

IBB SPECIAL EDITION FOR ISMOS-3 MANUSCRIPTS

Manuscript Submission Instructions

FJP Proposed text for broadcast email to ISMOS-3 authors

We are writing to invite you to submit your ISMOS-3 paper for publication in *International Biodeterioration & Biodegradation*.

Instructions for abstract and manuscript submission are provided below. The two primary deadlines for submissions are:

31 August 2011 – closing date for submission of abstracts

31 December 2011 – closing date for submission of manuscripts (Please try to submit manuscripts as early as possible in order to prevent a major last-minute review crunch)

Instructions for submission:

The submission website for this journal is located at:

<http://ees.elsevier.com/ibb/default.asp>

After you log in (you'll need to create a username and password if you are a first time IBB author), the first step in the online submission process is:

Select Article Type. In the drop down menu select: **Special Issue: ISMOS-3.**

To ensure that all manuscripts are correctly identified for inclusion in the ISMOS-3 special edition it is critical that you select "**Special Issue: ISMOS-3**" when you reach the "Article Type" step in the submission process.

The next six steps are self-explanatory.

Request Editor is the 8th step.

In the drop *Request an Editor* down menu, select *F. J. Passman*.

Attach Files is the next to last step.

Follow the instructions below to create and attach files that will permit you to complete the abstract submission process.

To submit your abstract, create two files in either Word or PDF format:

- Highlights (see explanation below), and
- Manuscript

In the initial *manuscript* file include the Title, Author(s) information and Abstract. Then write: “Full manuscript to be submitted no later than 31 December 2011.”

We are requesting the place-holder manuscript document in order to accommodate the Elsevier on-line submission system.

You will be able to replace the initial *Highlights* and *Manuscript* files once you are ready to submit your actual manuscript.

Highlights

Highlights are a short collection of bullet points that convey the core findings and provide readers with a quick textual overview of the article. These three to five bullet points describe the essence of the research (e.g. results or conclusions) and highlight what is distinctive about it.

Highlights will be displayed in online search result lists, the contents list and in the online article, but will not (yet) appear in the article PDF file or print.

Author instructions:

Highlights should be submitted as a separate file in EES by selecting "Highlights" from the drop-down list when uploading files. Please adhere to the specifications below.

Specifications:

- Include **3 to 5 highlights**.
- Max. **85 characters** including spaces per highlight. (In Word 2007, there is a character count option in the Review tab, under Word Count. Or, left-click the Word count in the bottom left corner for the character count to pop-up.)
- Only the **core results** of the paper should be covered.

The *IBB Guide for Authors* can be downloaded from <http://ees.elsevier.com/ibb/>. Be sure to follow the formatting instructions provided in the Guide, in order to prevent delays in having your manuscript reviewed. Those that are not in the correct format will be returned to authors for revision. Similarly, ensure that your manuscript's language is in grammatically correct English. Manuscripts with language that reflects the syntax and grammar of languages other than English may, at the reviewers' discretion, be returned to authors for language revision before they are reviewed for technical content. Elsevier provides language support services. See the *Language Services* hyperlink in the *Author Information* box on the right side of the <http://ees.elsevier.com/ibb/> webpage.

Note that manuscripts should not exceed 10 000 words or 25 pages, excluding figures and tables.

Thank you for considering the IBB Special Edition as your publication venue. We anticipate a mid-2012 publication date, and will keep you posted as we reach the critical review and publication milestones.

Best regards,

Fred Passman, Torben Lund Skovhus and Corinne Whitby (Co-Editors)