

## JCWRE Research Note Author Instructions

### Description

JCWRE accepts succinct Research Notes on applied research, policy, education, and outreach/extension in water and watershed science and management. Research Notes provide brief research communications, shorter than an Original Research article, and limited in scope. Examples of a Research Note would be to introduce a new method and/or compare existing methods, to report on preliminary data that may have a significant impact in the author's field, or to provide an update to previously published data. Research Notes are peer reviewed and subject to standard publication fees.

### Reviewers will be looking for these key items:

- Is the problem and significance clearly defined?
- Is the research novel and/or does it add to the existing literature?
- Are the methods current and clearly understood?
- Do the discussion and conclusions back up the stated results?
- Did the author(s) suggest management implications and research applications where necessary?
- Do the conclusions clearly synthesize the key findings?

### Manuscript preparation

Please follow instructions closely. Your submission will not be reviewed unless the guidelines are met.

Manuscripts should be written so that they will be of interest to the wide variety of water-related disciplines that encompass JCWRE readership. Authors should clearly state the significance so that readers recognize why the research is important and what it adds to the existing literature. Management implications and research applications should be included.

Length: 3,000 words limit (includes Intro, Body, Conclusions)

Text: Times New Roman size 12 font. Double-spaced. Saved as a Microsoft Word document.

Headings: First order headings are bold, text follows on the next line. Second order headings are bold italics, text follows on the next line. Third order headings are indented, italics, punctuated by a period, and text follows on the same line. Fourth order headings are indented, underlined italics, punctuated by a period, and text follows on the same line.

#### **First Order**

Text on the next line.

#### ***Second Order***

Text on the next line.

*Third Order.* Text on the same line.

*Fourth Order.* Text on the same line.

Manuscripts should be prepared in the following order:

- 1) Title: 12 words limit
- 2) Author Name(s) and Affiliation(s): Name of the author(s) should appear after the title along with the main affiliation of the author(s). Identify the corresponding author.
- 3) Abstract: 250 words limit (no citations should be in the abstract)
- 4) Keywords: 8 words limit
- 5) Research Implications: 3 to 5 bullet points of the primary implications of the research (i.e., what are the management implications; how will the research be applied). These bullet points will be turned into a Research Implications Box and placed into the manuscript by editorial staff.
- 6) Introduction: Summarize the background and purpose. Include relevant literature.
- 7) Body: Typically includes Methods, Results, Discussion. Use headings and subheadings where appropriate.
- 8) Conclusion: Synthesize the key findings
- 9) Acknowledgements: Please include your funding source.

- 10) Author(s) Bio and Contact Info: Bio of <100 words, full mailing address, and e-mail address for ALL authors must be included.
- 11) References: Cite references to published literature in the text by author(s) and date. For example, Howe et al. (1984) if directly naming the author within the sentence, (Howe et al. 1984) at the end of a sentence, and (Howe et al. 1984, 43) at the end of the sentence using a direct quotation. If two authors, use both last names in the citation (Kadlec and Knight 1996). If more than two authors, use first author last name followed by et al. (Howe et al. 1984). List all references in alphabetical order in a References section. If two references have the same author and year, add letters after the year (Howe et al. 1984a). If listing more than one citation in the text, list in order of publication date and insert a semi-colon between citations (Kadlec and Knight 1996; Hoagland et al. 2001). JCWRE has its own reference style, but it closely resembles Chicago style if you are utilizing a reference software. Please follow the below examples.

Article in a Print Journal

Hoagland, C.R., L.E. Gentry, M.B. David, and D.A. Kovacic. 2001. Plant nutrient uptake and biomass accumulation in a constructed wetland. *Journal of Freshwater Ecology* 16: 527-540.

Article in an Online Journal (provide the url if available, if unavailable provide DOI):

Kelly, W.R., S.V. Panno, K.C. Hackley, A.T. Martinsek, I.G. Krapac, C.P. Weibel, and E.C. Storment. 2009. Bacteria contamination of groundwater in a mixed land-use karst region. *Water Quality, Exposure and Health* 1: 69-78. Available at: <https://doi.org/10.1007/s12403-009-0006-7>. Accessed December 8, 2014.

Kelly, W.R., S.V. Panno, K.C. Hackley, A.T. Martinsek, I.G. Krapac, C.P. Weibel, and E.C. Storment. 2009. Bacteria contamination of groundwater in a mixed land-use karst region. *Water Quality, Exposure and Health* 1: 69-78. DOI: 10.1007/s12403-009-0006-7.

Book:

Kadlec, R.H. and R.L. Knight. 1996. *Treatment Wetlands*. CRC Press, Boca Raton, Florida.

Chapter in Book or Paper in a Proceedings:

Lee, R.G., R. Flamm, M.G. Turner, C. Bledsoe, P. Chandler, C. DeFarrari, R. Gottfried, R.J. Naiman, N. Schumaker, and D. Wear. 1992. Integrating sustainable development and environmental vitality: A landscape ecology approach. In: *Watershed Management: Balancing Sustainability and Environmental Change*, R.J. Naiman (Ed.). Springer-Verlag, New York, pp. 499-521.

Thesis or Dissertation:

Carrillo-Guerrero, Y. 2009. Water conservation, wetland restoration, and agriculture in the Colorado River Delta, Mexico. Dissertation, University of Arizona, Tuscon, Arizona.

Online Report:

U.S. Geological Survey. 2013. Aquifer Basics: High Plains Aquifer. Available at: [http://water.usgs.gov/ogw/aquiferbasics/ext\\_hpaq.html](http://water.usgs.gov/ogw/aquiferbasics/ext_hpaq.html). Accessed December 8, 2014.

- 12) Tables and Figures: Up to 5 tables and figures **combined** are allowed. (e.g., you may have 3 tables and 2 figures). If more are included, you must reduce the number before your article will be considered for publication.
- Tables: Include Tables after the References. Tables should be numbered consecutively and include a brief but descriptive title. Do NOT place the Table into the Word document as a photo. The Table must be editable. The format of the Table should be simple with black lines, no colors, or fancy layouts. Write "(Table #)" in the text where each Table should be noted in the text. The Table will appear in the manuscript as soon as possible after it is first mentioned in the text.
  - Figures: Figures should be numbered consecutively and include a descriptive stand-alone caption. Place Figure captions after the Tables section. Each Figure should be attached separately in the submission e-mail as a .tiff or .pdf (preferred) file; name your Figures "LastName\_Figure#". Do NOT include Figures in the Microsoft Word document. Figures may be in color or grayscale. There is no color charge. Write "(Figure #)" in the text where each Figure should be noted in the text. The Figure will appear in the manuscript as soon as possible after it is first mentioned in the text. Do NOT include a title in your graph. The Figure caption should explain the graph. If your photo or graph is grainy/fuzzy to you, it will not be

improved in the publishing phase. Figures must be high resolution and readable. **For best results, save graphs as a .pdf or .tiff directly from the program where it was created.**

### **Submission instructions**

Manuscripts can be submitted at any time. **Manuscripts must be submitted as Microsoft Word documents (.docx).** Submit manuscripts to [jennie.snyder@siu.edu](mailto:jennie.snyder@siu.edu) and to the e-mail address of the issue editor (if submitting to a special issue). Additionally, authors should provide the names and contact information for 3 potential reviewers in their submittal e-mail.

#### Submission Checklist

- Manuscript prepared in Microsoft Word, following the above guidelines.
- References are formatted for JCWRE.
- No more than 5 Tables and Figures combined are included.
- Figures are saved separately from the Word document as .pdf (preferred) or .tiff. If the files are too large to send via e-mail, try creating a zip file of all documents or sharing files via google or dropbox.
- Names and contact info for 3 potential reviewers included in submittal e-mail.

### **Copyright**

Manuscripts submitted to JCWRE must be original and not be submitted or published elsewhere. Beginning in 2025, JCWRE is an open access journal. All content is freely available without charge. Articles published in this journal are governed by the [“Attribution CC BY” Creative Commons License](#). Authors publishing in JCWRE automatically agree to this license. Authors retain copyright to their published material and agree to cite JCWRE when referencing the article.

### **What happens after submission?**

JCWRE utilizes a single blind process. The manuscript is assigned to an Associate Editor or to the Special Issue Editor if a part of a Special Issue. The assigned editor reviews the manuscript for suitability for consideration by JCWRE. If suitable, the manuscript will begin the external review process. The assigned editor will choose and secure a minimum of 2 reviewers for the manuscript. Reviewers will have 4 weeks to provide constructive feedback. Reviewers will use track-changes and provide an overall review letter and publication recommendation (accept as is; accept contingent upon minor revisions; accept contingent upon major revisions; or reject) to the assigned editor. Based on the reviews and their own assessment, a publication recommendation will be made by the assigned editor to the journal editors (Karl Williard and Jackie Crim). The journal editors will convey a publication decision to the authors, along with reviewer feedback. Authors will have 5 weeks to address the reviewers' comments and submit a response letter to the journal editors. The journal editors will make a final publication decision and work with the authors to make any needed changes. Once the authors submit a final revised draft, a galley proof will be created and sent to the author for any final changes prior to publication. The entire review process typically takes 12 weeks. However, it may be longer depending upon reviewer identification and availability.