Operations Manual

Canadian Journal of Plant Science
Canadian Journal of Soil Science
Canadian Journal of Animal Science

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PART I. EDITORIAL/REVIEW PROCEDURES

A. History of the Agricultural Institute of Canada Journals

In 1920, the Canadian Society for Technical Agriculture (CSTA) was formed. The organizing committee considered the possibility of a society publication and, after unsuccessfully approaching the Department of Agriculture for financial assistance, an agreement was reached with the Industrial Education Publishing Company to produce the journal. Editorial control was maintained by CSTA and on 28 January 1921 the first issue of Scientific Agriculture/La Revue Agronomique Canadienne appeared. By the end of May, four more issues had been published, but in July 1921 the publishing company informed CSTA that due to limited advertising and the overall number of subscribers it could no longer produce the journal. The society took over publication and by 1922 the journal was showing a small profit. For the next 11 years the journal was a combined society magazine and technical publication published six times a year. Financing continued to be a problem and in 1934 the Department of Agriculture assumed financial responsibility for publication with the society continuing to control editorial policy.

In 1945, CSTA officially changed its name to the Agricultural Institute of Canada (AIC). In 1953 the journal was renamed Canadian Journal of Agricultural Science and its frequency of publication was increased to 12 issues a year. Editorial responsibility was broadened to include an editorial board rather than just the editor.

With an increasing number of pages came a desire for specialization. Effective 1 January 1957 the journal was split into three: Canadian Journal of Plant Science, Canadian Journal of Soil Science and Canadian Journal of Animal Science. The Department of Agriculture continued to publish the journals until 1966 when the society once again took over, but government funding continued; page charges were instituted and authors were charged for reprints.

The number of pages continued to grow and in order to avoid publication delays it became necessary to increase the number of issues. In 1964 CJPS was increased to six issues a year, and CJSS and CJAS to three issues a year. In 1973 the frequency of the three journals was changed to quarterly publication, and in 2008 CJPS increased to bi-monthly publication. In 1994 the page size of the journals was changed to 8.5 × 11 inches to reflect modern publishing formats. Today the journals publish some 3000 pages annually and are read in more than 150 countries.

B. Terms of Reference

Overall responsibility for the three journals is shared between the Scientific Journals Committee (SJC), and the Agricultural Institute of Canada (AIC). The SJC has overall responsibility for any matters concerning the editorial content, style, standards and review policy of the journals. It meets for at least one day each year during which it will review budgets and financial forecasts, including subscription and page-charge rates. The SJC also reviews matters referred by the Editorial Committees of the three Journals and makes recommendations to the AIC Board and Executive Director. Matters affecting the financial standing of the journals must be referred to the Executive Director. Each journal is sponsored by and is the official publication of one or more scientific societies, each of which is an associate member of the AIC. These are:

- Canadian Journal of Plant Science
- Canadian Society of Agronomy (CSA)
- Canadian Society for Horticultural Science (CSHS)
- Canadian Weed Science Society (CWSS)

- Canadian Journal of Soil Science
- Canadian Society of Soil Science (CSSS)

- Canadian Journal of Animal Science
- Canadian Society of Animal Science (CSAS)

1. Scientific Journals Committee

Function and Duties

The Scientific Journals Committee is responsible for the general publication policy of the three scientific journals. The committee reviews budget estimates prepared by AIC staff and makes recommendations on subscription rates, page charges and other business investments for consideration by the AIC Board.

Composition and Tenure

The Scientific Journals Committee consists of at least nine members plus the Chair. Replacement members are nominated by the current respective Editors with the cooperation of the appropriate affiliated scientific societies. Nominees are ratified by vote of the SJC. The Chair of the SJC must be a member of a sponsoring scientific society. The SJC consists of:

(a) Chair (1-year term), who is the most recently retired journal Editor.
(b) Three members representing the Canadian Society of Animal Science for the *Canadian Journal of Animal Science*, one of whom is the Editor and the other two Associate Editors.

(c) Three members representing the Canadian Society of Soil Science for the *Canadian Journal of Soil Science*, one of whom is the Editor and the other two Associate Editors.

(d) Three members representing the Canadian Society of Agronomy, the Canadian Society for Horticultural Science and the Canadian Weed Science Society for the *Canadian Journal of Plant Science*. Of the three members, one is the Editor and the other two are Associate Editors.

(e) The AIC Executive Director and Head, Journals Section are ex officio members of the SJC.

(f) A representative of AIC management and an AIC Director will be invited to participate (ex officio and non-voting) in SJC meetings.

The SJC may nominate such additional members as may be required. If a member is absent from a meeting of the SJC a motion shall be called at the beginning of the meeting nominating a replacement member from the Associate Editors of the absent member’s journal. The replacement member shall sit as a SJC member with full voting rights until the return of the absent member.

**Tenure**

Members of the Scientific Journals Committee are normally elected from the present or past Associate Editors who have served at least 1 year. The term of SJC members is 2 years. However, members may serve successive terms. Members are elected to serve 2 years or the unexpired term of the incumbent they replace. The terms of all positions on the SJC may be adjusted by the SJC to meet its requirements. An Editor, Associate Editor or Assistant Editor who is not adequately carrying out his or her duties may be relieved of responsibility by the SJC.

**Voting**

(a) Meetings are conducted according to *Robert’s Rules of Order* in which the Chair does not normally vote, but may do so to break a tie.

(b) Voting is normally by show of hands; however, any member may call for a secret ballot, subject to the approval of the committee.

(c) The Head, Journals Section, Executive Director and Board representative do not vote on the SJC.

## 2. Associate Editors

**Function**

Associate Editors are appointed by the SJC to review and (for *CJPS* and *CJSS*) determine acceptance or recommend to the Editor rejection, or (for *CJAS*) to accept or reject papers.

**Composition and Tenure**

Associate Editors are appointed to function for the respective journals from nomination of scientific societies. Associate Editors are appointed for a term of 3 years or to fill the unexpired portion of a previous incumbent’s 3-year term. Associate Editors may normally serve two successive 3-year terms.

## 3. Editorial Committees

Each of the journals has an Editorial Committee composed of the respective Editor as Chair and all Associate Editors, including SJC representatives, as members. The function of the committees is to represent journal and society concerns and to see that appropriate action is taken through the representatives on SJC. All SJC members (including Editors) should maintain communications with the societies they represent, through procedures devised by the societies, so that concerns of all parties may be suitably addressed.

## C. Publications Office

The Publications Office, located at the AIC national office, is responsible for copy editing and production from receipt of submitted papers to publication and distribution.

The office comprises the Head, Journals Section, the Publishing Assistant and the Subscriptions Officer. The Head, Journals Section sits as an ex-officio, non-voting member of the Scientific Journals Committee.

**Scheduling of Papers**

The publications office informs the corresponding author of the manuscript’s acceptance and the issue for which it has been scheduled. The author may also be asked to supply original artwork, key words or short titles if these have not been included. If these are not received by the “copy date”, the manuscript will be rescheduled to the next issue.

All correspondence concerning accepted papers in press, reprints, page charges and subscriptions should be addressed to:

**Journals Section**

Agricultural Institute of Canada
176 Gloucester Street, Suite 320
Ottawa, Ontario
Canada K2P 0A6
E-mail: journals@aic.ca
Tel. (613) 232 9459
Fax. (613) 594 5190
D. Submission of Manuscripts

All manuscripts must be submitted online via the individual journal’s "ScholarOne Manuscripts" system, available through the AIC web site (www.aic.ca). When reference is made to manuscripts that are “in press”, an electronic version of the in-press paper should also be submitted. Authors must supply the names and addresses of two potential reviewers. Membership in the journals’ sponsoring scientific societies or the Agricultural Institute of Canada is not a requirement for publishing in the journals.

Manuscripts submitted to the journals must not have been concurrently submitted to other journals. Manuscripts may be submitted in English or French. All authors of manuscripts submitted to Canadian Journal of Plant Science, Canadian Journal of Animal Science, and Canadian Journal of Soil Science must sign a manuscript submission form to indicate that they have reviewed the manuscript and support its publication (authors are not required to assign copyright to AIC).

Manuscripts are subject to peer review and acceptance or rejection. Acceptance may be conditional on satisfactory revision. Publication of accepted manuscripts is conditional on the full payment of page charges and any other costs by the author(s).

1. The Manuscript

Submitted manuscripts must be in one-column format, with line spacing set to "double" and line numbering turned on. Tables and Illustrations must not be embedded in the text, but should be placed at the end of the manuscript, tables first, each on a separate page, or they may be uploaded as separate files to ScholarOne.

2. Content

Papers submitted to the journals should contain new information of national or international significance. Review papers may be submitted by invitation of one of the sponsoring societies or with permission of the Editor (see the section on Review papers). Letters to the Editor may explain, amplify or otherwise comment on research published in the journals. Before submitting papers, authors should have one or two colleagues critically review the paper. Authors submitting papers to the Canadian Journal of Animal Science must state that experimental animals were cared for under guidelines equivalent to those of the Canadian Council on Animal Care in its Guide to the Care and Use of Experimental Animals (Canadian Council on Animal Care, Suite 1510, 130 Albert Street, Ottawa Ontario, Canada K1P 5G4, T: (613) 238-4031, F: (613) 238-2837, E: ccac@ccac.ca, web site: www.ccac.ca).

The Canadian System of Soil Classification must be used as the primary classification system for soils that are described in papers published in the CJSS. The only exceptions would be for soils that cannot be classified by the Canadian System due to their location, nature and genesis (e.g., tropical soils). Other national or international soil classification systems can be used in addition to the Canadian System if desired by the authors, but the Canadian System must be used first in all CJSS publications if possible.

3. Prior Publication

Manuscripts submitted to the journals must not have been concurrently submitted to, or accepted by, any other publication nor published in full or in part in any other refereed publication nor posted on Internet websites, either personal or institutional. Authors should declare any possible conflict with this policy when they submit papers.

4. Copyright

Authors, or their employers in the case of work carried out under contract or terms of employment, own the copyright on their work. Permission to reprint or reproduce contributions or parts of contributions must therefore be obtained from authors or their employers, not from the Agricultural Institute of Canada. However, the AIC requests that credit be given by quoting the journal title, volume and page numbers. The Canadian Government owns copyright on work carried out by authors while in its employ. Copyright permission may be obtained from the Public Works of Supply and Services Canada, Ottawa, Ontario.

Permission to reproduce material from other published sources in the journals should be obtained by the author. Letters granting permission should be included with manuscripts when submitted. The journals are registered with the Copyright Clearance Center (CCC) which permits limited photocopying of published material providing a small fee is paid to the CCC (222 Rosewood Drive, Danvers, MA 01923, USA, Website: http://www.copyright.com/). Details of this service may be found on the inside front cover of any issue of the journals.

5. Review Process when an Editor Submits a Manuscript

When the Editor of one of the journals submits a manuscript to the journal of which he/she is the Editor, an “Acting Editor” will be chosen to act as Editor. The Acting Editor may be a past Editor of the journal, a current senior Associate Editor or a Special Issues Editor. The Acting Editor will be assigned by the Editorial Office (AIC).

The Acting Editor will assign the manuscript to one of the journals’ Associate Editors, who will select reviewers in the usual way. In all cases, whether the
manuscript is accepted or rejected, the Associate Editor will communicate with the Acting Editor concerning the reviews and resulting recommendation; the Acting Editor will in turn communicate with the Editor. The Associate Editor may not communicate directly with the Editor. The Acting Editor will take appropriate steps to ensure that the Associate Editor and reviewers remain anonymous to the Editor.

Manuscripts must be submitted via the ScholarOne online system, and the Acting Editor will be given the “role” of Editor, with access only to those papers he/she has been assigned. The Editor will not have access to data on the manuscript assigned to the Acting Editor.
PART II. STYLE GUIDE

A. Contents

1. Papers
Papers may be submitted in the fields of animal, plant and soil sciences if they contain new information of national or international interest and application. Submission of a manuscript implies that it is based on research not previously published. All authors must be aware of and agree to the data presented and conclusions drawn in a manuscript.

2. Short Communications
Short communications are open to short preliminary reports of important findings. They might contain research results that are complete but characterized by a rather limited area or scope of investigation, description of new cultivars, descriptions of new or improved techniques or equipment including data on performance. Short communications should contain only a few (usually not more than nine) references. Illustrative material should be kept to a minimum, usually not more than two tables or figures. Short communications should not generally exceed 2000 words. Abstracts are obligatory and shall be no longer than 100 words.

3. Letters to the Editor
Letters commenting on published papers are accepted. The author(s) of the paper being commented on are given the opportunity to reply in the same issue as the one in which the comment appears. Letters must be signed and should be sent to the Editor. The full page charge is payable by the author of the letter on publication.

4. News and Notes
This section is available to the sponsoring scientific societies to publish information of interest. The publishing society will be charged the full page charge.

5. Guidelines for Publication of Symposia Papers
The three journals are available as outlets for affiliated society symposia papers. Normally, no more than one set of symposium papers per journal will be accepted annually and the papers published will be footnoted to indicate presentation as part of a symposium. (For example: Presented at the Canadian Society of Animal Science (Western Branch) Symposium entitled “Production Potential of the Livestock Industry: Have Genetic Limits been Reached?” 1983 Jun. 14, Saskatoon, Saskatchewan.)

Current page charges will apply to symposia papers and, therefore, will be the responsibility of the author(s). Papers presented at symposium sessions need not be published in the respective journal. However, the affiliated society should decide whether or not it expects to publish before inviting participants. If publication is intended, participants should be selected accordingly and be advised to participate. If the intention is to publish symposium proceedings, the sponsoring affiliated society should appoint an ad hoc Symposium Program Committee. It is the responsibility of that committee (a) to select suitable participants; (b) to advise participants of the form and style the manuscript must follow; (c) to inform participants that the manuscript must be received by the time of the symposium; (d) to forward manuscripts to the Publications Office for review; and (e) to recommend special acting Associate Editors to handle these manuscripts. The two months subsequent to the symposium will be allowed for editing and revision by the author. There should be a maximum of 25 double-spaced typewritten line-numbered pages (approximately 250 words per page) for each manuscript. Usually, tables and figures should total no more than five in number and references should be those only highly pertinent to the topic (usually, no more than 30 in number). The usefulness, accuracy, style and scientific content of the paper will be reviewed by the normal editorial process, and the question of manuscript suitability and rejection should rarely arise if adequate care is taken. The Symposium Committee must ensure, therefore, that the manuscript is of sufficient merit to maintain the high standard of the journal and the interest of its readers. The Symposium Program Committee should work closely with the Editor of the journal to assure that format and style conform to journal policy.

6. Review Papers
Review articles will be considered for publication, but authors must seek permission from the Editor prior to submission. Review manuscripts may require more time for review than regular papers or short communications. Manuscripts of review papers covering topics recommended by a sponsoring society are handled in the same way as other manuscripts, i.e., are subjected to peer review, revision if needed, and/or rejection if the manuscript is unsatisfactory. They must summarize, analyze, integrate and interpret current information and propose new avenues of research. The authors are responsible for payment of page charges.
B. Manuscript Preparation

1. Title

The title of the paper should be brief but should reflect all aspects of the work published. Generally, titles should be indicative rather than informative, i.e., they should state the subject of the paper rather than its conclusions but should identify the main topics of the paper. Titles may be used by abstracting companies and indexing services for information retrieval. Avoid the use of superfluous words such as “effect of”, etc. Serial titles are generally discouraged. Include the name of the organism used if appropriate. Use the common names of plants except for little-known species and weeds. Papers in the series “Biology of Canadian Weeds” must include the scientific name of the weed(s) under discussion and the authority. (Papers in this series are numbered; numbers will be assigned by the Publications Office.) Titles of cultivar descriptions must include the cultivar name and common name, e.g., “Encore faba bean”. Titles are set in upper and lower case.

2. By-line

The by-line consists of the name(s) of the author(s) and their addresses (use the address of the institution where the research was carried out). Names and addresses are set on separate lines. Following the addresses and continuous with them are contribution numbers (if any) and received and accepted dates (day, month, year). Either the full given name or initials may be used but use of the full name will prevent confusion in future citation. Do not include academic degrees or professional titles. The e-mail address of the corresponding author should be supplied. When a paper has several authors from different institutions, key the author to the address with superscript Arabic numerals. (The numeral should follow the author’s name and precede the address.) When addresses are given in a language other than English or French, do not translate them but use the English name of the country and city. Canadian and American addresses should be spelled out in full in the first citation only and abbreviated on second and subsequent citations; include postal and zip codes. Addresses for reprints, changes of address and disclaimers should be given as footnotes and should use the same number system as addresses. Naming an author on a paper implies that the person named is aware of the research reported, agrees with and accepts responsibility for any results or conclusions reported. The corresponding author shall ensure that all authors are aware of, agree with, and support publication of the manuscript. All authors are required to sign a submission form (available: http://www.aic.ca/journals/submissions.cfm).

3. Abstract

An abstract must be included with every paper or short communication submitted to the journals. The abstract should express precisely the most important information in the paper and should be intelligible in itself without reference to the paper, since abstracts are often published separately by abstracting journals. Include in the abstract the rationale for the study, the objectives, materials and techniques used, the names of relevant organisms, new theories and terminology and a conclusion. Do not include tables, figures or references or any information not carried in the text of the paper. Avoid acronyms, if possible. The abstract is published in both English and French. The translation of the abstract also carries a translation of the title and key words. Authors should submit this material in both English and French if they are able to do so. The Publications Office will arrange for translation of the abstract if it is not provided by the authors. Abstracts of papers should not exceed 200 words; abstracts of short communications should not exceed 100 words.

4. Short Title (Running Head)

The short title appears at the top of every right-hand page of a journal paper. It should not exceed 60 characters (excluding word spaces) and must include the name(s) of the author(s) (use et al. for three or more co-authors.)

Short titles are used as subentries in the annual subject index. A short title should therefore be an abbreviation of the paper title that will give a brief but accurate description of the main topic of the paper. The main title of the paper may be used in full as the short title if it is not too long. For cultivar descriptions the short title will usually be the same as the full title.

5. Key Words

A maximum of six key words or short phrases should be included with the manuscript. These will appear below the abstracts of the paper and will be translated into French. Key words should be suitable for information retrieval systems and for the annual subject index (in conjunction with the short title) published in the journals (key words form the main entry of the index). Key words should be chosen from the title, abstract and body of the paper and should reflect its central topics. Avoid the use of vague nonspecific terms such as “yield”, “growth”, “in vitro”, etc. Adjectives are usually inverted unless they form part of an anatomic term or specific name or if the modified noun is nonspecific. For example:

Not acceptable
lactating cattle
winter wheat
low temperature
residue
in vitro propagation

Acceptable
cattle, lactating
wheat (winter)
propagation (in vitro)
lactic acid

Special Uses in the Canadian Journal of Plant Science
(a) Papers in the series “Biology of Canadian Weeds” should include the following key words:
“Weed biology” and the botanical name of the weed(s) under discussion.

(b) Cultivar descriptions should include the following key words:
“Cultivar description” and the name of the crop being described; for example, for the cultivar “Pegasus faba bean”, use the key word “faba bean”; for the cultivar “Vuka winter wheat”, use the key word “Wheat (winter)”. (Use the cultivar name in the short title, for example: “Pegasus faba bean”; “Vuka winter wheat”. The key word “Cultivar description” will then appear in the index as a main entry, the short title will appear as a subentry.)

(c) In crop names, descriptors should appear in parentheses after the name of the crop, e.g., wheat (winter), oat (wild), bean (navy), fern (ostrich).

(d) Use common names of grasses, not botanical names, e.g.:
Orchardgrass
Bentgrass
Ryegrass
Altai wildrye

(e) Use botanical names of plant diseases and pathogens, e.g.:
Fusarium graminearum
Alternaria alternata

6. Introduction
The introduction (no heading) should state clearly the rationale for conducting the research stating the problem, justifying the research and the findings of earlier research and the objectives of the study.

7. Materials and Methods
Subjects, materials and methods used should be described so that the work may be evaluated or repeated by other researchers. Well-known procedures and tests should not be described in detail but simply named or cited as a reference. Chemical procedures that are referenced should include a brief statement of the basic principles of the method.

8. Results and Discussion
Results and discussion may be presented as separate sections or combined under one heading. The Discussion section should interpret the data presented in the Results section with regard to the reason for the research presented in the introduction. Relate findings to previous research. Discuss agreement or conflict with previous work. State the conclusions of the research presented and present practical applications and avenues of future study. Scientific speculation should be identified as such; it should be reasonable, firmly founded in observations related in the manuscript and subject to experimentation.

9. References
Cite only references that are highly pertinent. Reference may be made to journal papers, books, theses, dissertations, proceedings, bulletins, reports and published abstracts as well as to unpublished documents held in a library or archive to which the public has access. Unpublished material not accessible to the public such as letters, memos, etc., should be included in the text, followed parenthetically by the statement, “personal communication” or “unpublished observation”, but should not be included in the reference list (see examples). Authors are responsible for ensuring that references are complete and accurate. Do not cite references in the abstract or in the conclusion.

Text Citations
The three journals use the name-and-year system (Harvard system) in which the author(s)’ name(s) followed by the year of publication is cited in the text. If there are three or more authors, use the first author’s name followed by et al. (do not underline or italicize) on all occurrences. The use of parentheses depends on the sentence structure, for example:

Smith et al. (1990) observed fall growth...
Fall growth was observed (Smith et al. 1990).
Fall growth was observed [see, for example, Smith et al. (1990)]

If the cited author(s) and year are identical for more than one reference insert lower case letters after the year in both text citation and reference list e.g.:

Graham (1986a)
Graham (1986b)
(Graham et al. 1990a, b), etc.
Articles or reports issued by a government agency, committee or association should be cited using the name of the agency, which should be abbreviated on second and subsequent citations; the abbreviation should be given parenthetically on first citation:


Two or more citations in text: [Association of Official Analytical Chemists (AOAC) 1989] and on second and subsequent citations: (AOAC 1989).

Citations should be inserted in the text immediately before a punctuation mark or at a logical break in the sentence.

When more than one reference is cited at the same location in a sentence, they should be arranged chronologically:
Several authors (Thomas 1982; Alex et al. 1983; Smith 1990) have shown...

The Reference List:
References should be listed in the reference list alphabetically then chronologically if all authors are the same. A series of references with the same first author should be listed with the single author first, followed by two authors arranged alphabetically, and then multiple authors (et al. in text) arranged alphabetically thus:

Brown, A. B. 1980
Brown, A. B. 1983
Brown, A. B. and Clark, T. 1989
Brown, A. B. and Smith, S. 1988
Brown, A. B., Adams, B. and Smith, S. 1990

If the senior author appears in more than one citation from multiple author papers then insert lower case letters after the year in both the text citation and the reference list:

Brown, A. B., Smith, S. and Adam, B. 1989a
Brown, A. B., Smith, S. and Miller, C. 1989b

Information for a reference should be taken from the original work being cited. Basic components for a journal reference are: Last name, initials. Year. Title of paper. Journal title (abbreviated). Volume number: page numbers (first and last). and for a book are: Last name, initials. Year. Title of book. Edition. Publisher, place of publication. (See examples for treatment of chapters, sections, edited works, etc.)

Family names of authors (in upper and lower case) are followed by initials. When different authors share the same family name and the same initial, the first given name for each author should be written in full. In names of Dutch, French or German origin the article precedes the family name when transposed: e.g.

van Gogh, V.
dea Maupassant, G.
von Schiller, J.
Jr. (Junior) and II, III, etc. follow the name when transposed, e.g.

Smith, Jr., T.

Publications issued by government agencies, committees, etc., carry the name of the organization, which is treated as an author’s name. The name of the editor, followed by the abbreviation (ed.), may be used. If authorship cannot be determined, the reference may be listed under “Anonymous”. Journal titles are abbreviated according to BIOSIS Serial Sources (2100 Arch Street, Philadelphia, PA 19103-1399). One-word journal titles are never abbreviated.

References should supply sufficient information to allow readers to trace the original material. Names of publishers should be given in full followed by the place of publication. For material originating in Canada or the United States of America, it is sufficient to supply the city and province or state. For material originating in other countries, the name of the country should also be given. The names of provinces and states are abbreviated in the reference list.

Examples of References:

Standard journal article

Article with subtitle

Abstract/supplement

Article accepted, not yet published

Article in foreign language

Standard book

Edited book, pages specified

Edited book, editor referenced

Corporate author

Conference proceedings

Thesis

Charts

Unpublished memos, letters, personal communications cited in text only
(A. J. Smith, personal communication, University of Saskatchewan, Saskatoon, SK)
(A. J. Smith, unpublished data).

Electronic publications
CD-Rom
Author/editor. Year. Title (edition). [Medium]. Available: Supplier, mailing address; Internet address/database identifier or number.


Internet site
Author/editor. Year. Title. [Medium] Available: Site/Path/File [Access date]


Write “Undated” when the electronic publication date is not available. Internet site publication dates are often provided as “last update” information either at the top or bottom of the page.

Parts of works
Author/editor. Year. Title. In Source (edition) [Medium] Available: Site/Path/File. [Access Date]

Electronic journal articles

Magazine articles (Internet)

Newspapers (Internet)
Raine, M. 1998. 24 Sept. Fall fertilizing should be as late as possible. The Western Producer [Online]. Available:
Certain media have been omitted from these guidelines. Bulletin board listings, discussion group threads, electronic mail, etc., are not included since they usually represent nothing more than “personal communication” and can be cited as such according to present guidelines. It is important that reference lists in *Canadian Journal of Plant Science* articles are as current as possible at time of publication; authors are encouraged to access and check cited electronic media immediately before submitting a final version of the paper.

10. Trademarks

Authors are required to provide registered trademark notification for proprietary products.

11. Footnotes

Footnotes can be used and are required on the title page and in tables (see section on tables). On the title page, footnotes will generally fall into one of the following categories:

(a) Notes on the title indicating the paper is part of a thesis submitted by one of the authors, that the paper was presented at a symposium (see section on symposia papers), etc.

(b) General disclaimer. If the use of trade or brand names is necessary in the test, the use of a disclaimer may be advisable. For example, “The use of trade names, proprietary produce or vendor does not imply endorsement by the authors, nor criticism of similar products not mentioned.”

(c) Current address of author(s) if it is not the one listed in the by-line or address for reprint requests.

(d) Indication that an author is deceased.

All footnotes on the title page are indicated by superscript arabic number. For table footnotes see the section on Tables (below).

12. Tables

Tables are used to present numerical data in a self-explanatory manner. They should be intelligible without consulting the text and should not duplicate data already given in the text or illustrations. Tables should be typed double-spaced, each table on a separate sheet. Use the Microsoft Word Table function to create tables. Each data point in a table should be in a separate cell. Do not format tables using tabs, spaces and hard returns. In these cases, tables will be re-keyed by typesetters leading to the possible introduction of errors. Place tables immediately after the list of figure legends or references if there are no figures. Paginate the tables in series with the text. Number tables using Arabic numbers and cite all tables in the text. Align horizontally parallel entries by their bottom lines. Do not use vertical rules in tables. Avoid the use of horizontal rules within the body of the table; if necessary, separate data sets by spaces.

**Heading**

Describe the topic and general trends of the table. Capitalize in sentence format and end without a period. Do not indent second and subsequent lines. Do not include units of measurement in the heading; place the unit below the headings, centred, with rules on each side to indicate the headings to which they refer.

**Column Headings**

Capitalize only the first word, proper nouns and capitalized abbreviations. Subheadings should be joined by a rule. Give units in parentheses on the last line of the column head. When several column headings share the same units of measurement, place the unit below the headings, centred, with rules on each side to indicate the headings to which they refer.

**Body**

Headings used within the body to separate subject classes should be centred and *italicized*. Use sentence capitalization. Centre entries under column heads. Centre data within columns on decimal points, dashes, ± signs etc. If data have been excluded from the table, use an “en” dash. Do not use ditto marks to repeat data in columns.

**Footnotes**

Use bold lower-case superscript letters in reverse starting with *a* (*, , ’, *, etc.) to designate footnotes. Set each footnote on a separate line, flush with the left-hand margin of the table. Include footnotes on all tables to which they refer, do not say “see footnote Table 1”. Place footnote symbols at the first occurrence in the table, working left to right, top to bottom. Explain in footnotes any unconventional abbreviations used in the table. The asterisk (*) is used only to designate Statistical significance, e.g., * *, **, *** Significant at \( P < 0.05 \), \( P < 0.01 \) and \( P < 0.001 \), respectively.

**Statistics**

To indicate statistical significance, use either lower case letters (a,b,c, etc.) (italic, not superscript) or a single asterisk for the 5% level; upper case letters (A,B,C) or a double asterisk for the 1% level and a triple asterisk for the 0.1% level. Do not leave a space between the entry and letter. Mean comparison tests should be supported by significant \( F \) value in ANOVA designs.
13. Text Headings

Generally four levels of text heading are used:
1. **BOLD CAPITALS CENTRED**
2. **Bold Upper and Lower Case, Flush Left**
3. *Italic Upper and Lower Case, Flush Left*
4. **CAPITALS AND SMALL CAPITALS**. Run in to first line of text (when typing, end the heading with a period followed by a space).

14. Illustrations

Illustrations should be planned to fit one-column (8.5 cm × 22.4 cm; 3.5 inches × 8.75 inches) or two-column (17.6 cm × 22.4 cm; 7 inches × 8.75 inches). Each figure should be numbered consecutively in Arabic numerals and must be referred to in the text. Abbreviations and units of measurement must correspond to those used in the text and journal style (use SI units; use L not l for litre; use kg ha⁻¹, not kg/ha, etc.).

**Line drawings**
Lines must be sufficiently thick (minimum 0.5 points) to reproduce clearly; lettering, including super- and subscripts, and symbols must be in proportion to the illustration and large enough to allow for reduction without loss of clarity. Use the same font for all figures. Use clear, bold patterns and avoid the use of fine grey scale patterns. Labelling on graphs should be parallel to the graph’s axes.

**Photographs**
Photographs should be high quality, continuous tone with good tonal contrast. Use uppercase letters to mark subdivisions. Electron micrographs must include a scale bar on the illustration.

**Colour illustrations**
Authors must pay the full cost of colour print reproduction, but there is no cost for colour reproduction on the web. Contact the journal office (journals@aic.ca) for advice on how best to submit colour illustrations and costs.

**Electronic graphic files**
Digital art is rendered in pixels (dots) per inch. The size at which digital art can be reproduced is limited by its resolution, measured in pixels per inch (ppi). Continuous tone images (photographs) should be a minimum of 300 ppi; line drawings should be 1200 ppi.

To check the resolution of a digital file on a PC: right click on the file, then select "Properties" / "Summary" / "Advanced". The width and height of the file will be shown in pixels and the horizontal and vertical resolution in dpi. Dividing the width and height in pixels by the horizontal and vertical resolution in dpi will give the maximum reproduction size of the file in inches.

JPEG images deteriorate each time they are opened and resaved. Rename JPEG files using the menu option rather than opening and resaving the file. If possible EPS or pdf files are a better alternative to JPEG files.

When submitting images ensure the file name includes the manuscript number and figure number (e.g., CJSS2012-001_Fig1.pdf). We do not accept Powerpoint or SigmaPlot files.

15. Standard Format for the Description of New Cultivars and Germplasm

The *Canadian Journal of Plant Science* publishes descriptions of new original cultivars and germplasm as scientific notes. Cultivars and germplasm may be of agronomic crops (grains, oilseeds, forages), horticultural crops (fruits, vegetables, ornamentals, herbs) or non-food crops such as tobacco. Cultivar descriptions will only be considered for crops intended for Canadian production.

**Title**
Include the cultivar or germplasm name followed by the common name of the species.

**Introduction**
The introductory paragraph should include the full botanical name and authority.

**Breeding Methods and Pedigree**
This section should include the breeding methods used and the pedigree of the cultivar or germplasm. The names of individuals, agencies or organizations involved in the breeding must be cited. The original developer or breeder should be identified as an author.

**Performance**
The areas of adaptation should be identified. Outstanding characteristics should be identified. Table(s) of comparative data should emphasize the superior traits of the cultivar or germplasm. Statistical analysis must be applied to quantitative data and tests of significance or SE provided as a measure of variability.

**Other Characteristics**
Any other characteristics that illustrate the uniqueness and/or superiority of the cultivar or germplasm must be identified.

**Availability of Propagating Material**
The address of the individual, agency or organization responsible for maintaining and distributing pedigreed seed or clonal material of a cultivar should be stated. Any restrictions imposed by the originator(s) on the
Further propagation of the cultivar or germplasm should be stated. For cultivar descriptions of agricultural crops, the cultivar must first be registered in Canada with the Variety Registration Office of the Canadian Food Inspection Agency (CFIA) where this requirement exists for Canadian release. The CFIA registration number must be mentioned in the description. Under Canadian Seeds Regulations, Trade Marks or Brand names may not be used as part of a cultivar name. Full details on these regulations are available on the CFIA cultivar registration web page at www.inspection.gc.ca/english/plaveg/variet/vartoce.shtml. If a plant patent applies, the number and date of the patent should be given. The plant Gene Resources of Canada accession number of the cultivar/germplasm should be given.

Other Information
Acknowledgements, references, tables and figures should conform to guidelines for papers and short communications.

C. Specific Style Guide

1. Units of Measure

SI System
The SI system of units (Système international d’unités) is used in the AIC journals. The SI is based on seven base and two supplementary units (Table 1).

Table 1. SI base and supplementary units

<table>
<thead>
<tr>
<th>Unit</th>
<th>Symbol</th>
<th>SI base</th>
<th>Submultiple</th>
</tr>
</thead>
<tbody>
<tr>
<td>Length</td>
<td>metre</td>
<td>k</td>
<td></td>
</tr>
<tr>
<td>Mass</td>
<td>kilogram</td>
<td>kg</td>
<td></td>
</tr>
<tr>
<td>Time</td>
<td>second</td>
<td>s</td>
<td></td>
</tr>
<tr>
<td>Electric current</td>
<td>ampere</td>
<td>A</td>
<td></td>
</tr>
<tr>
<td>Thermodynamic temperature</td>
<td>Kelvin</td>
<td>K</td>
<td></td>
</tr>
<tr>
<td>Luminous intensity</td>
<td>candela</td>
<td>cd</td>
<td></td>
</tr>
<tr>
<td>Amount of substance</td>
<td>mole</td>
<td>mol</td>
<td></td>
</tr>
<tr>
<td>Plane angle</td>
<td>radian</td>
<td>rad</td>
<td></td>
</tr>
<tr>
<td>Solid angle</td>
<td>steradian</td>
<td>sr</td>
<td></td>
</tr>
</tbody>
</table>

One principal advantage of the SI is that all other units in the system can be derived from the base units by simple multiplication and division. Examples of derived units are the unit of area (m²), the unit of volume (m³), the unit of velocity (m s⁻¹), etc. Some derived units have been assigned special names (Table 2).

In addition, certain non-SI units are so widely used in everyday life that they have been retained for general use with the SI; a few others have been accepted for use with the SI “for a limited time” (Table 3).

Usage
On many occasions, the SI base and derived units are inconveniently large or small. Hence, prefixes are used to form multiples or submultiples of the units (Table 4). Prefixes are written immediately before the symbol of the units to which they apply with no intervening space or punctuation. They should never be used alone (e.g., μ for micron is unacceptable; rather μm), nor should compound prefixes ever be used (e.g., mμm for millimicrometre; instead use nm, nanometre).

It is preferable to use prefixes in multiples of 10³ and therefore to avoid deci, centi, deca, and hecto whenever possible. Notable exceptions are the centimetre (cm) and the hectare (ha). Units, however, should be chosen with prefixes so that the numerical component falls between 0.1 and 1000.

When a unit is in a fractional form, the prefix should be applied to the numerator only. (Because it is the only base unit defined with a prefix, the kilogram is of course an exception.)

Style and Format
Use the symbol for a standard unit of measurement only if it is preceded by a number. Spell out a unit’s name if it follows a spelled out number (for example, opening a sentence). Do not begin a sentence with a symbol or abbreviation.

Numbers and units that form compound adjectives should be hyphenated, e.g.,

1000-kernel weight, 2-mo-old calf, 15-mm opening, 15-cm-deep layer.

The denominators of units derived by division should be written with negative indices. Do not use a solidus (/) unless the units are written in full, e.g.,

kg ha⁻¹ yr⁻¹, W m⁻² but metre/second.

A space (not a dot) is left between the elements of a unit and between the numerical value and the first letter of the unit’s symbol, except for the symbols of degree, minute, and second, e.g., 91 m (not 91m, which could mean 91 metres or 9 lumens), N m (newton-metre, not m N for metre-newton, which if the space were omitted is the symbol for millinewton), but 45°30'20", 25°C. When numerical values are less than one, a zero must be written before the decimal marker, e.g., 0.3. In a series of measurements, place the unit at the end, e.g., 3–10°C; 1, 4, and 8 µg L⁻¹. Units whose name is derived from a proper name are not capitalized when written out in full, but the first letter of the unit’s symbol is, e.g., K (kelvin), Pa (pascal), but °C (degree Celsius).

Special Uses
The adoption of the SI has created difficulties, and some confusion, in reporting concentration, exchange capacity, soil water potential, and light.

(i) The amount of substance concentration, or, simply, concentration, can be expressed, for example, as concentration in HCl = 0.1 mol L⁻¹ or 0.1 M HCl.
### Table 2. SI derived units with special names

<table>
<thead>
<tr>
<th>Quantity</th>
<th>Name</th>
<th>Symbol</th>
<th>Expression in terms of SI</th>
<th>Expression in terms of other units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Frequency</td>
<td>hertz</td>
<td>Hz</td>
<td>B</td>
<td>s⁻¹</td>
</tr>
<tr>
<td>Force</td>
<td>newton</td>
<td>N</td>
<td>B</td>
<td>m⁻¹ kg s⁻²</td>
</tr>
<tr>
<td>Pressure, stress</td>
<td>pascal</td>
<td>Pa</td>
<td>N m⁻²</td>
<td>m⁻¹ kg s⁻²</td>
</tr>
<tr>
<td>Work, energy, quantity of heat</td>
<td>joule</td>
<td>J</td>
<td>N m</td>
<td>m² kg s⁻¹</td>
</tr>
<tr>
<td>Power, radiant flux</td>
<td>watt</td>
<td>W</td>
<td>J s⁻¹</td>
<td>m⁻¹ kg s⁻³</td>
</tr>
<tr>
<td>Electric charge, quantity of electricity</td>
<td>coulomb</td>
<td>C</td>
<td>B</td>
<td>S A</td>
</tr>
<tr>
<td>Electric potential</td>
<td>volt</td>
<td>V</td>
<td>W A⁻¹</td>
<td>m² kg s⁻³ A⁻¹</td>
</tr>
<tr>
<td>Electric capacitance</td>
<td>farad</td>
<td>F</td>
<td>C V⁻¹</td>
<td>m⁻¹ kg s⁻² A²</td>
</tr>
<tr>
<td>Electric resistance</td>
<td>ohm</td>
<td>Ω</td>
<td>V A⁻¹</td>
<td>m² kg s⁻³ A²</td>
</tr>
<tr>
<td>Electric conductance</td>
<td>siemens</td>
<td>S</td>
<td>A V⁻¹</td>
<td>m² kg s⁻³ A²</td>
</tr>
<tr>
<td>Magnetic flux</td>
<td>weber</td>
<td>Wb</td>
<td>V s</td>
<td>m² kg s⁻² A⁻¹</td>
</tr>
<tr>
<td>Magnetic flux density</td>
<td>tesla</td>
<td>T</td>
<td>Wb m⁻²</td>
<td>kg s⁻² A⁻¹</td>
</tr>
<tr>
<td>Inductance</td>
<td>henry</td>
<td>H</td>
<td>Wb A⁻¹</td>
<td>m² kg s⁻² A⁻²</td>
</tr>
<tr>
<td>Celsius temperature</td>
<td>degree Celsius</td>
<td>°C</td>
<td>B</td>
<td>K</td>
</tr>
<tr>
<td>Luminous flux</td>
<td>lumen</td>
<td>lm</td>
<td>B</td>
<td>cd sr</td>
</tr>
<tr>
<td>Illumination</td>
<td>lux</td>
<td>lx</td>
<td>lm m⁻²</td>
<td>m² cs sr</td>
</tr>
<tr>
<td>Activity (radioisotope)</td>
<td>becquerel</td>
<td>Bq</td>
<td>B</td>
<td>s⁻¹</td>
</tr>
<tr>
<td>Absorbed dose (radiation)</td>
<td>gray</td>
<td>Gy</td>
<td>J kg⁻¹</td>
<td>m² s⁻²</td>
</tr>
<tr>
<td>Dose equivalent</td>
<td>sievert</td>
<td>Sv</td>
<td>J kg⁻¹</td>
<td>m² s⁻²</td>
</tr>
</tbody>
</table>

### Table 3 Non-SI units that are retained for general use or accepted for use with the SI

<table>
<thead>
<tr>
<th>Quantity</th>
<th>Name</th>
<th>Symbol</th>
<th>Value in SI units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Time</td>
<td>minute</td>
<td>min</td>
<td>60 s</td>
</tr>
<tr>
<td></td>
<td>hour</td>
<td>h</td>
<td>3 600 s</td>
</tr>
<tr>
<td></td>
<td>day</td>
<td>d</td>
<td>86 400 s</td>
</tr>
<tr>
<td></td>
<td>month</td>
<td>mo</td>
<td>604 800 s</td>
</tr>
<tr>
<td></td>
<td>year</td>
<td>yr</td>
<td>–</td>
</tr>
<tr>
<td>Angle</td>
<td>degree</td>
<td>°</td>
<td>π/180 rad</td>
</tr>
<tr>
<td></td>
<td>minute</td>
<td>'</td>
<td>π/10 180 rad</td>
</tr>
<tr>
<td></td>
<td>second</td>
<td>&quot;</td>
<td>π/648 000 rad</td>
</tr>
<tr>
<td>Mass</td>
<td>tonne</td>
<td>t</td>
<td>1000 kg or 1 Mg</td>
</tr>
<tr>
<td>Volume</td>
<td>litre</td>
<td>L</td>
<td>1 dm³ or 10⁻³ m³</td>
</tr>
<tr>
<td>Area</td>
<td>hectare</td>
<td>ha</td>
<td>10 000 m² or 10⁻² km²</td>
</tr>
</tbody>
</table>

### Table 4. SI prefixes

<table>
<thead>
<tr>
<th>Factor</th>
<th>Prefix</th>
<th>Symbol</th>
<th>Multiples</th>
<th>Submultiples</th>
</tr>
</thead>
<tbody>
<tr>
<td>10⁻¹⁸</td>
<td>exa</td>
<td>E</td>
<td></td>
<td></td>
</tr>
<tr>
<td>10⁻¹⁵</td>
<td>peta</td>
<td>P</td>
<td></td>
<td></td>
</tr>
<tr>
<td>10⁻¹²</td>
<td>tera</td>
<td>T</td>
<td></td>
<td></td>
</tr>
<tr>
<td>10⁻⁹</td>
<td>giga</td>
<td>G</td>
<td></td>
<td></td>
</tr>
<tr>
<td>10⁻⁶</td>
<td>mega</td>
<td>M</td>
<td></td>
<td></td>
</tr>
<tr>
<td>10⁻³</td>
<td>kilo</td>
<td>k</td>
<td></td>
<td></td>
</tr>
<tr>
<td>10⁻¹</td>
<td>hektol</td>
<td>h</td>
<td></td>
<td></td>
</tr>
<tr>
<td>10⁻⁸</td>
<td>deca</td>
<td>da</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>10⁻¹¹</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>10⁻¹²</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>10⁻¹³</td>
<td>femto</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>10⁻¹⁴</td>
<td>atto</td>
</tr>
</tbody>
</table>
The base unit mole (mol) replaces such terms as grammolecule and gram-equivalent. The concept of equivalence and the corresponding amount of substance concentration that it defines, i.e., normality (N), should therefore no longer be used. Concentration in mol L\(^{-1}\) can also be reported as molarity (M) of a solution, as in the above example.

Concentration can also be expressed on a mass or volume basis. This could be the case, for example, for nutrient concentrations in plants, soils, and fertilizers, or for soil and plant water contents, e.g.,

\[
\text{mmol kg}\^{-1}, \text{mg kg}\^{-1}, \text{g m}^{-3} \text{or g kg}^{-1}
\]

The use of percent (%) must be avoided whenever SI base or derived units can be used instead. Nevertheless, percent is acceptable for such quantities as coefficient of variation, plant or animal population estimates, increases or decreases in yield, fertilizer grades, relative humidity, soil texture, base saturation, land area estimates.

As with percentage, parts per million or billion (ppm or ppb) can be equally ambiguous, and are therefore unacceptable. Use instead units such as µL L\(^{-1}\), mg L\(^{-1}\), or mg kg\(^{-1}\).

(ii) Exchange capacity of soils has traditionally been expressed in millequivalents (meq) per 100 g. Neither the numerator nor the denominator of this unit conforms to SI usage. In SI base units, exchange capacity and exchangeable ion composition are expressed as moles of charge, either positive (+) or negative (–), per unit mass of soil, e.g., mmol kg\(^{-1}\). It is not necessary to include the + or – signs, as the polarity of the charges should be evident from the context. Thus, in expressing exchangeable calcium, 4 meq Ca\(^{2+}\) 100 g\(^{-1}\) would become 40 mmol (2 Ca\(^{2+}\)) kg\(^{-1}\) or 20 mmol Ca\(^{2+}\) kg\(^{-1}\) in the SI. If cation exchange capacity is determined by the single-ion saturation method, then the ion used should be specified, e.g., 130 mmol (2 Mg\(^{2+}\)) kg\(^{-1}\), the reason being that the saturating ion can influence the measured cation exchange capacity.

(iii) Soil water potential can be expressed in three different units depending upon whether it refers to energy per unit mass, volume, or weight of soil water. On a mass basis, the SI unit is the joule per kilogram (J kg\(^{-1}\)); on a volume basis, the unit is the pascal (Pa); whereas on a weight basis, water potential is reduced to a height of water column expressed in metres (m). If using pressure units (i.e., energy on a volume basis), a convenient multiple is the kilopascal (kPa), which is numerically equivalent to J kg\(^{-1}\).

(iv) The purpose for which a study is undertaken determines the units that should be used for light intensity. In studies based on radiant energy received from a light source, the accepted SI units are the joule per square metre (J m\(^{-2}\)) for total radiant energy received or the watt per square metre (W m\(^{-2}\)), which expresses energy received per unit area or irradiance. Plants respond to photosynthetically active radiation (PAR) in the waveband 400 to 700 nm. The proper quantity to measure in this case is the flux density of quanta received per unit area, which is expressed in micromoles per square metre per second (µmol m\(^{-2}\) s\(^{-1}\)). This latter unit replaces the non-SI Einstein (E), which is equivalent to 1 mole quanta. When other wavelengths are considered, the waveband should be specified.

In animal physiology studies, light measurements can be reported in lux (lx). This measurement refers to the intensity of light, or illuminations, as perceived by the human eye (and also by the animal, presumably). Thus the lux is an inappropriate unit for use in the plant sciences.

2. Abbreviations

Generally, abbreviations in upper case do not have periods and are not letter-spaced, e.g., DM, RH. Abbreviations in lower case usually have periods, but no letter spacing: e.g., a.i. (active ingredient), i.d. (inside diameter).

A list of abbreviations used must be supplied, which will be printed on the first page of the paper. Abbreviations widely used throughout science, such as DNA, can be used in the title, abstract and text without definition. Other abbreviations must not be used in titles, but may be used in the text if they are parenthetically defined at first use. An abbreviation should not be used unless the abbreviated term is used at least three times in the manuscript. Plural abbreviations do not require a final “s”.

Refer to Scientific Style and Format (6th edition) for additional standard abbreviations.

Abbreviations of Words Used in Citations

(Note: AIC Journal style is to include the period following the abbreviated journal title. This is contrary to Scientific Style and Format, which recommends omission of the period.)

Abstract, Abstr.
Agriculture, Agric.
American, Am.
Annals, Ann.
Annual, Annu.
Association, Assoc.
British, Br.
Bulletin, Bull.
Canadian, Can.
Circular, Circ.
Edition, Editor(s), ed, eds.
Experiment, exp.
Extension, Ext.
Horticulture, Hortic.
International, Int.
Miscellaneous, Mis.
Monograph, Monogr.
National, Natl.
Publication, Publ.
Research, Res.
Station, Sta.
Supplement, Suppl.
Technical, Tech.
University, Univ.

Abbreviations of Frequently Cited Periodicals (Refer to Biosis List of Serials with Title Abbreviations: http://www.biosis.org.uk)

Acta Agric. Scand.
Acta Endocrinol.
Acta Hortic.
Adv. Protein Chem.
Agric. Eng.
Agron. J.
Am. J. Anat.
Am. J. Bot.
Am. J. Pathol.
Am. J. Physiol.
Am. J. Soil Sci.
Analyst
Anal. Biochem.
Anal. Chem.
Anat. Rec.
Anim. Behav.
Anim. Prod.
Ann. Bot. (Lond.)
Ann. Eugen.
Ann. Zootech. (Paris)
Annu. Rev. Biochem.
Annu. Rev. Physiol.
Appl. Environ. Microbiol. (name since 1976)
Appl. Microbiol. (name since 1976)
Arch. Biochem.
Arch. Biochem. Biophys.
Arch. Tierz.
Austr. Vet. J.
Biochemistry
Biochem. Biophys. Acta
Biochem. J.
Biogeochemistry
Biol. Chem.
Biol. Fertil. Soils
Biol. Reprod.
Biol. Rev.
Biometrics
Bioscience
Blood
Br. Poult. Sci.
Br. Vet. J.
Can. J. Res.
Can. Vet. J.
Cereal Chem.
Chem. Ind.
Clays Clay Miner.
Clin. Toxicol.
Cornell Vet.
Crop Sci.
Ecol. Monogr.
Ecology
Econ. Bot.
Endocrinology
Equine Vet. J.
Eurasian Soil Sci.
Exp. Agric.

Farm Res.

FEBS Lett.


Fert. Steril.

Food Chem.

Food Cosmet. Toxicol.

Food Technol.

Gastroenterology

Genetics

Grass Forage Sci.

Growth

Gut

Heredity

Horm. Behav.

HortScience

Hortic. Sci.


J. Agric. Res.

J. Agric. Sci. (Camb.) if published in England. Include country of publ. for other countries (e.g., Neth. J. Agric. Sci.)

J. Am. Chem. Soc.


J. Am. Oil Chem. Soc.


J. Am. Statist. Assoc.


J. Appl. Ecol.


J. Appl. Physics

J. Appl. Physiol.


J. Bacteriol.

J. Biol. Chem.


J. Cell Physiol.

J. Chromatogr.


J. Dairy Res.

J. Dairy Sci.

J. Ecol.

J. Econ. Entomol.

J. Endocrinol.

J. Environ. Pathol. Toxicol.

J. Environ. Qual.


J. Exp. Biol.

J. Exp. Bot.

J. Exp. Med.

J. Food Sci.

J. Gen. Microbiol.

J. Gen. Physiol.

J. Geophys. Res.

J. Gerontol.

J. Hered.

J. Immunol.

J. Infect. Dis.


J. Lipid Res.

J. Morphol.

J. Nutr.

J. Pathol.


J. Physiol.

J. Prod. Agric.

J. Range Manage

J. Reprod. Fertil.


J. Soil Sci.

J. Soil Water Cons.

J. Toxicol. Environ. Health

J. Vet. Res.


Lab. Anim.

Lipids


Meat Sci.

Metabolism

Nat. Can. (Que.)

Nature (Lond.)

Neuroendocrinology

NZ J. Agric. Res.

NZ Vet. J.

Nucleonics


Nutr. Metab.


Obstet. Gynecol.


Physiol. Rev.

Plant Dis.

Plant Physiol.

Physiol Plant.

Phytochemistry

Phytopathology
Each feedstuff referred to in the manuscript may be identified by the International Feed Number (IFN) and a simplified name of the feed. The IFN, when used, should be listed only once in the manuscript, preferably in tables if tables listing feeds are included. If no table of feed ingredients is included then the IFN should be given in parentheses following the feed name in the Materials and Methods section. If no table of feed ingredients is included then the IFN should be given in parentheses following the feed name in the Materials and Methods section. The use of the IFN makes the full description of the International Feed Names redundant and space consuming. Thus, simplified names for the full description of the International Feed Names should be used in the text and tables as indicated in the examples for the following feeds: Clover, red, hay sun-cured, early bloom (IFN 1-02-400) Soybean, seeds, meal solvent extracted (IFN-5-04-604) In the text they should be written as ... red clover hay (IFN 1-01-400), barley (IFN 4-00-549) and soybean meal (IFN 5-04-604) were fed. In tables they should appear as shown below:

<table>
<thead>
<tr>
<th>Ingredient (%)</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Barley (IFN 4-00-549)</td>
<td>(78.6)</td>
</tr>
<tr>
<td>Soybean meal (IFN 5-04-604)</td>
<td>(18.0)</td>
</tr>
</tbody>
</table>

The international Feed Names and IFN are listed in Utah Agricultural Experiment Station Bulletin 501 (1981). Copies of the bulletin may be obtained from: The Utah Agricultural Experiment Station, Bulletin Room, Utah State University, UMC 50, Logan, UT 84322. Many different names are used in describing feedstuffs, but to establish a common basis for comparing nutritive values it is essential that the exact IFN given for the specific International Feed Name in this bulletin be used. If a feed ingredient is not exactly described in Bulletin 501, write to: Director, International Feedstuffs Institute, Utah State University, UMC 46, Logan, UT 84322, and an International Feed Name and IFN will be provided.

3. Time

Use the 24-h clock system: 0930, 1340, etc. Give day length in quantitative hours (e.g., 2 h 16 min). Abbreviate the terms hours (h), minute (min), second (s) and year (yr), month (mo), week (wk), when used with a number in the text but spell them out when they are used alone.

4. Dates

Use arabic numerals for all dates. Abbreviate the month when it is used with the date (day) but spell out the name of the month when it is used alone or with the year. Do not put commas between day, month and year. Abbreviations are: Jan., Feb., Mar., Apr., Aug., Sep., Oct., Nov., Dec. Give dates in the order: year, month, day (2003 Sep. 01).

When referring to a space of years give both years in full, e.g., 1980–1983 rather than 1980–83.

When referring to a group of continuous years, add the plural “s” without an apostrophe. e.g. 1970s.

Abbreviations BC, AD, BP should be capitalized.

5. Places

Spell out the names of countries, provinces and states when they are used alone; abbreviate them when they are used with the city, in footnotes and in references. List of abbreviations:

Provinces
Alberta, AB
British Columbia, BC
Translate the names of foreign cities and countries into English in text and authors by-line. Street addresses, institutional names, etc. retain their foreign spelling.

6. Statistics

Place emphasis on the interpretation of the experimental results based on a sound statistical methodology. Experimental designs, data, statistical model, and analyses must be clearly described, more fully in non-standard designs. Reference to a computer program used in analysis is not sufficient description of design. The experimental design should be appropriate to the objectives of the experiment and the statistical procedure(s) should be appropriate for the design. If necessary, data should be transformed to satisfy assumptions required for valid statistical analysis. In combined analyses, error variances should be homogeneous or heterogeneity should be taken into account in the analysis. Summary statistics should be accompanied by estimates of their precision. Means usually should be accompanied by either the standard error of the mean, the standard error of the difference between means, or a confidence interval. The number of replicates used or the degrees of freedom should be indicated. If emphasis is on the spread of the data values, then the standard deviation or the range may be given. If a mean (–x) and standard error of a mean (s–x) have been calculated on transformed data, back transformed values should be presented; one procedure of doing this is to transform the range of values (–x – s–x + s–x) back onto the original scale of measurement. The statistical procedure used for separation of means should be appropriate for the data being analyzed. For example, fitting response functions using regression techniques or using planned sets of contrasts among means or groups of means are appropriate where treatments are graded levels of a quantitative variable or where there are combinations of two or more factors at two or more levels, whereas multiple comparison tests are appropriate when unstructured qualitative treatments are involved. Statistical hypothesis testing is an important aspect of analyzing experi-
mental results. The author(s) should indicate what probability level is being used for the rejection of a null hypothesis. Probability levels commonly used are $P < 0.05$ and $P < 0.01$, with $P < 0.001$ and $P < 0.1$ being used rarely. Rigid use of $P < 0.05$ or $P < 0.01$ will often form a dichotomy, which is artificial and unnecessary; an effect with probability of $P = 0.049$ might be declared significant but a second at $P = 0.051$ might not be. When the null hypothesis is not being rejected at a prespecified level, the observed probability level should be stated, for example $P = 0.056, 0.078, 0.095$, etc. Also, if acceptance of the hypothesis that there is no difference is of importance, it would be of value to state the observed probability level, for example $P = 0.65, 0.92$, etc. In presenting correlation coefficients and mean squares, $P < 0.05(*)$, $P < 0.01(**)$ and $P < 0.001(NS)$ may be used since the reader can apply or determine other probability levels if desired. When relevant, mean squares should be presented rather than significance of $F$ tests (i.e., *, ** and NS) since the latter alone do not provide the reader with basic information. As a matter of clarity and logic, when tests of significance indicate no difference, state that there was “no (significant) difference”, rather than saying “the difference was non-significant”. The GLM procedure of SAS has been widely used for analysis of variance; however, it was designed to analyze data having fixed effects only. Models that have both fixed and random effect should be analyzed using the MIXED procedure of SAS. This is also important in analyzing datasets with repeated observations on the same experimental unit that have heterogeneous variances over time and/or unequal within subject time-dependent correlations. The Canadian Journal of Animal Science will not normally accept papers reporting the use of the GLM procedure to analyze data-sets that include random effects or repeated measurements on the same experimental unit where the data show heterogeneous variances and/or unequal within subject time-dependent correlations. Avoid reporting a number of similar experiments separately; combine when possible. Omit raw data, information that can be calculated by the reader, and material irrelevant to the objectives. Results that are not significant may be included when relevant but may best be covered in the text rather than in tables or figures. Give only meaningful digits. A practical rule is to round, so that the change caused by rounding is approximately one-tenth of the standard error. Such rounding increases the variance of the reported value by less than 1%, so that less than 1% of the relevant information contained in the data is sacrificed.

7. Spelling

Use American (refer to Webster's New International Dictionary) or British (refer to the Oxford English Dictionary) spelling consistently throughout the manuscript.

8. Numbers

Follow the rules given below for writing numbers:

- Spell out numbers one through nine and use numerals for 10 and above and in instances given below.
- Use arabic numerals when they precede abbreviated units of measure: 2 g, 5 d, $4.00, 3\%$ and numerical designations in the text: exp. 1, group 3, etc.
- Use arabic numerals to express time and date: 2003 Sep. 01, 0800 (not 08:00 h), etc.
- In a series using some number less than 10 and some more than 10, use numerals for all: 2 Holsteins, 6 Charolais and 15 Friesians.
- When using numbers of more than four digits leave a space between each group of three going from the decimal point: 10 000, 450 000, etc.
- Numbers of two to four digits are run together: 3500, 450 000, etc., except when they are used (e.g., in tables) in columns with numbers of more than four digits, when a space is inserted after the third digit from the decimal point:
  
  \[
  \begin{array}{c}
  23 \ 000 \\
  450 \ 000 \\
  1 \ 200 \\
  \end{array}
  \]
- When writing a large number ending in several zeros use a word for part of the number: 1.8 million rather than 1 800 000.
- When two numbers appear adjacent to each other spell out the first: ten 2-d-old chicks, rather than 10 2-d-old chicks.
- Do not begin a sentence with a numeral. If a number is spelled out at the beginning of a sentence spell out its associated unit (Five millilitres of ... not Five mL of...)!
- Follow the same rules for ordinals as for whole numbers: first, third, 1st, 3rd.
- When enumerating a discussion the use of secondly, thirdly, etc. is incorrect; use first, second, third, etc.
- Spell out units of measurement not associated with a number.

8. Equations

Use the simplest form of the equation possible especially in non-displayed equations in the text, e.g., use

\[
(a + b) / (c + d) \text{ rather than } a + b \\
\]

Ensure that possibly ambiguous characters are clear (1, one/ell; 0, zero/oh; k/K; c/C; u/U/v/V, etc.). Single letter mathematical abbreviations are usually set in italics; abbreviations of more than one letter (max., ln, avg.), chemical symbols and numbers are not italicized. Number equations with arabic numerals in parentheses at the right margin of the text; refer to equations in the text as “Eq. 4”.

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PART III. THE BIOLOGY OF CANADIAN WEEDS

This section includes major sections of The Biology of Canadian Weeds: Revised Instructions and Format, Updated Lists of Accounts Published and In Preparation, by P. B. Cavers, S. I. Warwick, and D. R. Clements (Cavers et al. 2003).

The term “weed”, as used in this series, refers to any vascular plant that perpetuates itself in habitats where it is not wanted. Individual contributions should contain accounts of a single weed species or a group of related species.

Prospective authors should note that another series, the Biology of Invasive Alien Plants in Canada, also is published in the Canadian Journal of Plant Science (Warwick et al. 2003). Before submitting an offer of contribution, authors should consider carefully the status and history of their species in Canada and then select the appropriate series. The Biology of Canadian Weeds series addresses undeniable problematic weeds in Canada, whereas the Biology of Invasive Alien Plants in Canada series is designed to cover aliens in Canada that have demonstrable potential risk. In cases where the assignment to a particular series is not clear, the Associate Editors responsible for both series may be called upon to make a judgment call.

If you wish to write an account on a weed species, you must first check to ensure that the species has not been assigned to someone else. This involves sending an “offer of contribution” to the Head of Journal Publications (journals@aic.ca), who will forward it to the appropriate Associate Editor. After approval of your offer, you may proceed with writing the paper. The completed paper is to be submitted directly to the Canadian Journal of Plant Science (see below). Approved offers will be subject to reapproval after three years if the article has not been completed during that period.

Any inquiries about the format to be used or advice on preliminary drafts should be directed to the Associate Editor responsible for The Biology of Canadian Weeds series, who can also supply blank maps of Canada and suggest specialists or institutions that will provide various types of services for authors. The Canadian Weed Science Society – Société canadienne de malherbologie has a web site [http://www.weedscience.ca/home] with information on published accounts, updates and accounts in preparation, as well as additional resources for authors.

The finished manuscript should be submitted to Canadian Journal of Plant Science. All contributions must comply with the format and requirements of this journal. Accounts on a single species, including all maps, drawings, diagrams and photographs, should not exceed 50 pages [12 point font, double spaced with numbered lines]. Accounts on more than one species may be longer.

The following is an outline of the format for accounts, with comments to be used as a general guide in preparing a manuscript. Each species will vary in the types and amounts of published information available for review, especially in a Canadian context. Keep in mind that the value of these accounts is greatly enhanced by including previously unpublished information and authors are strongly encouraged to include new information. It is useful for contributors to consult several recently published accounts to familiarize themselves with the style and format.

In each section, place the Canadian (and/or North American) information first. Where possible in each section, indicate whether the reported study was done in the field or in a greenhouse/growth chamber. Provide the geographic location where the work was done (province/state, country) or the source of the wild population studied.

For all plant species, provide the scientific name and nomenclatural authority when first mentioned in the text. In general, authors should cite printed materials and limit reference to illustrations/information from Internet sites to those sites maintained by a major society or organization.

A. Format

Title — Each account will be given a number when it is accepted for publication. The number will be part of the title and precede the species name, e.g., The Biology of Canadian Weeds. 118. Artemisia vulgaris L.

1. Name

Give the scientific name (genus, species, and nomenclatural authority) currently accepted by plant taxonomists and the recommended English and French vernacular names of the weed that are given in Common and botanical names of weeds in Canada (Darbyshire et al. 2000). Also, list synonyms that are used in the weed literature with a source citation for each name. Provide the European and Mediterranean Plant Protection Organization (Bayer) code for the species [see web site http://cipm.ncsu.edu/names/index.cfm]. Include the scientific, English and French names of the family to which the weed belongs.

2. Description and Account of Variation

(a) Species Description — Present a short description of the weed, similar to that given in Weeds of Canada (Frankton and Mulligan 1987). Use the metric system
for measurements. Where possible, use simple descriptive terms rather than more technical taxonomic terms in describing features (or if no simple term exists explain the taxonomic term in parentheses). Include the chromosome number(s), with provincial location of any Canadian material counted, and give the chromosome number range or the species as a whole.

(b) Distinguishing Features — Describe morphological characters that distinguish the weed from all other Canadian plants with which it may be confused and consider including a diagnostic key or table.

(c) Intraspecific Variation — Describe any recognizable intraspecific variation in Canadian populations and populations elsewhere [taxonomic, cytological, ecological, genetic (allozyme, molecular data), chemical, etc.].

(d) Illustrations — Include a photograph or drawing, or both, of a mature plant, a seedling at approximately the two-leaf stage, and any other stage that persists for some time (for example, the rosette of a biennial). Each of these illustrations should portray clearly any diagnostic characters that would be useful for identification in the field. Important alterations in the appearance of any stage in the life history that results from grazing, mowing, herbicide applications, parasites, diseases, etc., would be useful. List sources of other useful illustrations (print publications or Internet sites).

3. Economic Importance
(a) Detrimental — Specify the nature of economic loss resulting from the growth of this species (e.g., competes with crop or pasture species, is toxic or irritant to farm animals or humans, chemically inhibits crop species, makes harvesting difficult, destroys appearance of lawns or gardens, etc.). Is the weed a close relative of crop species grown in Canada or elsewhere, with which it is capable of hybridization (See Section 9)? Does it have herbicide-resistant biotypes (See Section 11)? Does the weed harbour insects or disease organisms that attack other plant species (See Section 13)? Give financial estimates of losses wherever possible.

(b) Beneficial — Does the species have an important role as a part of various food chains? Does it bind together soils that are laid bare by fire, construction, farming, etc.? Is it an important genetic resource? Is it a source of honey? Does it have aesthetic value? Is the plant used as a crop or ornamental in Canada or elsewhere?

(b) Legislation — Is the species listed in any Canadian Federal or Provincial Weed or Seeds Acts (see web site of the Canadian Weed Science Society: http://www.weedscience.ca/home)?

4. Geographical Distribution
Give the distribution and abundance in Canada (blank outline maps for plotting the Canadian distribution can be provided) and also the extra-Canadian distribution. The Canadian distribution should be based on herbarium specimen records and major floristic publications. This is a verifiable and reproducible methodology. Undocumented literature reports and sight records may be included sparingly, but only when they are clearly identified as such. Computer-based maps of acceptable standard can be used. Smaller scale maps may be used for weed species with a more limited distribution. Supplementary maps may be necessary if there are different biotypes. See Holmgren et al. (1990) or Thiers (2008-) for herbarium abbreviations.

5. Habitat
(a) Climatic Requirements — Include the climatic (including microclimatic) limitations and preferences with regard to temperature, rainfall, atmospheric humidity, exposure to wind, etc. Where relevant, give the light intensity and its seasonal variation in relation to the life history and distribution of the species (where measurements are given, the methods used should be mentioned). Any restriction or expansion of distribution caused by low temperatures, flooding, drought or other extremes in climate should be considered.

(b) Substratum — Give the characteristics of the soils in various habitats and different parts of the range of the species. If the species occurs in specific habitats or is geographically distributed in a way that suggests specific substrate requirements, identify the soil properties affecting this distribution (textural class, drainage class, soil reaction or profile types). Terminology should conform to that specified in The Canadian System of Soil Classification (3rd edition), NRC Research Press (Anonymous 1998).

(c) Communities in which the species occurs — Briefly describe the community (e.g., spring wheat fields, corn fields, lawns, waste places, etc.) and give the abundance and frequency of your species in each community. For each community where the species is an important component, list the associated plant species and give a history of the habitat (e.g., pasture for 50 years). State whether the weed grows in the open or if it normally grows in the shade of other plants.

6. History
For non-native species, give evidence and dates, if possible, for the first introduction into North America and Canada. Also, give available information on time and rate of spread. Give any information on how the plant was originally introduced (e.g., as an impurity in crop
seed, as a cultivated plant, or in ballast). For native species, give a brief account of the species as a natural part of the native flora with notes on the changes in the distribution and abundance of the plant since the time of first European settlement.

7. Growth and Development
(a) Morphology — List any morphological characteristics that are of special importance in the colonization and survival of the weed (e.g., underground stems, spines, unpalatable hairs, and hooked seeds) and discuss why these characteristics are of survival value.

(b) Perennation — Include the mode of perennation and give a general description of winter conditions.

(c) Physiology and Biochemistry — Include transpiration rates, osmotic values, etc., when relevant. Information on a broad range of physiological topics, including mineral nutrition, secondary metabolites, etc., can also be placed here.

(d) Phenology — Give the times of maximal growth of roots and other underground organs; of appearance and growth of leafy shoots (especially for woody species); of flowering; of maturation and shedding of seeds; of germination of seeds or appearance (emergence) of seedlings.

(d) Mycorrhizae and Bacterial Symbioses — State the presence or absence of mycorrhizae and, if present, describe. State the presence of any bacterial or microbial symbioses and describe.

8. Reproduction
(a) Floral Biology — Describe the mode of pollination of flowers. List the insect visitors to flowers and describe any specialized behaviour. Are the flowers/plants self-compatible? Are seeds usually produced by autogamy, allogamy, or agamospermy? Is there any evidence of outcrossing in species that can produce seeds autogamously? Does vivipary occur?

(b) Seed Production and Dispersal — What are the average numbers of seeds per fruit, per inflorescence, and per plant? What is the average weight per seed and/or per propagule? Give mode of seed dispersal and special features, if any (e.g., seeds attaching themselves to clothing and fur of animals).

(c) Seed Banks, Seed Viability and Germination — What is the longevity of seeds in the seed bank? Does the species have a persistent seed bank or only a transient one, and does this differ across the range of the species? Include information on the viability of seeds under different conditions (state how determined). Give geograph-
fallowing, crop rotation, harvesting, integrated pest management, etc.

13. Response to Herbivory, Disease and Higher Plant Parasites
Includes biological control and controlled grazing programs.

(a) Herbivory
(i) Mammals, including both domestic and wild animals.
(ii) Birds and other vertebrates.
(iii) Insects and other arthropods.
(iv) Nematodes and other non-vertebrates.

(b) Diseases
(i) Fungi (e.g., Connors 1967; Ginns 1986; Farr et al. 1989; Farr and Rossman 2002).
(ii) Bacteria.
(iii) Viruses (e.g., Brunt et al. 1996a, b).
(iv) Other diseases

(c) Higher Plant Parasites
In each instance, for all subsections listed above, name the organism attacking the weed (provide the scientific name and nomenclatural authority), indicate its host specificity, abundance and distribution. Describe the stage of the plant attacked, type of damage inflicted, response of the plant population, and value of the attacking species for control of the weed.

B. Updated Accounts
Where there has been a substantial amount of new information published on a weed species after the publication of its initial treatment in the Biology of Canadian Weeds series, then an updated account on that species is warranted. There must have been a minimum of 20 years since the publication of the original account before the update can be published. The aim of such accounts should be to augment the original publication, rather than to produce an entirely new manuscript. Please consult with the Editor, Canadian Journal of Plant Science, if you wish to prepare an updated account. The Editor will forward the request to the CWSS Committee.

C. Format for Updated Accounts
The number of the account will be the same as the original (e.g., The biology of Canadian weeds. 8. Sinapis arvensis L. (updated). At the beginning of each updated account (before Section 1) the following sentence should appear:

“This account is an update of the original paper by [name(s)] (date) published in the Canadian Journal of Plant Science (Volume) (page numbers).”

PART IV. THE BIOLOGY OF INVASIVE ALIEN PLANTS IN CANADA

This section is a modification of The Biology of Invasive Alien Plants in Canada, Instructions for Preparation of Accounts, by S. I. Warwick, P. B. Cavers, and S. Darbyshire (Warwick et al. 2003). Please refer to this publication for detailed information on the aims of this series.

The term “invasive alien plants in Canada” as used in this series, refers to any vascular plant that has recently been introduced to Canada, has a history of invasiveness and/or weediness in other parts of its range, and/or has characteristics that indicate a potential to establish, proliferate, spread and cause broadly defined detrimental consequences in Canadian ecosystems (including agro-ecosystems).

This series forms a companion to the Biology of Canadian Weeds (BCW) series (Cavers et al. 2003). This series is designed to draw attention to the issue of invasive plants and their impact in both natural ecosystems and agro-ecosystems.

If you wish to write an account on an invasive alien plant species for the Biology of Invasive Alien Plants, (BIAP) series, you must first check that the species has not been assigned to someone else. This involves sending an “offer of contribution” to the Head of Journal Publications (journals@aic.ca), who will forward it to the appropriate Associate Editor. After approval of your offer you may proceed with writing the paper. The completed paper is to be submitted directly to the Canadian Journal of Plant Science (see below).

Potential authors should provide some evidence that the weed species is either established in Canada, or has been introduced and has the potential to establish in Canada. Approved submissions will be subject to re-approval after three years if the article has not been completed during that period. Any inquiries about the format to be used or advice on preliminary drafts should be directed to the Associate Editor responsible for the BIAP Series, who can also supply blank outline maps (or a pdf file) of Canada and suggest specialists or institutions that will provide various types of services for authors. The Canadian Weed Science Society – Société canadienne de malherbologie has a web site [http://www.weedscience.ca/home] with information on published accounts, updates and accounts in preparation, as well as additional resources for authors.

Authors should consider carefully the status and history of the species in Canada in selecting the appropriate series. The Biology of Canadian Weeds series addresses undeniable problematic weeds in Canada, whereas the Biology of Invasive Alien Plants series is designed to cover alien species in Canada that have demonstrable potential risk. As well as dealing with economic detriment, this series also provides a strong emphasis on species causing problems to environmental integrity. The following are criteria for inclusion in the invasive alien series: “established aliens with potential for becoming invasive or weedy”, “aliens showing recent rapid expansion of geographic and/or habitat range in Canada”, and “established aliens showing invasive or weedy characteristics and/or patterns in other areas of the world with similar climatic conditions to Canada”. A number of species considered to be important invasives have already been dealt with under the Biology of Canadian Weeds series; potential authors should review the list of species covered under that series. Most accounts will deal with a single species but some may logically describe two or more closely related species. All native species that are considered invasive will be covered under the Biology of Canadian Weeds series. In cases where the assignment to a particular series is not clear, the Associate Editors responsible for both series may be called upon to make a judgement call. The BIAP series will stress control-related aspects and requires more extensive coverage in some areas such as identification, occurrence, impact and prognosis and less extensive coverage in other areas of biology. In some cases, relatively little published information will be available for review, resulting in a short article. Nevertheless, such contributions are essential for early detection and effective management.

Finished manuscripts should be submitted to: Canadian Journal of Plant Science. All contributions must comply with the format and requirements of this journal. Accounts, including all maps, drawings, diagrams and photographs, should not exceed 50 pages (12 point font, double-spaced with numbered lines). The format of this series follows that of the Biology of Canadian Weeds (see above). Since many invasive alien plants have only recently been identified as problems, information in some fields may be sketchy or altogether lacking. Note the addition of a summarizing prognosis (Section 14) in which authors are to provide an overall assessment and forecast of the species’ impact based on the reviewed data and any projections of environmental change.

The following is an outline of the species account formats with comments to be used as a general guide in preparing accounts. Each species will vary in the types and amounts of published information available for review, especially in a Canadian context. Keep in
mind that the value of these accounts is greatly enhanced by including previously unpublished information and authors are strongly encouraged to include new information. It is useful for contributors to consult several recently published accounts to familiarize themselves with the style and format.

In each section, place the Canadian (and/or North American) information first. Where possible in each section, indicate whether the reported study was done in the field or in a greenhouse/growth chamber. Provide the geographic location where the work was done (province/state, country) or the source of the wild population studied.

For all plant species, provide the scientific name and nomenclatural authority when first mentioned in the text. In general, authors should cite printed materials and limit reference to illustrations/information from Internet sites to those sites maintained by a major society or organization.

A. Format

Title — Each account will be given a number when it is accepted for publication. The number will be part of the title and precede the species name, e.g., The Biology of Invasive Alien Plants in Canada. 1. Eriochloa villosa (Thunb.) Kunth.

1. Species Name and Taxonomic Relationships

Give the scientific name (genus, species, and nomenclatural authority) currently accepted by plant taxonomists and synonyms that are or have been commonly used. Include English and French vernacular names (if available) of the species in Common and botanical names of weeds in Canada (Darbyshire et al. 2000) or other major references. Include a source citation for each name. Provide the European and Mediterranean Plant Protection Organization (Bayer) code for the species if available (see web site http://cipm.ncsu.edu/names/index.cfm). Include also the scientific, English, and French names of the family to which the species belongs. Provide information about the genus including: numbers of species world-wide, in North America and Canada; whether they are native or introduced to North America; and if any of the other introduced species are weeds. Any species or genus level taxonomic controversy should be outlined/discussed.

2. Description and Account of Variation

(a) Species Description — Present a short description similar to that given in Weeds of Canada (Frankton and Mulligan 1987) or the Biology of Canadian Weeds series. Use the metric system for measurements. Where possible, use simple descriptive terms rather than more technical taxonomic terms in describing features (or if no simple term exists explain the taxonomic term in brackets). Include the chromosome number(s) with provincial location of any Canadian material counted, and give the chromosome number range for the species as a whole.

(b) Distinguishing Features — Describe morphological characters that distinguish the invasive alien from all other Canadian plants with which it may be confused and consider including a diagnostic key or table (either in the text or as an Appendix).

(c) Intraspécific Variation — Describe any recognizable intraspecific variation in Canadian populations and populations elsewhere [taxonomic, cytological, ecological, genetic (allozyme, molecular data), chemical, etc.].

(d) Illustrations — Include a photograph or drawing, or both, of a mature plant, a seedling at approximately the two-leaf stage, and any other stage that persists for some time (for example, the rosette of a biennial). Each of these illustrations should portray clearly any diagnostic characters that would be useful for identification in the field. Important alterations in the appearance of any stage in the life history that result from grazing, mowing, herbicide applications, parasites, diseases, etc., would be useful. List sources of other useful illustrations (print publications or Internet sites).

3. Economic Importance and Environmental Impact

(a) Detrimental — Specify the nature of loss or costs to native biodiversity of natural ecosystems or to agricultural systems, industry and human health resulting from the growth of this species (e.g., eliminates native plant associations, reduces native genetic diversity through hybridization, competes with crop or pasture species, is toxic or irritant to farm animals or humans, chemically inhibits crop species, makes harvesting difficult, affects lawns or garden appearance, etc.). Is the invasive alien a close relative of species growing in Canada or elsewhere, with which it is capable of hybridization (See Section 9)? Does it have herbicide-resistant biotypes (See Section 11)? Does the invasive alien harbour insects or disease organisms that attack other plant species (See Section 13)? Give financial estimates of losses wherever possible. Does the invasive alien have, or is it expected to have, an environmental impact? Is the invasive alien able to establish populations in natural habitats and successfully compete with or exclude native species?

(b) Beneficial — Does the invasive alien have an important role as a part of various food chains? Does it bind together soils that are laid bare by fire, construction, farming, etc.? Is it an important genetic resource? Is it a source of honey? Does it have aesthetic value? Is the plant used as a crop plant, nursery plant, or orna-
mental in Canada or elsewhere? Does it or has it ever had any economic importance?

(c) Legislation — Is the invasive alien listed in any Canadian federal or provincial legislation or subject to quarantine regulations provincially, nationally or internationally (see website of the Canadian Weed Science Society: http://www.weedscience.ca/home)?

4. Geographical Distribution
Give the distribution and abundance in Canada, North America and then its global distribution. Blank outline maps for plotting the Canadian distribution can be provided. If the weed is not yet widespread in Canada, it may be advisable to provide a map of the current US distribution. Computer-based maps of acceptable standard can be used. Smaller scale maps may be used for species with a limited distribution. Supplementary maps may be necessary if there are different biotypes or to show patterns of invasion over time. Maps should be based on examined and verified herbarium specimens to the extent possible; sight records are also acceptable when indicated as such. See Holmgren et al. (1990) or Thiess (2008) for herbarium abbreviations.

5. Habitat
(a) Climatic Requirements — Include the climatic (including microclimatic) limitations and preferences with regard to temperature, rainfall, atmospheric humidity, exposure to wind, etc. Where relevant, give the light intensity and its seasonal variation in relation to the life history and distribution of the species (where measurements are given, the methods used should be mentioned). Any restriction or expansion of distribution caused by low temperatures, flooding, drought or other extremes in climate should be considered.

(b) Substratum — Give the characteristics of the soils in various habitats and different parts of the range of the species. If the species occurs in specific habitats or is geographically distributed in a way that suggests specific substrate requirements, identify the soil properties affecting this distribution (textural class, drainage class, soil reaction or profile types). Terminology should conform to that specified in The Canadian System of Soil Classification (3rd edition), NRC Research Press (Anonymous 1998).

(c) Communities in Which the Species Occurs — Briefly describe the community [e.g., spring wheat fields, corn fields, lawns, waste places, forests (coniferous, deciduous or mixed, plantations), wetlands (bogs, fens, swamps, marshes, shallow open water), native prairie, etc.] and give the abundance and frequency of the species in each community. For each community where the species is an important component, list the associated plants and give a history of the habitat (e.g., pasture for 50 years). State whether the invasive alien grows in the open or if it normally grows in the shade of other plants.

6. History
Provide evidence and dates for the first introduction of the species into North America and Canada. Also, give available information on date of subsequent introductions, persistence and rate of spread. Give any information on how the plant was originally introduced (e.g., as an impurity in crop seed, as a cultivated or ornamental plant, or in ballast).

7. Growth and Development
(a) Morphology — List any morphological characteristics that are of special importance in the colonization, invasiveness and survival of the species (e.g., underground stems, spines, unpalatable hairs, and hooked seeds) and discuss why these characteristics are of survival value. Indicate “new” attributes that make the species especially invasive in its new habitat (e.g., change in breeding system, dormancy or germination requirements, seed shattering, etc.).

(b) Perennation — Include the mode of perennation and give a general description of winter conditions.

(c) Physiology and Biochemistry — Include transpiration rates, osmotic values, etc., when relevant. Information on a broad range of physiological topics, including mineral nutrition, secondary metabolites, etc., can also be placed here.

(d) Phenology — Give the times of maximal growth of roots and other underground organs; of appearance and growth of leafy shoots (especially for woody species); of flowering; of maturation and shedding of seeds; of germination of seeds or appearance (emergence) of seedlings.

(e) Mycorrhizae and Bacterial Symbioses — State presence or absence of mycorrhizae and, if present, describe. State the presence of any bacterial or microbial symbioses and describe

8. Reproduction
(a) Floral Biology — Describe the mode of pollination of flowers. List the insect visitors to flowers and describe any specialized behaviour. Are the flowers/plants self-compatible? Are seeds usually produced by autogamy, allogamy, or agamospermy? Is there any evidence of outcrossing in species that can produce seeds autogamously? Does vivipary occur?

(b) Seed Production and Dispersal — What are the average numbers of seeds per fruit, per inflorescence, and
per plant? What is the average weight per seed and/or per propagule? Give mode of seed dispersal and special features, if any (e.g., seeds attaching themselves to clothing and fur of animals).

(c) Seed Banks, Seed Viability and Germination — What is the longevity of seeds in the seed bank? Does the species have a persistent seed bank or only a transient one, and does this differ across the range of the species? Include information on the viability of seeds under different conditions (state how determined). Give geographical location for data on germination under natural conditions or seed source if under controlled conditions. List any special conditions affecting germination, e.g., sensitivity to light, necessity for preliminary freezing, etc., and conditions for successful establishment of seedlings.

(d) Vegetative Reproduction — Indicate whether vegetative reproduction occurs. Describe the mode and rate of vegetative reproduction and spread. Describe any vegetatively produced propagules. Give the age of the plant when vegetative reproduction first occurs. State the relative importance of various means of reproduction. Is the reproductive strategy different in different habitats (e.g., more seeds in one habitat but more bulbils in another habitat)?

9. Hybrids
Describe the existence and frequency of natural hybridization with other plant species. Is there any evidence of interspecific hybridization between the species and cultivated plants? How can these hybrids be recognized? To what extent do the hybrids show a diminished fertility or increased vigour as compared with the parents? Are the hybrids of any biological or economic significance?

10. Population Dynamics
Give the rate of increase and decline of populations in various habitats (numbers of individual stalks should be given if possible). Include the mean length of life of individuals in various habitats. Do more plants appear or die in certain months or seasons or after certain changes in the habitat (e.g., drought, flooding) or manipulation (e.g., after clipping)? Describe the plant’s competitive ability (intraspecific and interspecific) and its method of competing with other plants. Does the species usually occur as solitary plants, large patches, small patches, etc.?

   Give the number of generations per year, per decade, or perhaps per century. Note: seed population dynamics should be discussed in Section 8c.

11. Response to Herbicides and Other Chemicals
Give the susceptibility of this species to the most widely used herbicides and herbicide combinations at various stages in its life history. If applicable, provide a brief list of herbicides of potential use for control, including those that may not be registered in Canada. Are there any herbicide-resistant biotypes of the species in Canada and/or elsewhere? Has the composition of the associated flora changed in response to the repeated application of herbicides?

12. Response to Other Human Manipulations
Describe any response by the invasive alien to mowing, fertilizing chemicals and manure, ploughing, trampling, fallowing, crop rotation, harvesting, integrated pest management, etc.

13. Response to Herbivory, Disease and Higher Plant Parasites
Includes biological control and controlled grazing programs.

(a) Herbivory
(i) Mammals, including both domestic and wild animals.
(ii) Birds and other vertebrates.
(iii) Insects and other arthropods.
(iv) Nematodes and other non-vertebrates.

(b) Diseases
(i) Fungi (e.g., Connors 1967; Ginns 1986; Farr et al. 1989; Farr and Rossman 2002).
(ii) Bacteria.
(iii) Viruses (e.g., Brunt et al. 1996a, b).
(iv) Other diseases.

(c) Higher Plant Parasites
In each subsections listed above, provide the name of the attacking organism (provide the scientific name and nomenclatural authority), indicate its host specificity, abundance and distribution. Describe the stage of the plant attacked, type of damage inflicted, response of the plant population, and value of the attacking species for control of the invasive alien.

14. Prognosis
Assess the degree to which the invasion of this species poses a threat to Canada. Indicate measures needed for curbing the invasion and/or eradicating the species. Where appropriate, describe the experience of other jurisdictions in dealing with invasion by the weed, and strategies employed elsewhere to attempt to halt its spread. What are the potential future impacts of the species under various sociological (e.g., management practices) or environmental (e.g., climate) change scenarios?


PART V. SPECIAL ISSUES

How to Prepare a Special Issue or Special Section for the Canadian Journals

The AIC Journals from time to time publish Special Issues (SI) and Special Sections (SS) that focus on topics that fit within the broad range of agricultural science. A SI/SS may include sets of papers emanating from a symposium or workshop or from research projects conducted under a specific funding program. The SI/SS is prepared by a "Guest Editor" or "Guest Editors", who will liaise with the Editor or Special Issues Editor of the respective journal, the AIC Editorial Office (journals@aic.ca) and the contributing authors. More than one Guest Editor is advisable (1) to split the editorial review workload and (2) since a Guest Editor is often an author or co-author on paper(s) being submitted to the SI/SS, each can handle the others paper(s) to maintain anonymous reviews.

The size of an SI is limited to one issue (10-25 papers with <200 printed pages) of the journal, while a SS would range from 4 to 9 papers.

The following are some general steps for preparing a SI or SS.

1. The convener of symposium or workshop, or party interested in having a set of papers published in a SI or SS sends a draft proposal [title of SI, suggested guest editor(s), brief description of the topic, number of papers including their titles and brief abstracts, and approximate timeframe for completion of a final draft] to the journal’s Editor or Special Issues Editor.

2. The suitability of the proposed SI/SS will be assessed by the Editor and/or Special Issues Editor of the specific journal in consultation with the AIC Editorial Office.

3. Once a SI/SS is approved, the Guest Editor is formally invited by the Editor or Special Issues Editor to prepare the SI/SS for the journal. The Guest Editor will be supplied with the specific procedures for processing manuscripts electronically using the ScholarOne system.

4. Similar to an Associate Editor, a Guest Editor oversees the peer review process for each paper (i.e., obtains reviewers, organizes review process, and ensures that the revisions are completed in a satisfactory manner). Each manuscript should be reviewed by at least two independent reviewers. Manuscripts must be placed in the required journal format for text, tables, figures and references as per Instructions to Authors.

5. The first draft and subsequent revisions of each paper are submitted electronically by each author to a special section created in the ScholarOne system for the SI/SS.

6. The Guest Editor may be contacted over time to provide updates on the progress of the SI/SS.

7. Final drafts for each paper must meet the approval of the Editor or Special Issues Editor.

8. Guest Editors should contribute a short foreword or preface for the SI/SS. This may include the history, context and rationale for the SI/SS.

9. The page charge for each manuscript and for reprints will be the same as for regular published papers, as outlined in the Instructions to Authors.

10. Timing of the publication of the SI/SS is at the discretion of the Editor/Special Issues Editor and the Publisher.
PART VI. EDITORIAL COMMITTEES

A. Canadian Journal of Plant Science

The CJPS Editorial Committee consists of the Editor, the Associate Editors, and a Special Issues Editor, who are representatives of the Canadian Society of Agronomy (CSA), the Canadian Society for Horticultural Science (CSHS), or the Canadian Weed Science Society (CWSS).

Publications Office: Duties

Receives and Logs Manuscripts
Manuscripts are assigned a number that starts with “CJPS” followed by the year and then a chronological three digit number assigned in the order in which the manuscript was received that year. Information is entered into a data base from which two logs are generated. One is a chronological record of manuscripts received showing manuscript number, senior and corresponding authors, origin of manuscript, and Associate Editor to whom the manuscript is assigned. The second is an Associate Editor log with a data file for each Associate Editor. The manuscript number, type of manuscript (paper or short communication), and dates received and sent to the Associate Editor are recorded. An “acknowledgment of receipt” letter is sent to the corresponding author. Upon acceptance, rejection, or withdrawal of a manuscript, the dates when the manuscript was sent to and received from the author, and the date of final decision are recorded in the appropriate Associate Editor data file; the days of journal involvement and days of author involvement are recorded. Upon acceptance or rejection of a manuscript, information is entered into a log of reviewers. The manuscript number, the reviewers’ names (and institutions for reference purposes), the number of review days required by each reviewer, and the name of the Associate Editor are entered.

Editor: Duties

Preliminary Review of Manuscripts
Manuscript abstracts are reviewed briefly with particular reference to suitability for publication in CJPS and that appropriate care has been taken in preparation. Manuscripts, which in the Editor’s opinion are inappropriate or unacceptable, are returned to the author(s) with a covering letter. If required, the Editor may request such things as copies of papers cited in press (for use by reviewers), missing pages, tables, or figures. If there are too many grammatical errors, the authors may be asked to revise and resubmit their paper. Review and symposium papers are handled in the same manner as other manuscripts in terms of review and page charges. Abstracts of papers from CSA or CSHS annual meetings are printed in CJPS without being refereed. These generally are handled and edited by an Associate Editor representing the Society, who then sends them to the Publications Office. Papers are not published in a numbered series in CJPS except for the Biology of Canadian Weed series and the Biology of Invasive Alien Plants in Canada series.

Assignment of Manuscripts
The Editor assigns manuscripts to an appropriate Associate Editor, chosen as much as possible on the basis of discipline and workload. ScholarOne sends a standard covering letter to the Associate Editor. The Editor monitors the progress of manuscripts to ensure that they are processed in a timely manner by Associate Editors, reviewers, and authors. The Editor may decide to handle a particular manuscript without sending it to an Associate Editor, in which case the normal procedures as shown under Associate Editor are followed.

Rejection of Manuscripts
If a manuscript is judged to be unsuitable for publication by the Associate Editor (see under Associate Editor) the Editor carefully reviews all versions of the manuscript as well as the comments of the Associate Editor and the reviewers and either rejects the manuscript or, in exceptional cases, takes other appropriate action depending on the circumstances. When rejecting a manuscript the Editor should make it clear to the author(s) as to whether a revision of the manuscript might be considered worthy of review as a new submission, whether additional results are needed, or whether the work appears to be unsuitable for CJPS. In all cases, the anonymity of the reviewers and Associate Editor should be maintained.

Review Papers
CJPS welcomes review papers. Authors must discuss proposed content with the Editor prior to sub-
mission. Review papers undergo the same review process as any other manuscript.

Queries Regarding Status of Manuscripts
If the author has not been contacted within three months of sending a manuscript, the Editor often receives a query from the author regarding the status of the manuscript. Upon obtaining an update from the Associate Editor, a reply is sent to the author. The Editor periodically checks the status of manuscripts in ScholarOne and, if need be, asks the Associate Editor for an update on the status of manuscripts that have been undergoing either review or revision for more than three months.

Appointment of Members to the Scientific Journals Committee (SJC)
The Editor serves as an ex-officio member of the SJC. The Editor and two Associate Editors represent CJPS and CSHS, CSA, and CWSS on the SJC. The Editor nominates the two Associate Editors to the SJC and the nominees are ratified by a vote of the SJC.

Appointment of Associate Editors
Early in the year the Editor approaches Associate Editors whose first term of office will expire that December and may ask them if they wish to continue with their editorial duties for another 3-year mandate. Suggestions for nominations to fill all empty Associate Editor positions for the coming year will be obtained via consultation with the whole editorial board. A list of nominations is forwarded to CSA, CWSS and/or CSHS for approval. The Editor has the final say on the selection of new Associate Editors. The list of selected nominees is then forwarded to the Chair of the SJC (copies to Publications Office) for election. The Editor informs successful candidates. There is always a requirement that some of the Associate Editors be bilingual to take care of French language manuscripts. The Editor may recommend to the SJC that additional Associate Editors be appointed if the workload in a particular discipline is found to be excessive.

If, over a period of time, an Associate Editor has not been able to carry out the duties in a satisfactory manner, the Editor may replace him or her before the end of the three-year term.

Appointment of Special Issues Editor
A Special Issues Editor may be nominated by the Editor and appointed by the SJC to fill the role of Editor for issues or sections of the Journal devoted to a specific subject, such as a Society sponsored symposium.

A Special Issues Editor may be appointed from nominations of scientific societies for a term of three years or to fill the unexpired portion of a previous incumbent’s three-year term. A Special Issues Editor who is not adequately carrying out his or her duties may be relieved of responsibility by the Editor.

Initiation of New Policy
The Editor is responsible for initiation of any new policy, with respect to publication of the Canadian Journal of Plant Science following suggestions and ideas generated by Associate Editors, authors, reviewers and members of the CSA, CWSS and CSHS. New policy should normally be discussed at the annual SJC meeting before being approved. Some matters of policy may be dealt with by e-mail or conference call.

Preparation of Reports
The Editor is responsible for preparing an annual report, which is presented to the SJC annual meeting. The annual report should contain the following: (a) Numbers of manuscripts received during the previous calendar year and the numbers accepted and rejected. (b) Data on time taken by CJPS (but not by individual Associate Editors), by reviewers, and by authors in processing manuscripts for publication. (c) Relevant statistics on manuscripts submitted from Canada, USA and other foreign locations. (d) Highlights from the CJPS Editorial Committee annual meeting.

The Publications Office staff prepares a list of names of reviewers who dealt with the manuscripts received the previous year. This list is published in CJPS thanking the reviewers.

The Editor annually prepares summary reports of the highlights of the CJPS Editorial Committee annual meeting and the SJC annual meeting for CSA, CWSS and CSHS.

CJPS Editorial Committee Meeting
The Editor prepares an agenda and chairs an annual meeting. Editorial Committee meetings are usually held via teleconference, but can be held in conjunction with annual meetings of one or more of the Societies.

Term
The Editor normally serves a three-year term, which is renewable by agreement between SJC and the Editor. To appoint a replacement, the Editor consults with CSA, CWSS, and CSHS executives and with senior Associate Editors and approaches suitable candidates. The nomination is forwarded to the
Chair of the SJC and to the Publications Office for election. The incoming Editor should be identified well in advance of the end of the Editor’s term in order that he or she may become familiar with the Editor’s duties.

**Associate Editors: Duties**

*Numbers and Disciplines*

There are presently 33 Associate Editors, 23 of whom represent CSA, 5 CSHS, and 5 CWSS. The Associate Editors are selected on the basis of their proven record in publishing and conducting reviews of scientific papers. They represent the various specialties within plant science. The Associate Editors collectively should have expertise in cellular and molecular biology; pest management including pathology, entomology, and weed science; grains, forages, vegetables, tree fruits, small fruits, and ornamentals; and applied technology. Specified Associate Editors representing CWSS are responsible for the Biology of Canadian Weeds series and the Biology of Invasive Alien Plants in Canada series.

At least one Associate Editor must be bilingual to oversee French language manuscripts. It is the responsibility of the Editor to direct the manuscripts to the appropriate Associate Editor and to ensure as even a distribution of manuscripts as possible among all Associate Editors.

*Receipt of Manuscripts from Editor*

The Associate Editor receives the manuscript and briefly reviews it. If the Associate Editor finds the manuscript to be unsuitable for review for any reason, he/she communicates with the Editor, preferably by telephone or electronic mail, and can recommend that the Editor rejects the manuscript.

*Assignment of Manuscripts for Review*

The Associate Editor usually selects two reviewers but also can select three, or the Associate Editor may act as one of the reviewers if the subject matter of the manuscript is particularly pertinent to his/her field of expertise. Reviewers are selected on the basis of their expertise and on their past performance as reviewers. When selecting reviewers, the Associate Editor must keep in mind those who have been unsatisfactory in the past. Some reviewers are hypercritical and unreasonable in their demands whilst others are superficial in their appraisals and produce a “non-review”. Associate Editors must be prepared to reject or censor a reviewer’s comments particularly when the remarks are inflammatory.

Invitations to review are sent by electronic mail to reviewers via ScholarOne. A template of this letter is provided but it can be adapted and modified to reflect the personality of the Associate Editor. This letter stresses that if the review cannot be done within a reasonable time, an alternate reviewer should be suggested. The letter includes a date by which it would be desirable to complete the review. Prior to sending the formal invitation Associate Editors may find it helpful to contact potential reviewers informally to ascertain their willingness to conduct a timely review. This informal contact should not identify the authors or source of the manuscript.

*Checking Progress on Manuscripts*

The Associate Editor should review manuscripts on file periodically to ascertain if there are delays or any problems. Reviewers will be contacted automatically via ScholarOne if their reviews have not been received or the reviewers have not been heard from within the planned time-frame. Queries will be received regularly from the Editor regarding status of manuscripts.

*Receipt of Reviews*

Once all reviews, or at least two when three are requested, are returned, the Associate Editor should go over the manuscript and the reviews. Depending on the manuscript this usually takes from one to eight hours. A few hints on this are as follows:

(a) Read the manuscript first to obtain a good overview.

(b) Read the reviews carefully; ascertain if each reviewer has done a good job or not, and determine whether any important matter has been overlooked.

(c) Decide quickly whether the manuscript is acceptable, albeit with extensive revision, or should be rejected. For the latter, if you can find obvious reasons for rejection you should not proceed to spend a lot more time on it.

(d) If the manuscript is acceptable but requires extensive revision, don’t rewrite the manuscript. This is not the job of an Associate Editor. Prepare to report examples of problems to the author, reinforcing the reviewers’ statements, drawing out examples in your letter. The Associate Editor should take care to identify all important problems in a manuscript at this stage since it will be difficult, and unfair to the author(s), to bring them up later.

(e) In reviewing manuscripts, remember that the staff at the Publications Office will make corrections pertaining to the details on correct format, however, if there is a recurrent error in the manuscript (e.g., improper literature citations), then the general problem should be pointed out to the author.

It is often a question of the extent to which the Associate Editor should depend on reviewers’
recommendations for acceptance or rejection. Clearly, their opinions should be considered seriously by the Associate Editor but he/she should not be bound by them. There are cases when the Associate Editor should go against two recommendations for rejection and accept with revision or, alternatively, reject a paper when it has been accepted after revision. A difficult case that occurs often is when one reviewer recommends acceptance with minor revision and the second reviewer recommends rejection. This requires considerable research into the manuscript on the part of the Associate Editor who may obtain a third review. The Associate Editor is always welcomed to contact the Editor for an opinion in difficult cases.

The Associate Editor is encouraged to thank reviewers for their comments and advise them of the action being taken. This helps maintain willing reviewers for manuscripts in the future. The Associate Editor will be asked annually by the Editor to provide the name of an outstanding reviewer so that an annual list of 10 outstanding reviewers for CIPS can be published. This should encourage scientists to perform reviews.

Checking Progress of Revisions
If an author has not returned a revision within the requested time frame, an electronic reminder will be sent automatically via ScholarOne. The length of time allowed for revision is stated in the template form but, in specific cases, can be altered at the Associate Editor’s discretion. Prolongations can also be given when asked for by the authors and judged appropriate by the Associate Editor. If the revised manuscript is not received within the time allowed, the authors should be notified that their paper will be considered withdrawn and procedures should be taken accordingly.

Receipt of Revised Manuscript
The Associate Editor reviews the revised manuscript in relation to the original criticisms and considers any rebuttals made by the author(s). If the manuscript requires more than minor corrections, it is returned to the author(s) with an accompanying letter for further revision. If the revised manuscript is considered acceptable, the Associate Editor checks that all citations cited in the text are listed in the references. If the manuscript is acceptable with only a few minor corrections, changes should be made on the manuscript. On very rare occasions, the revised manuscript may have to be rejected at this stage either as a result of the inadequacy of the Associate Editor’s first assessment of the original manuscript or the inability of the authors to satisfactorily revise it.

Disposition of Manuscripts
When a decision has been made to accept, reject, or return a withdrawn manuscript, the following actions should be taken:

(a) Accepted manuscripts. The Associate Editor sends a letter of acceptance to the authors via ScholarOne and the Publications Office will notify the author(s) that the manuscript has been accepted and a copy of this notification will be sent to the Associate Editor and the Editor.
(b) Rejected manuscripts. The manuscript, together with illustrations, reviewers’ comments, and a covering letter are sent to the Editor. It is very important that the covering letter provide a well thought out assessment of the manuscript, which gives precise reasons why the manuscript is unacceptable. It is not enough to merely state that the Associate Editor agrees with the reviewers’ comments.
(c) Withdrawn manuscripts. If the author requests that the manuscript be withdrawn, which occurs rarely, the Associate Editor should indicate so in ScholarOne and should inform the Editor. If a manuscript has to be considered withdrawn because the author has not returned a revision within a reasonable time, a letter should be sent via ScholarOne, with cc to the Editor, explaining that the author may submit a revised manuscript as a new submission.

Contribute Ideas of Policy for Improvement of the Journal
The Associate Editor should be prepared to play, next to the Editor, a primary role in suggesting ideas for new policy.

Membership on Scientific Journals Committee
Two Associate Editors and the Editor serve at any one time on the Scientific Journals Committee of the AIC. Expenses for attending the annual meeting of the SJC will be covered by AIC.

Term
Associate Editors normally serve for a term of three calendar years, which may be extended by mutual consent. In some cases an Associate Editor may fill the remainder of a three-year term that has become open. If an Associate Editor will be unavailable for a lengthy period of time (6 months or more) as a result of a sabbatical, transfer of work, etc., then he/she should resign, giving the Editor as much advance notice as possible so that a replacement can be obtained. In these cases arrangements would need to be made for any outstanding manuscripts. If, over a period of time, an Associate Editor has not been able to carry out the duties in a reasonably
satisfactory manner, the Editor may ask him or her to resign before the end of the three-year term.

B. Canadian Journal of Soil Science

The CJSS Editorial Committee, which represents the Canadian Society of Soil Science, consists of the Editor, Associate Editors, a Special Issues Editor, and an Assistant Editor.

Publications Office: Duties

Receives and Logs in Manuscript

Manuscripts are assigned a number that starts with “CJSS” followed by the year and then a chronological 3-digit number assigned in the order in which it was received that year. Information is entered into a database from which two logs are generated. One is a chronological record of manuscripts received showing MS number, senior and corresponding authors, origin of manuscript, and Associate Editor to whom the manuscript is assigned. The second is an Associate Editor log with a data file for each Associate Editor. The manuscript number, type of manuscript (paper or short communication), and dates received and sent to the Associate Editor are recorded. An “acknowledgment of receipt” letter is sent to the corresponding author. Upon acceptance, rejection, or withdrawal of a manuscript, the type of paper, the dates when the MS was sent to and received from the author, and the date of final decision are recorded in the appropriate Associate Editor data file; the days of journal involvement and days of author involvement are recorded. Upon acceptance or rejection of a manuscript, information is entered into a log of reviewers. The manuscript number, the reviewers’ names (and institutions for reference purposes), the number of review days required by each reviewer, and the name of the Associate Editor are entered.

Editor: Duties

Preliminary Review of Manuscripts

Manuscripts are reviewed briefly with particular reference to suitability for publication in CJSS and that appropriate care has been taken in preparation. Manuscripts, which in the Editor’s opinion are inappropriate or unacceptable, are returned to the author(s) with a covering letter. If required, the Editor may request such things as copies of papers cited in press (for use by reviewers), missing pages, tables, and figures. If there are too many grammatical errors, the author(s) may be asked to revise and resubmit the paper. Review and symposium papers are handled in the same manner as other manuscripts in terms of review and page charges. Abstracts of papers from CSSS annual meetings are printed in CJSS without being refereed.

The Editor verifies that the Canadian System of Soil Classification has been used as the primary classification system for soils. The only exceptions would be for soils that cannot be classified by the Canadian System due to their location, nature and genesis (e.g., tropical soils). Other national or international soil classification systems can be used in addition to the Canadian System if desired by the authors, but the Canadian System must be used first in all CJSS publications if possible.

Assignment of Manuscripts

The Editor assigns manuscripts to an appropriate Associate Editor, chosen as much as possible on the basis of discipline and workload. ScholarOne sends a standard covering letter to the Associate Editor. The Editor monitors the progress of manuscripts to ensure that they are processed in a timely manner by Associate Editors, reviewers, and authors. The Editor may decide to handle a particular manuscript without sending it to an Associate Editor, in which case the normal procedures as shown under Associate Editor are followed.

Rejection of Manuscripts

If a manuscript is judged to be unsuitable for publication by the Associate Editor (see under Associate Editor) the Editor carefully reviews all versions of the manuscript as well as the comments of the Associate Editor and reviewers and either rejects the manuscript or takes other appropriate action depending on the circumstances. The Editor will communicate rejection of the manuscript in writing with the author(s) in a clear, prompt, and courteous manner. In all cases, the anonymity of the reviewers and Associate Editor should be maintained. The Editor may decide whether a revision of the manuscript might be considered worthy of review as a new submission and whether new results are needed.

Review Papers

The CJSS publishes occasional review papers. There must be a clearly defined objective for the review article, particularly the scope that the article is to cover, which must take into consideration the objectives of the journal. The review manuscript will be submitted via ScholarOne to be handled similarly to other manuscripts. Acceptability of the review article will be assessed against the stated objective, and peer review also will focus on the accuracy of data presented, clarity of presentation and originality relative to other review articles pub-
lished elsewhere. Page charges will be the responsibility of the author, not CJSS or AIC, unless negotiated otherwise.

Queries Regarding Status of Manuscripts
If the author has not been contacted within three months of sending a manuscript, the Editor often receives a query from the author regarding the status of the manuscript. Upon obtaining an update from the Associate Editor, a reply is sent to the author. The Editor periodically checks the status of manuscripts in ScholarOne and, if need be, asks the Associate Editor for an update on the status of manuscripts that have been undergoing either review or revision for more than three months.

Appointment of Members to the Scientific Journal Committee (SJC)
The Editor and two Associate Editors represent CJSS on the SJC. The Editor serves as an ex-officio member of the SJC. The Editor nominates the two Associate Editors to the SJC and the SJC elects them.

Appointment of Associate Editors
Early in the year the Editor contacts Associate Editors whose first term of office will expire that December and may ask them if they wish to continue with their editorial duties for another 3-year mandate. Suggestions for nominations to fill all empty Associate Editor positions for the coming year will be obtained via consultation with the whole editorial board. A list of nominations is forwarded to CSSS for approval. The Editor has the final say on the selection of new Associate Editors. The list of selected nominees is then forwarded to the Chair of the SJC (copies to Publications Office) for election. The Editor informs successful candidates. There is always a requirement that some of the Associate Editors be bilingual to take care of French language manuscripts. The Editor may recommend to the SJC that additional Associate Editors be appointed if the workload in a particular discipline is found to be excessive.

If, over a period of time, an Associate Editor has not been able to carry out the duties in a satisfactory manner, the Editor may replace him or her before the end of the three-year term.

Appointment of Special Issues Editor
A Special Issues Editor may be nominated by the Editor and appointed by the SJC to fill the role of Editor for issues or sections of the Journals devoted to a specific subject, such as a Society sponsored symposium. A Special Issues Editor may be appointed for a term of three years or to fill the unexpired portion of a previous incumbent’s three-year term. A Special Issues Editor who is not adequately carrying out his or her duties may be relieved of responsibility by the Editor.

Initiation of New Policy
The Editor is responsible for the initiation of any new policy with respect to publication of the Canadian Journal of Soil Science following suggestions and ideas generated by the Associate Editors, the SJC, authors, reviewers, and members of the Canadian Society of Soil Science. New policy should normally be discussed at the annual SJC meeting and also with CSSS executive before being approved. Some matters of policy may be dealt with by e-mail.

Preparation of Annual Report for SJC and CSSS
The Editor is responsible for preparing an annual report, part or all of which is presented to annual meetings of the above groups. The annual report should contain the following:
(a) Numbers of manuscripts received, accepted and rejected during the previous calendar year.
(b) Data on time taken by CJSS, by reviewers, and by authors in processing manuscripts for publication.
(c) Relevant statistics on manuscripts submitted from Canada, USA and other countries.
(d) A report of the CJSS Editorial Committee annual meeting

The Publications Office prepares a list of reviewers who dealt with the manuscripts reviewed the previous year. The list is published in CJSS thanking the reviewers. The Editor prepares items for the agenda of the SJC meeting as well as for the CJSS Editorial Committee. The Editor prepares a summary report of the highlights of the CJSS Editorial Committee annual meeting and the SJC annual meeting for CSSS.

CJSS Editorial Committee Meeting
The Editor prepares an agenda and chairs an annual meeting. These are commonly held via teleconference, but can be held in conjunction with CSSS annual meetings.

Term
The Editor normally serves for a period of three years and the term is renewable by agreement between SJC and the Editor. To appoint a replacement, the Editor consults with senior Associate Editors and the CSSS executive, and contacts suitable candidates. The CSSS shall determine the final nomination from the information provided by the Editor and from other pertinent information. The nomination is forwarded through the Editor to the
Chair of the SJC and to the Publications Office for election.

**Associate Editors: Duties**

**Numbers and Disciplines**

There are presently 20 Associate Editors, one Special Issues Editor, two Editors, one Editor-in-Chief and one Assistant Editor for the *Canadian Journal of Soil Science*. The Associate Editors are selected on the basis of their proven record in publishing and conducting reviews of scientific papers, and represent the various aspects or specialties within soil science. Collectively the Associate Editors should have expertise in soil chemistry and biochemistry; soil management and fertility; soil genesis, classification, and mineralogy; soil physics; forest soils; and soil microbiology. At least one Associate Editor must be bilingual to oversee French language manuscripts. It is the responsibility of the Editor to direct the manuscripts to the appropriate Associate Editor and to ensure as even a distribution of manuscripts as possible among all Associate Editors.

**Receipt of Manuscripts from Editor**

The Associate Editor receives the manuscript and briefly reviews it. If the Associate Editor finds the manuscript to be unsuitable for review for any reason, he/she communicates with the Editor, preferably by telephone or electronic mail, and can recommend that the Editor rejects the manuscript.

**Assignment of Manuscripts for Review**

The Associate Editor usually selects two reviewers but occasionally one or three may be selected or the Associate Editor may act as one of the reviewers if the subject matter of the manuscript is particularly pertinent to his/her field of expertise. Reviewers are selected on the basis of their expertise and on their past performance as reviewers. Reviewers may be selected from countries outside North America. When selecting reviewers, the Associate Editor must keep in mind those who have been unsatisfactory in the past. Some reviewers are hypercritical and unreasonable in their demands whilst others are superficial in their appraisals and produce a “non-review”. Associate Editors must be prepared to reject or modify a reviewer’s comments, particularly when the remarks are inflammatory.

Invitations to review are sent by electronic mail to reviewers via ScholarOne. A template of this letter is provided but it can be adapted and modified to reflect the personality of the Associate Editor. This letter stresses that if the review cannot be done within a reasonable time, an alternate reviewer should be suggested. The letter includes a date by which it would be desirable to complete the review. Prior to sending the formal invitation Associate Editors may find it helpful to contact potential reviewers informally to ascertain their willingness to conduct a timely review. This informal contact should not identify the authors or source of the manuscript.

**Checking Progress on Manuscripts**

The Associate Editor should review manuscripts on file periodically to ascertain if there are delays or any problems. Reviewers will be contacted automatically via ScholarOne if their reviews have not been received or the reviewers have not been heard from within the planned time-frame. Queries will be received regularly from the Editor regarding status of manuscripts.

**Receipt of Reviews**

Once all reviews (or at least two when three are requested) are returned, the Associate Editor should go over the manuscript and reviews. Depending on the manuscript, this usually takes from one to eight hours. A few hints on this are as follows:

(a) Read the manuscript first to obtain a good overview.
(b) Read the reviews carefully and ascertain if reviewers have done a good job or not and determine if reviewers have neglected a matter that could be important.
(c) Decide quickly whether the manuscript is acceptable, albeit with extensive revision, or should be rejected. For the latter, if the Associate Editor can find obvious reasons for rejection, she/he shouldn’t spend a lot more time on it.
(d) If the manuscript is acceptable but requires extensive revision, don’t rewrite the manuscript. This is not the job of an Associate Editor. Prepare to report examples of problems to the author, enforcing reviewers’ statements, drawing out examples in your letter. The Associate Editor should take care to identify all important problems in a manuscript at this stage since it will be difficult, and unfair to the author(s), to bring them up later. The letter must be tactful but firm. The author must know what has to be done to revise the manuscript. There is no point in informing the author that additional work should have been done or that a different approach could have been taken. If the manuscript is acceptable, the author cannot be expected to go back to “square one”. The letter should also inform the authors that their revision is required within a specific time. The letter must also indicate that the authors should either offer a rebuttal to the reviewers’ comments or revise the manuscript as suggested by the reviewers.
and Associate Editor. In all correspondence with the author(s), the anonymity of the reviewers must be maintained. (e) In reviewing manuscripts, remember that the staff at the Publications Office will make corrections pertaining to the details on correct format, however, if there is a recurrent error in the manuscript (e.g., improper literature citations), then the general problem should be pointed out to the author.

It is often a question of the extent to which the Associate Editor should depend on reviewers’ recommendations for acceptance or rejection. Clearly, their opinions should be considered seriously by the Associate Editor but he/she should not be bound by them. There are cases when the Associate Editor should go against two recommendations for rejection and accept with revision or, alternatively, reject a paper when it has been accepted after revision. One of the most difficult cases is when one reviewer recommends acceptance with minor revision and the second rejects or accepts with major revision. This requires in depth examination by the Associate Editor, who may obtain a third review. The Associate Editor is always welcomed to contact the Editor for an opinion in difficult cases.

The Associate Editor is encouraged to thank reviewers for their comments and advise them of the action being taken. This helps maintain willing reviewers for manuscripts in the future. The Associate Editor will be asked annually by the Editor to provide the name of an outstanding reviewer so that an annual list of 10 outstanding reviewers for CJSS can be published. This should encourage scientists to perform reviews.

Checking Progress of Revisions
If an author has not returned a revision within the requested time frame, an electronic reminder will be sent automatically via ScholarOne. The length of time allowed for revision is stated in the template form but, in specific cases, can be altered at the Associate Editor’s discretion. Prolongations can also be given when asked for by the authors and judged appropriate by the Associate Editor. If the revised manuscript is not received within the time allowed, the authors should be notified that their paper will be considered withdrawn and procedures should be taken accordingly.

Receipt of Revised Manuscript
The Associate Editor reviews the revised manuscript, referring to the original criticisms and considers rebuttals by the author(s). If the revised manuscript is considered acceptable, check that all citations are listed correctly in the text and in the references. If the manuscript is acceptable with only a few minor corrections, it is submitted to ScholarOne. If the manuscript requires more than minor corrections, it is returned to the author(s), via ScholarOne, with an accompanying letter for further revision.

On rare occasions, the revised manuscript may be rejected at this stage. This is an unusual occurrence and requires a great deal of tact. Rejection at this stage may reflect on the inadequacy of the Associate Editor’s first assessment of the original manuscript or the inability of the authors to satisfactorily revise it.

Disposition of Manuscripts
When a decision to accept, reject or withdraw a manuscript has been made, the following actions should be taken:
(a) Accepted manuscripts. The revised manuscript is submitted to ScholarOne. The Publications Office will notify the author(s) that the manuscript has been accepted and a copy of this notification will be sent to the Associate Editor and the Editor.
(b) Rejected manuscripts. The manuscript, together with illustrations, reviewer’s comments, and a covering letter are sent to the Editor. It is very important that the covering letter provide a well thought out assessment of the manuscript, which gives precise reasons why the manuscript is unacceptable. It is not enough to merely state that the Associate Editor agrees with the reviewers’ comments. If the Editor agrees, he/she communicates with the corresponding author and informs him/her that the manuscript is rejected.
(c) Withdrawn manuscripts. If the author requests that the manuscript be withdrawn, which occurs rarely, this decision is recorded in ScholarOne. If a manuscript has to be considered withdrawn because the author has not returned a revision within a reasonable time, a letter should be sent via ScholarOne, with cc to the Editor, explaining that the author may submit a revised manuscript as a new submission. Send copies of the reviews to the Editor.

Contribution of Ideas on Policy for Improvement of the Journal
The Associate Editor, next to the Editor, should be prepared to contribute ideas for improving the policies governing the handling of manuscripts in order to maintain a high quality journal.

Membership on Scientific Journals Committee
Two Associate Editors and the Editor serve at any one time on the SJC. Expenses for attending the annual meeting of the SJC will be covered by AIC.
Attendance at the Annual Meetings of the SJC and Editorial Committee (CJSS)
The Associate Editors are notified of the location and time of annual meetings and encouraged to attend these meetings. Editorial Committee meetings are usually held via teleconference, but can be held in conjunction with annual meetings of CSSS.

Term
Associate Editors normally serve a term of three calendar years, which may be extended by mutual consent. If possible, the terms of the Associate Editors shall be staggered such that similar number of new terms shall begin in any one year. If an Associate Editor cannot fulfill a complete term, a replacement will be appointed for the unexpired portion of the term of that Associate Editor and this appointment shall be in a manner similar to the appointment of all Associate Editors. If an Associate Editor is not able to carry out his or her duties in a satisfactory manner, the Editor may consider the Associate Editor to have resigned and the Editor will notify the Associate Editor of the decision.

C. Canadian Journal of Animal Science
The CJAS Editorial Committee consists of the Editor and the Associate Editors who are representatives of the Canadian Society of Animal Science (CSAS).

Publications Office: Duties
Receives and Logs in Manuscripts
Manuscripts are assigned a number that starts with “CJAS” followed by the year and then a chronological 3-digit number assigned in the order in which it was received that year. Information is entered into a database from which two logs are generated. One is a chronological record of manuscripts received showing MS number, senior and corresponding authors, origin of manuscript, and Associate Editor to whom the manuscript is assigned. The second is an Associate Editor log with a data file for each Associate Editor. The manuscript number, type of manuscript (paper or short communication), and dates received and sent to AE are recorded. An “acknowledgment of receipt” letter is sent to the corresponding author. Upon acceptance, rejection, or withdrawal of a manuscript, the type of paper, the dates when the MS was sent to and received from the author, and the date of final decision are recorded in the appropriate Associate Editor data file; the days of journal involvement and days of author involvement are recorded. Upon acceptance or rejection of a manuscript, information is entered into a log of reviewers. The manuscript number, the reviewers’ names (and institutions for reference purposes), the number of review days required by each reviewer, and the name of the Associate Editor are entered.

Editor: Duties
Preliminary Review of Manuscripts
Manuscript abstracts are reviewed briefly with particular reference to suitability for publication in CJAS and that appropriate care has been taken in preparation. Manuscripts, which in the Editor’s opinion are inappropriate or unacceptable, are returned to the author(s) with a covering letter. If required, the Editor may request such things as copies of papers cited in press (for use by reviewers), missing pages, tables, figures and verification that animals were cared for under guidelines comparable to those of the Canadian Council on Animal Care. If there are too many grammatical errors, the author(s) may be asked to revise and resubmit the manuscript. Review and symposium papers will be handled in the same manner as other manuscripts in terms of review and page charges. Abstracts of papers from the CSAS annual meeting are printed in CJAS without being refereed.

Assignment of Manuscripts
The Editor assigns manuscripts to an appropriate Associate Editor, chosen on the basis of discipline and workload. ScholarOne sends a standard covering letter to the Associate Editor. The Editor monitors the progress of manuscripts to ensure that they are processed in a timely manner by Associate Editors, reviewers, and authors. The Editor may decide to handle a particular manuscript without sending it to an Associate Editor, in which case the normal procedures as shown under Associate Editor are followed.

Review Papers
The CJAS welcomes review papers. Authors are encouraged to discuss proposed content with the Editor prior to submission. Review papers undergo the same review process as any other manuscript.

Queries Regarding Status of Manuscripts
If the author has not been contacted within three months of sending a manuscript, the Editor often receives a query from the author regarding the status of the manuscript. Upon obtaining an update from the Associate Editor, a reply is sent to the author. The Editor periodically checks the status of manuscripts in ScholarOne and, if need be, contacts
Associate Editors to ask for an update on the status of manuscripts that have been undergoing either review or revision for more than three months.

**Appointment of Members to Scientific Journals Committee (SJC)**

The Editor and two Associate Editors represent CJAS on the SJC. The Editor nominates the two Associate Editors to the SJC.

**Appointment of Associate Editors**

In March, the Editor approaches Associate Editors whose first term of office will expire the coming December and may ask them if they wish to continue with their editorial duties for another 3-year mandate. Suggestions for nominations to fill all empty AE positions for the coming year will be obtained via consultation with the whole editorial board followed by a vote. The Editor has the final say on the selection of new Associate Editors. The list of selected nominees is then forwarded to the Chair of the SJC (copies to Publications Office) for election. The Editor informs successful candidates.

There is always a requirement that some of the Associate Editors be bilingual to take care of French language manuscripts. The Editor may recommend to the SJC that additional Associate Editors be appointed if the workload in a particular discipline is found to be excessive.

If, over a period of time, an Associate Editor has not been able to carry out the duties in a satisfactory manner, the Editor may replace him or her before the end of the three-year term.

**Initiation of New Policy**

The Editor is responsible for initiation of any new policy, with respect to publication of the Canadian Journal of Animal Science, following suggestions and ideas generated by Associate Editors, authors, reviewers and members of the CSAS. Any new policy should normally be discussed at the annual SJC meeting before being approved. Some matters of policy may be dealt with by e-mail.

**Preparation of Reports**

The Editor is responsible for preparing an annual report which is presented to the SJC annual meeting. The annual report should contain the following:  
(a) Numbers of manuscripts received during the previous calendar year and the numbers accepted and rejected.  
(b) Data on time taken by CJAS (but not by individual Associate Editors), by reviewers, and by authors in processing manuscripts for publication.  
(c) Relevant statistics on manuscripts submitted from Canada, USA and other foreign locations.  
(d) Highlights from the CJAS Editorial Committee annual meeting  
The Publications Office staff prepares a list of names of reviewers who dealt with the manuscripts received the previous year. This list is published in CJAS thanking the reviewers.

The Editor is responsible for preparing an annual report which is presented both at the annual CSAS executive meeting and the AGA meeting of CSAS. This report contains data similar to that found in the SJC report as well as highlights from the CJAS Editorial Committee meeting(s) and the SJC annual meeting.

**CJAS Editorial Committee Meeting**

The Editor prepares an agenda and chairs an annual meeting. This can be done via teleconference or in person at an annual meeting where most Associate Editors will be present.

**Term**

The Editor normally serves for a three-year term, which is renewable by agreement between SJC and the Editor. To appoint a replacement, the Editor consults with the editorial board and the CSAS Executive, and approaches suitable candidates. The nomination is forwarded to the Chair of the SJC and to the Publications Office for election. The incoming Editor should be identified well in advance in order that he or she may become familiar with the duties of an Editor.

**Associate Editors: Duties**

**Numbers and Disciplines**

There are presently 23 Associate Editors of the CJAS, selected on the basis of their proven record in publishing and conducting reviews of scientific papers. They represent the various specialties within animal science. The Associate Editors collectively should have expertise in cellular and molecular biology; animal welfare, behaviour and management; breeding and genetics; meat science; physiology and endocrinology; and ruminant and non-ruminant nutrition. At least one Associate Editor must be bilingual to oversee French language manuscripts. It is the responsibility of the Editor to direct the manuscripts to the appropriate Associate Editor and to ensure as even a distribution of manuscripts as possible among all Associate Editors.

**Receipt of Manuscripts from Editor**

Once the Associate Editor receives the submitted manuscript, it may be reviewed or perused briefly by the Associate Editor and if it is felt to be unsuitable for any reason, the Associate Editor discusses
the problem with the Editor, preferably by telephone or electronic mail, and has the option of rejecting a paper without sending it for review.

Assignment of Manuscripts for Review
The Associate Editor usually selects two reviewers, but can also select three, or the Associate Editor may act as one of the reviewers if the subject matter of the manuscript is particularly pertinent to his/her field of expertise. Reviewers are selected on the basis of their expertise and on their past performance as reviewers. Reviewers may be selected from countries other than Canada. When selecting reviewers, the Associate Editor must keep in mind those who have been unsatisfactory in the past. Some reviewers are hypercritical and unreasonable in their demand whilst others are superficial in their appraisals and produce a “non-review”. Associate Editors must be prepared to reject or modify a reviewer’s comments before forwarding to the corresponding author, particularly when the remarks are inflammatory. Invitations to review are sent by electronic mail to reviewers via ScholarOne. A template of this letter is provided but it can be adapted and modified to reflect the personality of the Associate Editor. This letter stresses that if the review cannot be done within a reasonable time, an alternate reviewer should be suggested. The letter mentions a date by which it would be desirable to complete the review. Prior to sending the formal invitation Associate Editors may find it helpful to contact potential reviewers informally to ascertain their willingness to conduct a timely review. This informal contact should not identify the authors or source of the manuscript.

Checking Progress on Manuscripts
The Associate Editor should review manuscripts on file periodically to ascertain if there are delays or any problems. Reviewers will be contacted automatically via ScholarOne if their reviews have not been received or the reviewers have not been heard from within the planned time-frame. Queries will be received regularly from the Editor regarding status of manuscripts.

Receipt of Reviews
Once all reviews, or at least two when three are requested, are returned, the Associate Editor should go over the manuscript and the reviews. Depending on the manuscript this usually takes from one to eight hours. It is suggested that the Associate Editor proceed as follows:
(a) Read the manuscript first to obtain a good overview.
(b) Read the reviews carefully, ascertain if each reviewer has done a good job or not, and determine whether any important matter has been overlooked.
(c) Decide quickly whether the manuscript is acceptable, albeit with extensive revision, or should be rejected. For the latter, if there are obvious reasons for rejection the Associate Editor should not spend a lot more time on it.
(d) If the manuscript is acceptable but requires extensive revision, the Associate Editor should not rewrite the manuscript but should prepare to report examples of problems to the author, reinforcing reviewers’ statements, drawing out examples in the letter. The Associate Editor should take care to identify all important problems in a manuscript at this stage since it will be difficult, and unfair to the author(s), to bring them up later.
(e) In reviewing manuscripts, one should remember that the staff at the Publications Office will perform corrections pertaining to details about correct format, however, if there is a recurrent error in the manuscript (e.g. improper literature citations), then the general problem should be pointed out to the author.

There is often a question on the extent to which the Associate Editor should depend on reviewers’ recommendations for acceptance or rejection. Clearly, their opinions should be considered seriously by the Associate Editor but he/she should not be bound by them. There are cases when the Associate Editor should go against two recommendations for rejection and accept with revision or, alternatively, reject a paper when it has been accepted after revision. A difficult case that occurs often is when one reviewer recommends acceptance with minor revision and the second reviewer recommends rejection. This requires considerable research into the manuscript on the part of the Associate Editor, who may obtain a third review. The Associate Editor is always welcomed to contact the Editor for an opinion in difficult cases.

The Associate Editor is encouraged to thank reviewers for their comments and advise them of the action being taken. This helps maintain willing reviewers for manuscripts in the future. The Associate Editor will be asked annually by the Editor to provide the name of an outstanding reviewer so that an annual list of 10 outstanding reviewers for CJAS can be published. This should encourage scientists to perform reviews.

Checking Progress of Revisions
If an author has not returned a revision within the requested time frame, an electronic reminder will be sent automatically via ScholarOne. The length of time allowed for revision is stated in the template
form but, in specific cases, can be altered at the Associate Editor’s discretion. Prolongations can also be given when asked for by the authors and judged appropriate by the Associate Editor. If the revised manuscript is not received within the time allowed, the authors should be notified that their paper will be considered withdrawn and procedures should be taken accordingly.

**Receipt of Revised Manuscript**

The Associate Editor reviews the revised manuscript in relation to the original criticisms and considers any rebuttals made by the author(s). If the manuscript requires more than minor corrections, it is returned to the author(s) with an accompanying letter for further revision. If the revised manuscript is considered acceptable, the Associate Editor checks that all citations in the text are listed in the references. On very rare occasions, the revised manuscript may have to be rejected at this stage either as a result of the inadequacy of the Associate Editor’s first assessment of the original manuscript or the inability of the authors to satisfactorily revise it.

**Disposition of Manuscripts**

When a decision has been made to accept (with either minor revisions, major revisions or major revisions and re-review), reject (either without review or with resubmission suggested), or return a manuscript (withdrawn), the following actions should be taken:

(a) **Accepted manuscripts.** The Associate Editor sends a letter of acceptance to the authors via ScholarOne and the Publications Office will notify the author(s) that the manuscript has been accepted and a copy of this notification will be sent to the Associate Editor and the Editor.

(b) **Rejected manuscripts.** The Associate Editor sends a rejection letter to the authors via ScholarOne, with cc to the Editor. It is very important that the rejection letter provides a well thought out assessment of the manuscript, which gives precise reasons why the manuscript is unacceptable. It is not enough to merely state that the Associate Editor agrees with the reviewers’ comments. Revisions from the reviewers are also included in the e-mail that the authors will receive via ScholarOne.

(c) **Withdrawn manuscripts.** If the author requests that the manuscript be withdrawn, which occurs rarely, the Associate Editor should indicate so in ScholarOne and should inform the Editor. If a manuscript has to be considered withdrawn because the author has not returned a revision within a reasonable time, a letter should be sent via ScholarOne, with cc to the Editor, explaining that the author may submit a revised manuscript as a new submission.

**Contribute Ideas of Policy for Improvement of the Journal**

The Associate Editor should be prepared to play, next to the Editor, a primary role in suggesting ideas for new Journal policies.

**Membership on Scientific Journals Committee**

Two Associate Editors and the Editor serve at any one time on the Scientific Journals Committee of the AIC. Expenses for attending the annual meeting of the SJC will be covered by AIC.

**Term**

Associate Editors normally serve for a term of three calendar years, which may be extended by mutual consent. In some cases, an Associate Editor may fill the remainder of a three-year term that has become open. If an Associate Editor will be unavailable for a lengthy period of time (6 months or more) as a result of a sabbatical, transfer of work, etc., then he/she should resign, giving the Editor as much advance notice as possible so that a replacement can be obtained. In these cases, arrangements would need to be made for any outstanding manuscripts. If, over a period of time, an Associate Editor has not been able to carry out the duties in a reasonably satisfactory manner, the Editor may ask him or her to resign before the end of the three-year term.