wiley.com/journal/10.1002/(ISSN)1552-8618

Tables

Tables should not duplicate information in the text or data presented in graphic forms and should be able to stand alone without referring back to the text.

Number tables using consecutive Arabic numerals. Do not divide tables into separate parts (for example, Table 1A and 1B). If table parts cannot be combined under one set of column and row headings, renumber the tables using separate numbers (Tables 1 and 2). In the running text, indicate the first mention of each table using red font, and ensure tables and figures are mentioned in numerical order.

Please adhere to these general guidelines when creating tables:

- Tables must have at least 2 columns, and all columns require brief headings that accurately describe all of the entries listed within that column.
- Avoid using bold-face or italicized type within the tables; instead, use lettered notes to explain or differentiate items within the table, as needed.
- Include explanatory matter in the footnotes. Identify footnotes with superscript, lowercase letters (e.g., ^{a,b}), starting with the title, then upper left column, proceeding to the right across a row, then down to the next row and proceeding again from left to right.
- Immediately below the table, provide superscript, lettered footnotes, followed by asterisks for significance (*p* values), then a list of definitions of acronyms used in the table.
- Define all acronyms used in your table; if a lengthy list of acronyms is used in successive tables, define all abbreviations in the first table and then refer back to that table in subsequent tables.
- When using letters to designate significant differences, use full-size (not superscript) capital letters.

Example:

Table X. Table title (short, with no closing punctuation)^a

Column heading	Spanner head 1 ^b			Spanner head 2		
	Column heading	Column heading	Column heading	Column heading	Column heading	Column heading
Sub heading						
Row heading	1.0A	20.5B	40.3B ^c	X.X*	X.X*	X.X*
Row heading	2.0	2.0	21.7B	XXX	XXX	XXX
Row heading	15.0A	30.5B	15.0	X.X	X.X	X.X

^a Footnote explaining title or general information about the table.

^b Different letters denote significant differences among treatments.

^c Footnote explaining a data cell nuance.

* $p < 0.00$.

Abbrv = define abbreviation used; Abbrv = define abbreviation used.

Figures

Figures should not duplicate information in tables or text. Ensure that the figures are clear and can be interpreted without reference to the text. In the running text, indicate the first mention of each figure using red font, and ensure figures are mentioned in numerical order.

Include titles and brief explanatory captions for all illustrations after the reference list in the main document. Define all symbols either in a legend within the figure or in the figure caption. Define all acronyms in the caption. Label multipart figures with consecutive letters of the alphabet (A, B, C, etc.). Place this letter in the upper left corner of the figure, outside the figure itself.

In addition:

- Ensure that the figure will be legible when reduced to the width of a column of text (3.5 inches).
- Use sentence case (capitalize only the first word) for axis titles, labels, and legends.
- Describe what the error bars mean (SE, SD).
- Avoid textures or shading that will not reproduce well or will not be distinguishable in your legend.
- If the graph is a characterization of correlation, add the coefficient of correlation to the graph.

Size and Proportion—When possible, submit figures in the size they are to appear in the journal, using the following guidelines:

- Size: 3.5" width for single-column figure or 7" width for double-column figure
- Resolution: At least 300 dpi
- Font (preferred):
 - Arial or Times New Roman
 - Avoid font smaller than 10 or 12 points
 - Ensure numbers and labels in the axes are not larger than the font used for the axis titles
 - Avoid boldface type

Shading and Color—Half-tones (gray scale) do not reproduce well. Instead, use diagonal and horizontal stripes, checks, and solid black or white bars. If many differences must be presented, a color illustration may be the best alternative. ET&C does not charge a fee for full-color figures.

Potential Cover Images—Each cover image is selected by the editor-in-chief and editorial office. Criteria for an appropriate image are size and resolution, style, variety, and space for title placement. Each cover image must represent an article in its designated issue. If you would like a photograph you have taken to be considered for a cover please contact the editorial office at etc@setac.org.

Additional Data

Supplemental Data—Material that would appear only in the html version of a manuscript, such as extensive data sets or video files, can be submitted as Supporting Information files. Links to these files will be embedded in the html version of the manuscript. Unlike figshare files, Supporting Information files do not have an assigned DOI and are not uniquely identifiable or citable.

figshare—*ET&C* encourages authors to submit their data related to the manuscript to [figshare](#). This is a simple, free, and low-effort service available to all *ET&C* authors to facilitate submission, deposition, and permanent archiving of data files associated with the manuscript. This service does not replace Supporting Information. If you decide to take advantage of this service, the following will happen, assuming your manuscript is accepted for publication:

- Files submitted as Data Files in Manuscript Central will be permanently deposited into the *ET&C* figshare repository. Examples are available [here](#).
- These files will inherit metadata from your manuscript, with no effort required on your part.
- Your files on figshare will be assigned a single DOI, making them uniquely identified and citable.
- The link/DOI for your files will be automatically in-lined into your manuscript in the Data Accessibility statement.

Open Research

Open Research Badges—SETAC requires authors to be transparent in their research by sharing data and materials (view the [SETAC Journals Data Transparency Policy](#)). As an incentive, *ET&C* has adopted [Open Research Badges](#), offered by the [Center for Open Science](#). The badges are visual icons appearing at the top of published articles, to certify that an open practice was followed. To apply for one or more badges, authors must complete an Open Disclosure form at submission. The editorial office will evaluate the disclosure at the revision stage of your submission, conduct a brief verification that the data and/or materials are linked correctly, and issue the badge if appropriate. Once a badge is issued, authors are held accountable to the community for disclosure accuracy. The following badges may be awarded:

Open Data Badge: Digitally shareable data are publicly available on a permanent open-access repository (e.g., university repository or independent repository such as [figshare](#)). A data dictionary should be included (for example, a codebook or metadata describing the data) with sufficient description for an independent researcher to reproduce the reported analyses and results. Open Research Badges assume the following:

1. At least raw data are available, excluding data that compromises confidentiality or anonymity of human participants, which are not allowed; if only derived data are available, it is denoted with the badge.
2. All collected data are made available; if only the subset of data used to conduct the reported analyses is available, it is denoted with the badge.

Open Materials Badge: Digitally shareable methodology materials that aid researchers in reproducing the reported procedure and analysis are publicly available on a permanent open-access repository (e.g., university repository or independent repository such as [figshare](#)). These materials may be files or other information that are supporting but not critical to the reproduction of the reported analyses and results (e.g., extensive diagrams or videos). In addition, infrastructure, equipment, biological materials, or other components that cannot be shared digitally are described in sufficient detail for an independent researcher to understand how to reproduce the procedure and understand how the materials relate to the reported methodology.

ET&C Editorial Style

General Style

- Submissions must conform to the accepted standards of US English style and usage. Write in simple, declarative sentences.
- Avoid using bulleted or numbered lists within the text.
- When referring to text in another part of the manuscript, include the title of the section or subsection to which you are referring; do not use “below” or “above.”
- Use “the present study” rather than “this study” to refer to your article or study (to avoid confusion with other studies mentioned in the manuscript).
- Do not italicize Latin phrases (et al., in vitro, a priori).
- Use “that is” or “for example” in running text; the corresponding abbreviations (“i.e.” and “e.g.”) may be used within parentheses.

Abbreviations

- Use acronyms and abbreviations sparingly to avoid impeding comprehension of the text, and use only those that are well known. For example, abbreviate dissolved organic carbon (DOC) but not Mississippi River.
- Define each acronym at first use in the text, and in each table and figure legend, giving the abbreviation or acronym in parentheses.
- Spell out acronyms when they appear as the first word or phrase in a sentence.
- Format EC50, LC50, or IC50, etc., on line (do not use subscripts).
- Definitions of commonly used symbols and abbreviations can be found [here](#):

Equations and Mathematical Formulas

Simple equations should be written as A/B in line with the text. Longer or more complicated equations should be placed on their own line and numbered, with numbers in parentheses.

- If three or more equations are presented or if an equation is referred to in the text, designate each with a number (1), (2), (3), etc., which is set flush right. Do not include punctuation (period, comma, colon, etc.) to introduce an equation (in the text) or after an equation is presented.
- Ensure all terms in the equation are defined in the text.
- Use italics for n , p , y , x , t , R , N , F , Z , df (define at first mention), k , CV , and r .
- Decimals are preferred to fractions. Write out and hyphenate simple fractions (two-thirds), except in figures, graphs, and legends.
- Stack superscripts and subscripts: A_0^{s-1}
- Use the multiplication symbol (\times) when referring to multiplication, rather than a product dot (\bullet) or an asterisk ($*$).

Manufacturer and Trade Names

- The names of the manufacturers or suppliers of special material should be given in parenthesis following the product name. Do not include the manufacturer’s location.
- When appropriate, include the copyright, trademark, or registered designation for a product (© , ™ ,

or ®) after the first mention in the abstract, main text, and in each table or figure legend.

- Trade names must be capitalized.
- The use of trade names and code numbers of experimental chemical compounds used in experimentation should be avoided. Identify such compounds by common name (ASA) or by chemical name and structural formula. Lot numbers, purity, impurities, etc., may be appropriate.

Numerals and Units of Measurement

- The metric system is standard, and SI units should be used when possible.
- Use numerals for all numbers (including 1 through 9); however, spell out “one” and “zero” when not used in conjunction with a unit of measurement.
- Spell out all numbers or fractions that begin a sentence. If this is awkward, rephrase the sentence to avoid beginning with a numeral.
- Check tabular data, as well as numerical values, reported in the text for the proper number of significant figures. For decimals smaller than one, insert a zero before the decimal point: 0.345.
- Do not use a hyphen to replace the preposition “to” between numerals: 13 to 22 min, 3 to 10 °C. Exception: Use a dash in tables, figures, and graphs, and within parentheses.
- In a list of values or measurements, include the unit of measurement only after the last value in a list or range (example: 0.1, 0.25, 1, and 2.5 mg/L).
- Use the following time measurements: s = second(s); min = minute(s); h = hour(s); d = day(s); wk = week(s); mo = month(s); yr = year(s) when following a numeral
- Capitalize the letter L when used for “liter” (e.g., mL, nL, L).

Powers in Tables and Figures

Care is needed in tables and figures to avoid numbers with many digits. The unit should be followed by the power of 10 by which the actual quantity was multiplied to give the reported quantity; the unit may be changed by the use of prefixes such as “mM” or “m.” For example, an entry “5” under the heading “g × 10⁻³” means that the value of g is 0.005; and entry “5” under the heading “g × 10³” means that the value of g is 5000. A concentration of 0.0015 M may be expressed as 1.5 under the heading “concn. (mM)” or as 1,500 under the heading “concn. (mM)” or 15 under the heading “10⁻⁴ × concn. (M).”

Ratios

For mixtures, use “to” when general words are used (e.g., “the chloroform to methanol ratio”). Use a colon with words when a numerical ratio is provided (e.g., “chloroform:methanol (2:1,v/v)”). Use a colon with a number ratio. Use a hyphen only if a numerical value is not given (e.g., “chloroform-methanol”).

Scientific Names

On first use in the abstract and main text, and in each table and figure legend, use the complete scientific name (genus, species authority for the binomial, and cultivar or strain), when appropriate, of all experimental organisms. Following this initial citation, the genus name may be abbreviated to the initial. Scientific names (genus and species) should be italicized.

Soil Classification

Measured values for soil physicochemical characteristics having a bearing on the research must be



reported in the manuscript for each individual type of soil used and may be reported in table format. Authors are strongly encouraged, whenever feasible, to give the soil type/name, texture, and scientific classification of each soil. This scientific nomenclature for soils must be consistent with a modern published soil classification system, and the system must be cited.

Solutions

Fractional concentrations of solutions should be expressed in the decimal system: 0.1 N acetic acid (and not N/10 acetic acid). The term % must be defined as w/w, w/v, or v/v; 10% (w/v) signifies 10 g/100 mL. Express concentrations as ng/L, mg/L, mg/L, ng/g, mg/g, etc.

Statistical Treatment

When appropriate, statistical analysis should be included. Define all statistical measures clearly.