



GUIDE FOR AUTHORS

Updated February 2018

Journal scope

Statement of scope - Article types: Research Article, Policy Analysis, Critical Review, Perspective, Correspondence/Rebuttal, Additions and Corrections, Feature, Viewpoint, and Letter to the Editor

Manuscript eligibility

ACS ethical guidelines - Prior publication policy - Resubmission of previously rejected manuscripts

Manuscript preparation

Formatting requirements - General style - Elements of a manuscript - Disclosures - Supporting Information - English language assistance

Manuscript submission

ACS Paragon Plus: <http://acsparagonplus.acs.org> - Submission requirements, including file formats - Response to reviewers

Post-submission processes

Journal publishing agreement - Review process - Manuscript transfer process - Appeal process - Publication process - Additions and Corrections - Retraction

Expressions of concern

Frequently asked questions (FAQs)

Note: Due to the volume of manuscripts we receive, *ES&T* is unable to accept pre-submission inquiries.

Review-Ready Submission

Beginning in 2018, all ACS journals have simplified their formatting requirements in favor of a streamlined and standardized review-ready format for an *initial* manuscript submission. This change allows authors to focus on the scientific content needed for efficient review rather than on formatting concerns. It will also help ensure that reviewers are able to focus on the scientific merit of a submission during the peer review process. Review-Ready Submission will also reduce the effort needed to revise formatting should a manuscript be transferred as a submission to a different ACS journal. Authors will be asked to attend to any journal-specific formatting requirements during manuscript revision.

Manuscripts submitted for initial consideration must adhere to these standards:

- Submissions must be complete with clearly identified standard sections used to report original research, free of annotations or highlights, and include all numbered and labeled components.
- Figures, charts, tables, schemes, and equations should be embedded in the text. Separate graphics can be supplied at revision.
- When required by a journal's structure or length limitations, manuscript templates should be used.
- References can be provided in any style, but they must be complete, including titles.
- Supporting Information should be submitted as a separate file(s).
- Author names and affiliations on the manuscript must match what is entered into ACS Paragon Plus.

Journal scope

Statement of scope

Environmental Science & Technology (ES&T) is the authoritative source of peer-reviewed research on topics related to human impacts on the environment and control methods designed to eliminate or reduce these impacts. The journal advances rigorous scholarship on complex environmental phenomena, particularly with respect to fate, transport, and transformation in natural and engineered systems, while simultaneously facilitating the solution of critical environmental problems. In addition to novelty and significance of research, *ES&T* considers the relevance of submitted manuscripts to its readership. Prospective authors are encouraged to review recent issues of *ES&T* to gain an understanding of the topics that are of greatest interest to the journal's readers, and they are expected to establish in their cover letters the relevance of their submissions to the *ES&T* community.

Article types

ES&T consists of two sections: research and front matter. The research section includes Research Articles, Policy Analyses, Critical Reviews, Perspectives, Correspondence/Rebuttals, and Additions and Corrections. Research section manuscripts are reviewed initially by the assigned editor and then, if appropriate, by other scientists who assess the significance, originality, and validity of the work. The Editor-in-Chief and associate editors, listed in the masthead, make final decisions about all research material published in *ES&T*. The front matter section consists of Features, Viewpoints, and Letters to the Editor, along with Comments. The Managing Editor and Editor-in-Chief handle all front matter.

Research Article (length limit: 7,000 word-equivalents). These papers concern the scientific understanding of natural environments and engineered environmental systems and technologies. *ES&T* has a focus on environmental processes, particularly those affected by human activities. This includes chemical, biological, and physical phenomena as well as mathematical and computational methods that are directly relevant to the understanding and management of the environment and pollution. The journal also publishes articles that describe significant scientific advances or novel technologies for pollution remediation, control, and prevention.

ES&T strives to publish novel research of scientific significance and environmental importance. Novelty is defined as new experimental data, new interpretations of existing data, or new analyses of environmental phenomena. Significance is judged with respect to the breadth of impact of the reported findings. Manuscripts that report data of a routine nature or that address topics that are already well understood will not be considered. Whenever possible, research on new measurement technologies should include results with authentic environmental samples, and evaluations should be performed under environmentally realistic conditions.

Manuscripts that report on initial findings of an urgent nature may be submitted to *Environmental Science & Technology Letters (ES&TL)*. Manuscripts that are declined by *ES&T* should not be submitted to *ES&TL* without permission of the associate editor who handled the manuscript. Likewise, manuscripts declined by *ES&TL* should not be submitted to *ES&T* without the permission of the responsible *ES&TL* editor.

Policy Analysis (length limit: 7,000 word-equivalents). These manuscripts typically focus on the interface of science and engineering with public policy and provide new insight for understanding and managing human–environmental systems. Topics of particular interest include risk assessment, critical evaluations of environmental regulations, and life-cycle analysis.

Critical Review (length limit: 10,000 word-equivalents). These manuscripts are thoroughly documented, forward-looking assessments of particular areas in the environmental science and technology research domain. Critical Reviews should increase readers' knowledge through discriminating analysis and insightful organization of the material. Critical Reviews are not intended to consist of catalogues of prior research. Factors considered when evaluating Critical Reviews include the current and likely future importance of the field under review, thoroughness of the literature coverage, clarity of the presentation, and identification of future research needs.

Note: Potential authors of Critical Reviews must first submit a proposal and cover letter via the ACS Paragon Plus Environment. The proposal, to be uploaded as the manuscript file, should be a single word-processing file that includes the following details:

1. Proposed title
2. Author names and affiliations
3. Corresponding author's email address, profile on institutional website (if available), and Google Scholar, Web of Science, or Scopus profile
4. Abstract (length limit: 500 words)
5. Topical outline (length limit: three pages), indicating the headings of sections and subsections, a brief discussion of the proposed content of each section, and key references for each section
6. List of up to five of the authors' papers related to the review topic
7. List of key previous reviews on the subject in the past 10 years
8. Justification for the need for another review on the topic targeting the broader readership of ES&T

The assigned editor will issue a decision on the proposal. If the proposal is approved, the authors will be invited to submit a full Critical Review for consideration.

Perspective (length limit: 4,000 word-equivalents). These contributions are personal reviews of a field or area, and they are focused, rather than comprehensive. Perspective authors are asked to assess the current status of a chosen field with an emphasis toward identifying key progress being made and research that is needed to advance a subdiscipline, theory, or technology. Although Perspectives are primarily invited, they may be considered without invitation. Prospective authors for unsolicited Perspectives should contact the Managing Editor (managing.editor@est.acs.org) prior to submission.

Correspondence/Rebuttal (length limit: 1,000 word-equivalents). These manuscripts provide scholarly comment on papers appearing in the research section (Research Articles, Policy Analyses, Critical Reviews, and Perspectives). Correspondence should be submitted within six months of the publication date of the original paper. They must raise substantive scientific or technical questions; Correspondence that consists mainly of opinion will not be considered. The author(s) of the original paper will be given an opportunity to respond. Correspondence on previously published Correspondence will not be considered, and personal invective will not be tolerated. Correspondence may undergo peer review under the direction of the assigned editor.

Additions and Corrections (Errata). These contributions may be used by the authors of a paper to correct errors and omissions of consequence that are identified after publication. Readers who detect errors of consequence in the work of others should contact the corresponding author of the paper in question. All Additions and Corrections are subject to editorial approval, and corrections of minor errors or omissions will not be published. Additions and Corrections must be approved by all coauthors before submission.

Feature (length limit: 5,000 word-equivalents). These manuscripts provide a balanced examination of significant developments and issues affecting the environmental community. The assessment of timely topics from multiple perspectives—scientific, regulatory, technical—provides readers with an authoritative and up-to-date understanding of the subject. Feature articles are written in a magazine or journalistic style rather than as a scientific article. Features undergo peer review, with reviewers providing comments on the factual accuracy, clarity, and significance of the contribution. Prospective authors should contact the Managing Editor (managing.editor@est.acs.org) prior to submission of a Feature.

Viewpoint (length limit: 1,000 words + author affiliations + 5 references + 1 single-frame figure with 50-word caption OR a 350-word table). These contributions, written in the style of an opinion piece in a newspaper or magazine, provide authors with a venue to comment on an issue of pressing importance to *ES&T's* readership. They should be neither wholly political nor summary in nature. Viewpoint articles should express an opinion of a

clear scientific nature, based on rigorous scientific research in an environmental discipline. Viewpoints generally are not peer reviewed but are subject to editorial approval.

Letter to the Editor (length limit: 500 words + author affiliations + 250 words of references). These contributions provide comments on articles published in the front matter (Features, Viewpoints, and Comments). Letters to the Editor should be submitted within two months of the publication date of the original material. The author(s) of the original material will be given an opportunity to reply. If you wish to comment on research content, as opposed to front matter, please submit a Correspondence (see above).

Manuscript eligibility

ACS Ethical Guidelines

Scientific ethics are taken very seriously by *ES&T* and its publisher, the American Chemical Society (ACS). Authors must adhere to the ACS [Ethical Guidelines to Publication of Chemical Research](#) (ACS Ethical Guidelines).

ES&T and ACS are committed to deterring plagiarism (including self-plagiarism). Submissions that include text, figures, tables, or other elements that have already been published will be rejected unless permission to reuse the material has been granted by the copyright holder(s). Multiple violations of the journal's ethical policies may result in authors becoming ineligible for future submission. *ES&T* uses CrossCheck's iThenticate software to screen submitted manuscripts for similarity to published material.

Prior publication policy

ES&T considers for publication original work that has not been previously published and is not under consideration for publication elsewhere. Related work under consideration for publication in any medium must be cited in the manuscript and the Editor-in-Chief informed at the time of submission. In addition, an author must inform the Editor-in-Chief of prior dissemination of the content in print or electronic formats in the cover letter. Posting of pre-prints to a pre-print server is considered acceptable but requires citing of the pre-print. Please note the use of a pre-print server in the cover letter, and as appropriate, state how the manuscript has been adjusted/updated between the pre-print version and the version submitted to *ES&T*. Failure to alert *ES&T* in your cover letter to any prior publication of your submission may be viewed as an ethical violation. Upon publication in *ES&T*, authors are advised to add a link from the pre-print to the published paper via the Digital Object Identifier (DOI).

For further information on application of the prior publication policy to theses/dissertations, conference/symposia proceedings, websites, and publicly available reports, see [FAQ #6](#), below.

Resubmission of previously rejected manuscripts

If your manuscript is declined (i.e., rejected), read the decision letter carefully. Manuscripts are often [declined](#) because the editor determines that the subject matter is not appropriate for *ES&T* or that the novelty or significance of the manuscript is insufficient. Of course, editors sometimes make mistakes. For this reason, *ES&T* has a process for appealing decisions on manuscripts, which is described in the Appeal Process section of this Guide, below. **If you wish to submit a revised version of a declined manuscript to *ES&T*, you must first contact the associate editor who handled your original submission to request permission to resubmit.**

If you receive permission to resubmit, indicate in your cover letter that it is an authorized revision of a previously submitted manuscript, provide the original manuscript number, and state how the manuscript has changed. If the manuscript was reviewed, submit a detailed, point-by-point list of your responses to each of the comments of the reviewers or provide convincing reasons for declining to do so. The manuscript should be submitted online (see the Manuscript Submission section of this Guide, below), where it will receive a new manuscript number. During the submission process, mark "Yes" when asked if the manuscript has been previously submitted "in whole or in part." Manuscripts that editors judge to be resubmissions, in whole or in part, of previously submitted manuscripts that do not comply with these rules will not be considered for publication. Moreover, failure to alert *ES&T* to a resubmission, even in part, is an ethical violation.

Manuscript preparation

Formatting requirements

Length limits. The length limits are listed in the Article Types section, above. For all submissions except Viewpoints and Letters to the Editor, to determine the length, count all text, excluding title page, references, and figure/table captions. Next, add 300 words for each small figure, scheme, or table. Large multipart figures (more than three panels) or extensive tables (taking up a page or more) should be counted as 600 words. At the discretion of the assigned editor, some figures or tables may be counted as more than 600 words.

Manuscripts that exceed the length limit will be unsubmitted (returned to the Draft section in Paragon Plus) with a request to shorten, or they may be immediately rejected. One possible way to reduce the length is to make the Introduction and Discussion sections more concise. A second way to shorten manuscripts is to make appropriate use of Supporting Information (SI; see below), which is available to readers on the *ES&T* website.

Authors who believe that exceeding the length limit is essential must include a compelling argument in their cover letters. Ultimately, however, the decision about whether a manuscript that exceeds the recommended length is appropriate for review is made by the assigned editor.

Line numbers. The text of all manuscripts should be double spaced in a single column with the lines numbered consecutively in a separate column at the margin.

General style

Consult a recent issue of *ES&T* for general style. Assume your readers to be professionals who are not necessarily experts in your particular field; spell out all acronyms on first use in the abstract and in the body of the article. *ES&T* does not allow footnotes, with the exception of an author information footnote on the title page and table detail/definition footnotes.

After the Abstract, divide the article into sections; three are often sufficient, especially for Research Articles:

- **Introduction.** Clearly state the purpose and significance of the research and put it into the context of earlier work in the area. Do not attempt a complete survey of the literature. Introduction sections are typically around 500 words in length.
- **Materials and Methods.** Describe pertinent and critical factors involved in the experimental work but avoid excessive description. Details not essential for understanding the paper can be placed in SI. If you have already published the procedures used, properly cite to previous publications and expand only on differences in the current work.
- **Results and Discussion.** Discuss your findings, postulate explanations for data, elucidate models, and compare your results with those of others. Be complete but concise. Avoid irrelevant comparisons or contrasts, speculations unsupported by the new information presented in the paper, and verbose discussion.
- Do not include a conclusion or summary section or paragraph in Research Articles. Incorporate all major findings and implications in the Results and Discussion section. There is no need to repeat or summarize information presented earlier in the paper.

Elements of a manuscript

Title. Use brief, specific, and informative titles. If trade names are used, give generic names in parentheses. Key words in titles assist in effective literature retrieval.

Authorship. List the first name, middle initial(s), and last name of each author. Omit professional and official titles. An author's affiliation should be based on where they were when the work was performed. When the present address of an author is different, include the new information in a footnote. In a paper with more than one author,

the name of the corresponding author, to whom post-publication inquiries should be addressed, carries an asterisk (*). Provide an email address for the corresponding author.

Abstract. A 150–200-word abstract must accompany Research Articles, Policy Analyses, Critical Reviews, and Perspectives. Describe the purpose, methods or procedures, significant new results, and implications. Do not break the abstract into sections or separate paragraphs. Define any abbreviations used in the abstract. Include major quantitative data if they can be stated briefly, but do not include background material. Do not include reference numbers in the abstract. For Features, include a 3–5 sentence synopsis titled “Abstract,” written at a level comprehensible to the scientifically literate general public.

Table of Contents (TOC)/Abstract Art. This graphic, required for Research Articles, Policy Analyses, Critical Reviews, Perspectives, and Features, appears next to the abstract online and in all versions of the article; it is also used in other situations in which a representative graphic is needed. The selected image should give readers a quick visual representation of the essence of the paper. It should be simple and relatively free of text and technical characters, and make use of color for visual impact. Abstract art may include a photograph of a field site or a schematic portraying the central findings of the paper. Please consult a recent issue of the journal for examples. **All portions of the TOC graphic must have been created by the authors of the paper. Material not actually created by the authors cannot appear in TOC graphics even if the copyright owner of the material does not want credit.**

Size requirement = 240-point width by 135-point height (3.33” x 1.875”; 4.76 cm x 8.47 cm)

Additional specifications:

- Images must be original (not previously published) and created by one of the authors of the paper.
- No copyright, credit, permission, or attribution statements are allowed.
- No captions or legends are permitted.
- Photographs may not show any identifiable individuals unless a [model release](#) is provided for ALL identifiable individuals. Any photographs must have been taken by an author of the paper.
- No copyrighted, public domain, Creative Commons license, ClipArt, or stock photo material may be used.
- No postage stamps, currency, or trademarked items (company or institutional logos, images, and products) may appear in the graphic.
- No maps may be used.
- TOC art is subject to final approval by the assigned editor.
- **Authors must certify in their cover letters that they have complied with this TOC art policy and confirm that the submitted image was created by an author and has never been published.**

Tables. Tables should be furnished with appropriate titles of one phrase or sentence; details or definitions should be placed at the bottom as footnotes. Tables should be numbered consecutively with Arabic numbers (i.e., 1, 2, ...). Double-space them with wide margins, ensure that each data entry is placed in its own cell, and prepare tables in a consistent format, preferably using a word processor’s table format feature.

Graphics. Graphics must meet the journal’s minimum quality standards and will be returned to authors for improvement if necessary. Graphics should be numbered consecutively with Arabic numbers (i.e., 1, 2, ...) and accompanied by a caption. They should have good resolution; be clear, concise, and complete; and use legible font. Colors may be used to enhance graphics.

Formulas and equations. Chemical formulas should correspond to the [ACS Style Guide](#). Chemical equations should be balanced and numbered consecutively along with mathematical equations. Mathematical arguments should be as brief as possible.

Safety. Authors must emphasize any unexpected, new, and/or significant hazards or risks associated with the reported work. This information should be in the Methods and Materials section of the manuscript.

Acknowledgments. Include essential credits in an Acknowledgment section at the end of the text. As noted below, sources of financial support must be acknowledged.

References. Literature references in *ES&T* must be numbered in order of appearance. The accuracy of the References is the responsibility of the authors, who are encouraged to avoid references to works that have not been peer reviewed. Any references in publications that would be difficult for most reviewers to obtain or are unpublished should be uploaded as Information for Review Only. DOI numbers are helpful but not mandatory unless they are the only identifying information available (e.g., for recently published articles).

For additional information on References, including formatting, please consult the [ACS Style Guide](#). Some examples of reference formats are shown [here](#).

Disclosures

The corresponding author must reveal any potential and/or relevant competing financial or other interest (of all authors) that might be affected by publication of the results contained in the manuscript. Potential conflicts of interest and sources of funding of the research reported must be clearly stated at the time of manuscript submission and included in the Acknowledgements. If no potential for a conflict of interest is declared, the following statement will be published in the article: “The authors declare no competing financial interest.” See the [ACS Ethical Guidelines](#) for additional details.

Supporting Information

Authors are encouraged to shorten the text of research manuscripts by using the SI to present ancillary data and material of interest mainly to specialists. In particular, the Materials and Methods section should provide the detail needed for the reader to determine whether the interpretations are supported by the data, but experimental details, including schematics of apparatus and maps of study sites, should be reported in SI, as should detailed calculations, derivations, databases, and data that are not essential to understanding the Results and Discussion (e.g., reference spectra).

SI should be formatted with a cover sheet listing authors; manuscript title; and the number of pages, figures, and tables. SI pages must be numbered consecutively, starting with page S1. Tables and figures should be numbered Table S1 and Figure S1.

If the manuscript is accompanied by any SI files for publication, a brief description of each file is required. This paragraph of descriptions should be placed at the end of the manuscript before the References. The appropriate format is:

Supporting Information. Brief descriptions in nonsentence format listing the contents of the files supplied as Supporting Information.

SI is not permitted for Correspondence/Rebuttal, Corrections and Additions, Features, Viewpoints, or Letters to the Editor.

English language assistance

The English in all submissions must meet the journal’s minimum standards for publication. Manuscripts containing numerous errors in grammar and word choice can frustrate reviewers and make the review process challenging. A number of providers, including [ACS ChemWorx](#), offer professional editing by native English speakers. Although using such services does not guarantee acceptance of a manuscript, they may help in clarifying the significance of your research.

Manuscript submission

All submissions, including new manuscripts, revisions, corrections, and comments, must be made electronically via the [ACS Paragon Plus Environment](#). Complete instructions and an overview of the online submission process are available on the Paragon Plus website.

Submission requirements

1. Manuscript file

Details regarding layout of your manuscript can be found in the Manuscript Preparation section of this Guide, above. The preferred format for manuscript files is an MS Word document with the text and all graphics, including TOC art, embedded within a single file. The SI should be included as a separate file.

Manuscript templates, which are helpful but not required, are available. Complete instructions for submission of manuscripts and SI, including the platforms and word processing packages supported, are available [here](#).

- [Microsoft Word 2011 Template](#) for Macintosh
- [Microsoft Word 2010 Template](#) for Windows | [README file](#) [PDF]

2. Graphics file(s)

As noted above, graphics should be embedded within the manuscript when possible. It is also acceptable to submit separate TIFF, PDF, EPS (vector artwork), or CDX (ChemDraw file) files. If separate graphic files are submitted, they should be named in a manner clearly identifying their function (e.g., Scheme 1, Figure 1, Table 1). Each separate graphic file must also include the caption for the respective graphic in the manuscript itself.

Special requirements for EPS and TIFF files graphics (both when embedded in a Word file and when submitted separately):

- EPS files: All fonts must be converted to outlines or embedded in the graphic file. The document settings should be in RGB mode. Although EPS files are accepted, the vector-based graphics will be rasterized for production.
- TIFF files: Black & white line art must have a resolution of 1200 dpi; grayscale art (a monochromatic image containing shades of gray) must have a resolution of 600 dpi; and color art (RGB color mode) must have a resolution of 300 dpi.

3. Supporting information (optional)

Details regarding SI can be found in the Manuscript Preparation section of this Guide, above.

A list of acceptable electronic file types for SI is available [here](#), with a list of viewers available [here](#). All SI files of the same type should be submitted as a single file (rather than as a series of files containing individual images or structures). For example, all SI available as PDF files should be contained in one PDF file, if possible, and all CIFs should be submitted as a single file. Whenever possible, SI should be consolidated into a single word-processing file with graphics embedded.

4. Cover letter

A cover letter must accompany every submission. The cover letter should list the authors and their affiliations, give the manuscript title, and provide complete contact information for all authors. It should also include a rationale for consideration by *ES&T*. If you have a non-preferred editor, you may explain your reason for making the request in your cover letter.

Rationale: Please read this Guide carefully and explain why your manuscript is appropriate for publication in *ES&T*. A substantial fraction of submissions to *ES&T* are not sent out for review because an editor concludes that the manuscript does not meet the journal's standards for novelty, scientific merit, or environmental importance. The cover letter is your opportunity to convince the editor that this is not the case.

Attestations:

- Authorship: Affirm that all authors are aware of and accept responsibility for the manuscript.
- Prior publication: Please note any prior dissemination of the content in print or electronic formats in the cover letter. As appropriate, state how the manuscript has been adjusted/updated between the prior disseminated version and the version submitted to *ES&T*.
- TOC art: Confirm that all photos and images were author generated and comply with the requirements listed in the TOC Art section of this Guide, above.
- Other graphics: For any figures that appeared in a previous publication, confirm that you have obtained the appropriate permission from the publisher and included any required attribution.

5. Funding sources

Authors are required to report ALL funding sources and grant/award numbers relevant to their manuscript. To meet this requirement, the submitting author must enter all sources of funding for ALL authors relevant to the submission in BOTH the Open Funder Registry tool in ACS Paragon Plus and in the manuscript. See [here](#) for complete instructions.

6. Unpublished research cited in your manuscript

If the References section of your manuscript includes any unpublished research, you must upload a copy as Supporting Information for Review Only.

7. Author list

During manuscript submission, the person who submits the manuscript must provide contact information—full name, email address (institutional email address preferred), institutional affiliation, and mailing address—for all coauthors. The submitting author will also need to provide his or her personal, validated ORCID iD at original submission or revision. Because all of the author names are automatically imported into the electronic Journal Publishing Agreement (eJPA; see the Post-Submission Processes section of this Guide, below), the names must be entered into Paragon Plus in the same sequence as they appear on the first page of the manuscript. The submitting author accepts the responsibility for notifying coauthors that the manuscript is being submitted. Deletion of an author after the manuscript has been submitted requires a confirming email to the handling editor from the author whose name is being deleted. For more information on ethical responsibilities of authors, see the [ACS Ethical Guidelines](#). For more information on ORCID iDs and institution identification, see FAQs [#10](#) and [#11](#) below.

8. Contact and post-publication corresponding authors

At submission, one author must be designated as the contact author in the Paragon Plus system. During the review process and prior to publication, all email notifications will be sent to the contact author. Only one author may be designated as the contact author; this author receives and may sign the eJPA.

After publication, the author marked on the manuscript with an asterisk (*) is designated as the corresponding author—that is, the person whom readers contact after publication of the paper. The contact and corresponding author may be, but are not required to be, the same person. Complete, current contact information for the corresponding author on the title page of the manuscript is required. Please note that you may designate more than one corresponding author on the manuscript.

9. Reviewer list

Authors are required to provide the names and contact information (affiliation and email address) of at least four experts in the field as possible reviewers for the manuscript. You may also include the names of people you do not want to review the paper due to potential bias. Do not suggest as a potential reviewer anyone affiliated with your institution or with whom you (or your coauthors) served as coauthor or have a close personal or professional relationship (including former research supervisors, advisers, and colleagues with whom one of the authors has had, within the past five years, a professional relationship (e.g., collaborator, coauthor)). Providing more than four qualified reviewers may expedite and improve the review process.

10. Editor preference

Although it is not required, you may specify one or more preferred editors during the Paragon Plus submission process. Do not suggest as potential editors anyone who would not qualify as a reviewer for the reasons listed above. Please note that assignment of your manuscript to your preferred editor is not guaranteed.

If there is an *ES&T* editor whom you feel should not handle your manuscript, please explain your reasons in the cover letter. Generally, you should specify a non-preferred editor when he or she would be disqualified as a reviewer for any of the reasons listed above.

After a manuscript has been assigned to an editor, all correspondence should be directed to that editor. The editor's contact information will be provided in the assignment email.

Response to reviewers

If you are submitting a revised manuscript or an authorized resubmission of a manuscript that was already peer reviewed, you must submit point-by-point responses to each of the comments of the reviewers. We recommend that you copy the reviewer's comment into the text immediately prior to your response. You should also upload, as Information for Review Only, a version of the manuscript with changes highlighted to allow the editor to easily discern the revisions that have been made.

Post-submission processes

Journal publishing agreement (JPA)

Copyright of articles published in *ES&T* is transferred to ACS by the author(s). A signed JPA must be submitted prior to acceptance of a manuscript. The electronic JPA (eJPA) form becomes available on the “My Authoring Activity” tab of the contact author’s home page in Paragon Plus after the manuscript has been assigned to an editor for handling. A PDF version of the JPA is also available, but **authors are strongly encouraged to use the eJPA**. If the PDF version is used, all pages of the signed document must be submitted. If the contact author cannot or should not complete either the electronic or PDF version for any reason (e.g., he or she is prohibited from doing so by an employer), another author should complete and sign the form. Forms and complete instructions are available [here](#). Should you need further guidance on completing the JPA, please contact the assigned editor’s office (his or her email address is provided in the manuscript assignment notification email).

Review process

Due to the large volume of submissions, a significant fraction of manuscripts submitted to *ES&T* are declined after review by an editor and are not sent for external review. Common reasons for declining manuscripts without external review include insufficient novelty, lack of sufficient environmental relevance, failure to place the rationale for the study or the results in the context of existing literature, insufficient quality of the data, and problems with manuscript presentation (e.g., adherence to length limits, inadequate English, or figure quality). For more information, see *ES&T*’s 2015 [editorial](#) on the topic.

Manuscripts that meet editorial expectations are sent for external review to experts in the field. Manuscripts are typically evaluated by three or more experts, but in exceptional cases, editors may rely upon fewer reviews. Editors make decisions about whether or not to request revisions on the basis of the reviews and their own insights into the research.

Manuscript transfer process

If your submission is declined for publication by *ES&T*, the assigned editor might deem your work to be better suited for another ACS Publications journal and suggest that you consider transferring the submission. For more information on the manuscript transfer service, see [FAQ #12](#), below.

Appeal process

If your manuscript is declined (rejected) and you feel the decision is not justified, you may appeal the decision directly to the editor who made it, providing a clear explanation for why you believe he or she should reconsider the decision. If the editor upholds the rejection, you may appeal the decision to the Editor-in-Chief (eic@est.acs.org). When outlining your appeal to the Editor-in-Chief, please include confirmation that you first asked the handling editor to reconsider the decision and then provide a clear explanation as to why you believe that the associate editor’s decision is unreasonable. The Editor-in-Chief’s decisions on appeals are final.

This same process should be used for appealing an editor’s denial of your request to resubmit a previously submitted manuscript.

Publication process

Patent activities and intellectual property issues. Authors are responsible for ensuring that all patent activities and intellectual property issues, **including permissions to reprint figures**, are satisfactorily resolved prior to first publication (*Just Accepted*, ASAP, or in issue). Acceptance and publication will not be delayed for pending or unresolved issues of this nature.

Just Accepted manuscripts. *Just Accepted* manuscripts are peer-reviewed, accepted manuscripts that are posted on the *ES&T* website prior to technical editing, formatting for publication, and author proofing—usually within 24 hours of acceptance by the editorial office. During the manuscript submission process, authors can choose to have their manuscript posted online as a *Just Accepted* manuscript. To ensure rapid delivery of the accepted manuscript to the Internet, authors must adhere carefully to all requirements in this Guide. For further information, please refer to the *Just Accepted* FAQ, accessible [here](#). Note that publishing a manuscript as *Just Accepted* is not a means of complying with public access mandates from organizations such as the US National Institutes of Health. Also, if the authors are planning to prepare a press release to coincide with publication of their manuscript, they should see [FAQ #16](#).

Contact post-acceptance. After a manuscript has been accepted for publication, all correspondence should be directed to proofs@acs.org or American Chemical Society, Journal Publications, 2540 Olentangy River Rd., Box 3330, Columbus, OH 43210; phone 1-614-447-3665; fax 1-614-447-3745.

Proofs. The contact author of an accepted manuscript will receive e-mail notification and complete instructions when page proofs are available for review via a secure website. Authors will access the secure site through ACS ChemWorx and will need an ACS ID. To obtain an ACS ID or to reset your password, go to www.acschemworx.org.

Page proofs should be checked carefully against the manuscript, paying particular attention to tables, graphics, captions, equations, and formulas. Corrections should be returned as soon as possible. No paper is released for ASAP publication until author approval has been received. All corrections, revisions, and additions must be listed with their location in the proof clearly identified.

Authors are expected to finalize the manuscript during the review process. At the page proof stage, alterations are restricted to minor typographical or grammatical corrections, such as fixing editorial and spelling mistakes. Substantive changes in interpretation or corrections of data, or other important changes, including changes to the title or the list of authors, are subject to editorial review and may delay or cancel publication.

ASAP publication. Accepted manuscripts will be published on the “[Articles ASAP](#)” page on the *ES&T* website as soon as page proofs are corrected and all author concerns are resolved. Publication on the Internet usually occurs within 1–4 working days of receipt of page proof corrections, and this can be well in advance of the cover date of the printed issue. The date on which the document is posted on the Internet is the official date of publication, as the article becomes completely citable using the DOI (10.1021/acs.est.XXXXXXX).

E-prints. Under the [ACS Articles on Request policy](#), ACS will provide (free of charge) to all contributing authors a unique URL that they may email to colleagues or post on external websites. These author-directed links are designed to facilitate distribution of an author’s published work to interested colleagues in lieu of direct distribution of the PDF file by the author. The ACS Articles on Request policy allows 50 downloads within the first year after Internet publication and unlimited access via the same author-directed links 12 months after Internet publication.

Open Access Open access options are available under the ACS AuthorChoice program for all ACS journals. Authors, institutions, or funding agencies can provide open access for any article that has been peer-reviewed by paying an article publishing charge once the article has been accepted for publication. ACS offers a wide range of options, including the ACS’ license, ACS AuthorChoice (a noncommercial reuse license), and Creative Commons license options CC-BY and CC-BY-NC-ND. ACS also offers the option to choose immediate open access or delayed open access (12 months delayed at a reduced price). With open access, authors can request that ACS deposit the final published article to funder or government repositories, such as PMC, European PMC, and DOE PAGES. For more information, see <http://pubs.acs.org/page/4authors/authorchoice/index.html>.

To purchase open access, ACS authors should first sign the Journals Publishing Agreement prior to acceptance. After an article has been peer-reviewed and if it is accepted, the corresponding author receives an email from ACS with instructions and a link into the Copyright Clearance Center’s RightsLink ecommerce system to

choose and purchase an open access license. For some funders, special arrangements have been made, and alternate processes may be provided in the email to the corresponding author (see http://pubs.acs.org/page/4authors/funder_options.html for details). Significant discounts are available for authors who are affiliated with an All Publications subscribing institution and for ACS members. For assistance with open access, please contact support@services.acs.org.

Additions and Corrections

Once an article has been published online as an ASAP article or formally assigned to an issue, whichever occurs first, changes may be made only through a new Additions and Corrections submission (see Article Types section of this Guide, above) in Paragon Plus. Please do not email requested edits to the office of the handling editor or Editor-in-Chief. As noted above, only omissions or errors of consequence can be addressed after the proof has been approved.

Retraction

Articles may be retracted for scientific or ethical reasons. Articles that contain seriously flawed or erroneous data such that their findings and conclusions cannot be relied upon may be retracted in order to correct the scientific record. Retractions may be requested by the article author(s) or by the editor(s) but are ultimately published at the discretion of the Editor-in-Chief. When an article is retracted, a Notice of Retraction will be published with information about the original article title, author list, and the reason for retraction. Retracted articles will be accompanied by the related Notice of Retraction and will be marked as “Retracted.” The originally published article will remain on the Internet except in extraordinary circumstances (e.g., when deemed legally necessary or if the availability of the published content poses public health risks). ACS follows [guidance](#) from the Committee on Publication Ethics (COPE) when considering Retractions.

If you believe you may need to retract your published *ES&T* article, please email the Editor-in-Chief (eic@est.acs.org), copying the Managing Editor (managing.editor@est.acs.org), with an explanation of the reason(s) for retraction.

Expressions of concern

The American Chemical Society (ACS) follows guidance from the Committee on Publication Ethics (COPE) when considering expressions of concern; for more information see: <http://publicationethics.org/>. In accordance with COPE guidelines, expressions of concern may be issued if:

- there is inconclusive evidence of research or publication misconduct by the authors;
- there is evidence that the findings are unreliable but the authors’ institution will not investigate the case;
- an investigation into alleged misconduct related to the publication either has not been, or would not be, fair and impartial or conclusive;
- an investigation is underway but a judgment will not be available for a considerable time.

Expressions of concern are published at the discretion of the Editor-in-Chief. Upon completion of any related investigation, and when a final determination is made about the outcome of the article, the expression of concern may be replaced with a retraction notice or correction.

Frequently asked questions

1. Do I need journal approval to submit my paper?
2. Would my paper be of interest to your readers?
3. What is the processing time for submissions? How often are issues of *ES&T* published? Do you charge publication fees?
4. Is my ecotoxicology or human health paper appropriately tailored to *ES&T*? Are there special requirements for studies using animal or human subjects?
5. Are there common reasons *ES&T* papers are declined (rejected)?
6. How does your prior publication policy apply to theses/dissertations, conference/symposia proceedings, websites, and publicly available reports?
7. Does *ES&T* provide nomenclature guidance?
8. Does *ES&T* have data deposition requirements?
9. Can I submit a manuscript in TeX/LaTeX?
10. What is an ORCID iD, and do I need one?
11. Why does *E&ST* collect institution information on all authors?
12. What do I do if *ES&T* recommends that I transfer my paper to another ACS journal?
13. Can I propose a Special Issue?
14. How do I get permission to use material from a published *ES&T* article?
15. How can I stay informed about the latest developments at *ES&T*?
16. How do I arrange to have my paper embargoed to coincide with an institutional press release for media coverage?

1. Do I need prior approval to submit my paper?

Prior approval is required only for Feature and Perspective submissions.

2. Would my paper be of interest to your readers?

Due to the volume of manuscripts and inquiries we receive, unfortunately we are not able to pre-screen potential submissions. Manuscripts are screened at submission for format problems and fit, then assigned to an associate editor. The associate editor determines whether the paper is appropriate to send for peer review. Please note that because we are unable to accept all of the sound work submitted to us, there must be something particularly novel and significant in order for a paper to be accepted by *ES&T*.

In your cover letter, please provide a rationale for publication in *ES&T*, making the environmental relevance clear, as described above.

3. What is the processing time for submissions? How often are issues of *ES&T* published? Do you charge publication fees?

The manuscript processing speed varies widely from a few days to several months. The average time from submission to acceptance is 15 weeks. We publish 24 issue per year, and our journal is available both online and in hard copy. There are no fees unless you opt for the [ACS AuthorChoice](#) open access program.

4. Is my ecotoxicology or human health paper appropriately tailored to *ES&T*? Are there special requirements for studies using animal or human subjects?

Papers in the area of ecotoxicology and human environmental health should provide novel information on effects of chemicals or lead to new insights into the mechanisms and processes underlying effects of chemicals and other stressors. Manuscripts of interest could include those that describe new methodologies for assessing human or ecological risks of chemicals, but these types of papers should clearly demonstrate practical application of the described techniques. *ES&T* encourages submission of studies that address challenges associated with the "Replacement, Reduction and Refinement" of animal studies (i.e., the three R's). This includes studies on predictive, pathway-based approaches to human health and ecological toxicology. Biomonitoring studies will be considered only if they are linked to meaningful adverse effects or biomarkers (i.e., molecular, biochemical, histological responses) that can be associated with these types of effects. In all effects studies, specific attention should be given to exposure characterization and dose-response assessment; effect concentrations should be based on measured exposure concentrations whenever possible. Concentration ranges tested should be relevant to environmental exposures, or associated extrapolations must be meaningful. Typically, multiple test concentrations/doses should be assessed in effects studies.

The primary emphasis and relevance of any study must be environmental. Papers with little direct environmental relevance (e.g., evaluation of substances mostly from a biomedical perspective) should be submitted elsewhere. Studies limited to human occupational toxicology, epidemiology, and medicine, and studies of human or animal physiology and biochemistry may be rejected without review. Any submission of studies involving animals or human subjects must be accompanied by a proof of the ethics approval of an appropriate local licensing committee and must adhere to the national regulations relevant to the country where the study was conducted and where any of the coauthors reside.

5. Are there common reasons *ES&T* papers are declined (rejected)?

In addition to those issues described elsewhere in this guide and in the 2015 *ES&T* [editorial](#) on the topic, please consider the following guidance.

Manuscripts that report only values of molecular parameters without employing them in or demonstrating their relevance to a model will be declined. The scope of the reported data in ambient monitoring studies must yield conclusions applicable to more than the particular site or time when the data were taken. Studies that only describe the outcomes of standard laboratory or field tests are not appropriate for publication in *ES&T*. It is not sufficient that the paper describe work on a compound that may occur in the environment if the study does not provide information that is clearly related to that compound's fate, transport, transformation or effects in the environment. Manuscripts that emphasize chemical engineering, new catalysts synthesis or analytical chemistry must provide a concise argument that the research represents an advance that is of primary importance to the environmental field. Manuscripts that do not include results with real or simulated environmental samples will be declined. Authors should show that a new analytical method has been thoroughly developed and its quality ensured.

Research articles that describe advances in environmental technologies may include works on remediation and control processes and on new processes for sustainability. These manuscripts should include evaluations performed under environmentally realistic conditions. Articles that describe laboratory-scale studies should make meaningful and unbiased comparisons to existing approaches but should not make claims about the economics or relative advantages of the technology without pilot- or full-scale validation studies or properly validated models. Articles describing advances in treatment technologies for remediation of contaminated environments or control of emissions should go beyond kinetics and treatability studies by exploring the mechanisms of the technology, or develop process models to describe the technique.

6. How does your prior publication policy apply to theses/dissertations, conference/symposia proceedings, websites, and publicly available reports?

Theses/dissertations. Authors submitting material that has been used in their thesis/dissertation must contact the Editor-in-Chief (eic@est.acs.org) for approval. Authors will be asked to confirm that they alone hold the copyright to the work and to read and comply with the [ACS dissertation policy](#) and the conditions and procedures laid out in the ACS Journal Publishing Agreement. Authors will also need to make arrangements with their degree-granting institution (and any repositories to which their thesis/dissertation has been or will be posted) to either delay posting of the thesis/dissertation or remove the material from the Internet until the final paper is published by *ES&T*. Finally, they will need to properly cite the *ES&T* article in any versions of the thesis/dissertation made publicly available after the embargo period.

Authors wishing to include published *ES&T* material in their thesis/dissertation should follow the guidelines of the [ACS dissertation policy](#). They must contact the Editor-in-Chief for permission, and properly cite and link to the published *ES&T* article.

Proceedings of conferences and symposia. Authors cannot publish presentations in proceedings (paper or electronic) that are copyrighted (except by ACS) and then submit them to *ES&T* due to copyright concerns. If the proceedings are not copyrighted, publishing a short abstract without figures or tables is permissible. It is the responsibility of authors to notify *ES&T* of any abstracts that have been published in any form.

Websites. *ES&T* will consider for publication a paper or presentation that has been posted on a website available to the general public, provided that the site is the personal site of the author and is not connected to a commercial site. Authors must notify the journal at the time of submission if the material has been available on the Internet or equivalent electronic media and must remove the material from the site at the time of submission. When the

paper is published, authors may provide an electronic link from that site to the *ES&T* homepage. If the website is a commercial site not owned by ACS, the authors are advised that consideration of the paper may be endangered.

Reports. Authors must confirm that they alone hold the copyright to the report. If a government or funding organization requires posting of a related report, please contact the Editor-in-Chief and provide specific details.

7. Does *ES&T* provide nomenclature guidance?

Nomenclature should conform to current American usage. When possible, authors should use systematic names similar to those used by Chemical Abstracts Service (CAS) or IUPAC. Chemical Abstracts (CA) nomenclature rules are contained in Appendix IV of the current Chemical Abstracts Index Guide. The [ACS](#) and [IUPAC](#) websites have links to nomenclature recommendations. For CA nomenclature advice, contact answers@cas.org. Use SI units as much as possible—if you must use Imperial or U.S. units, place the SI equivalent in parentheses after the first use. For specialized nomenclature, include a nomenclature section at the end of the paper, giving definitions and dimensions for all terms. We suggest that you provide the CAS numbers of less familiar compounds. If subscripts and superscripts are necessary, place them accurately. Avoid trivial names. Trade names should be defined at the point of first use (registered trade names should begin with a capital letter).

8. Does *ES&T* have data deposition requirements?

A primary research report should contain sufficient detail and reference to public sources of information to permit the author's peers to repeat the work. When requested, the authors should make a reasonable effort to provide samples of unusual materials unavailable elsewhere, including, but not limited to, clones, microorganism strains, antibodies, computer codes, etc., to other researchers, with appropriate material transfer agreements to restrict the field of use of the materials so as to protect the legitimate interests of the authors.

Sequence data. DNA sequence data must be submitted to [GenBank](#), [EMBL Nucleotide Sequence Database](#), or the [DNA Data Bank of Japan](#). Protein sequence data should be deposited with the [Protein Identification Recourse](#) at Georgetown University Medical Center, Washington, the [European Bioinformatics Institute](#) (EBI), or the [Swiss Institute of Bioinformatics](#).

Microarray data. Manuscripts that present microarray data should follow the MIAME (Minimum Information About a Microarray Experiment) [guidelines](#). Data must be submitted to the [GEO](#) (Gene Expression Omnibus) or [ArrayExpress Archive](#) databases.

For sequence data and microarray data, the relevant accession numbers should be available at the time that the revision is submitted and should be listed at the end of the Materials and Methods section in the revised version of the manuscript.

Proteomics data. Proteomic experiments must meet the standards established by the Journal of Proteome Research. More information is available in the [Publication Guidelines](#) for the Analysis and Documentation of Peptide and Protein Identifications. Protein sequences should be handled in the same way as described above, and accession number and database source should be included.

Computer codes. When computer codes are developed or used and are an essential part of a manuscript, sufficient detail must be given, either within the paper or in the SI. Types of languages that are used in the computer codes, compiler/interpreter, and operating system with a specific version must be provided or properly cited. Upon request, after appropriate material transfer agreements to restrict the use of the materials so as to protect the legitimate interests of the authors, codes and input data must be made available for others to validate the calculations. Regardless of whether the source code is open or closed source, it must be properly cited in the References.

Computational chemistry calculations. When computational chemistry calculations are performed, input data—including force field parameters, equations defining the model (or references to where such material is available in the open literature), methods and approaches, and basis sets—must be given either within the paper or in the SI. If the software used for calculations is generally available, it must be properly cited in the References. References to the methods upon which the software is based must also be provided.

9. Can I submit a manuscript in TeX/LaTeX?

Yes. However, authors who submit manuscripts composed in TeX/LaTeX must submit a PDF file of the manuscript along with the native TeX/LaTeX manuscript package as a ZIP Archive. Use of the freely available *achemso* style package to help prepare your submission is strongly encouraged. The *achemso* package provides the official macros (*achemso.cls*) and BibTeX styles (*achemso.bst* and *biochem.bst*) for submission to ACS journals. The package and instructions are available from [CTAN](#), the Comprehensive TeX Archive Network. For complete information on submitting TeX/LaTeX files, see [Preparing and Submitting Manuscripts Using TeX/LaTeX](#).

Authors including math, display or in-text, in their manuscripts are encouraged to consult the [ACS Guidelines for Presenting Mathematical Information](#). This style sheet provides brief discussion of formatting related to the presentation of mathematical formulas, complete with examples of ACS style and layout. This document was developed to help authors anticipate how mathematical expressions will be formatted in the published version of the paper.

10. What is an ORCID iD, and do all authors need one?

Authors submitting manuscript revisions are required to provide their own personal, validated ORCID iD before completing the submission, if an ORCID iD is not already associated with their ACS Paragon Plus user profiles. This iD may be provided during original manuscript submission or when submitting the manuscript revision. All authors are strongly encouraged to register for an ORCID iD, a unique researcher identifier. The ORCID iD will be displayed in the published article for any author on a manuscript who has a validated ORCID iD associated with ACS when the manuscript is accepted.

With an ORCID iD, you can create a profile of your research activities to distinguish yourself from other researchers with similar names, and make it easier for your colleagues to find your publications. If you do not yet have an ORCID iD, or wish to associate your existing ORCID iD with your ACS Paragon Plus account, you may do so by following the ORCID-related links in the Email/Name section of your ACS Paragon Plus account. Learn more here. at <http://www.orcid.org>.

11. Why does *ES&T* collect institution information on all authors?

Many funders and institutions require that institutional affiliations are identified for all authors listed in the work being submitted. ACS facilitates this requirement by collecting institution information during manuscript submission under Step 2: Authors and Affiliations in ACS Paragon Plus.

12. What do I do if *ES&T* recommends that I transfer my paper to another ACS journal?

As noted above, if your submission is declined for publication by this journal, the editors might deem your work to be better suited for another ACS Publications journal and suggest that you consider transferring the submission. The Manuscript Transfer Service simplifies and shortens the process of submitting to another ACS journal, as all

the coauthors, suggested reviewers, manuscript files, and responses to submission questions are copied by ACS Paragon Plus to the new draft submission. Authors are free to accept or decline the transfer offer.

Once a transfer is accepted, authors will then complete the submission to the new journal in ACS Paragon Plus. During the submission process, they will have the opportunity to revise the manuscript and address comments received from editors or reviewers. Requirements of the new journal may be different, so authors should also check the Author Guidelines for the new journal and make any needed revisions in order to conform to those requirements. Please keep in mind that the reviews, reviewer identities, and decision letter will all be transferred to the new journal. Authors are encouraged to identify changes made to the manuscript in a cover letter for the new journal.

Note that transferring a manuscript is not a guarantee that the manuscript will be accepted, as the final publication decision will belong to the editor in the new journal. Complete details can be found [here](#).

13. Can I propose a Special Issue?

ES&T is moving away from Special Issues in favor of Virtual Issues, which allow us far more flexibility in terms of content and scheduling. If you would like to propose a Virtual Issue, please contact the Editor-in-Chief (eic@est.acs.org).

14. How do I get permission to use material from a published *ES&T* article?

ACS offers the [RightsLink](#) service to meet most of your licensing needs for material published by the ACS Publications Division.

15. How can I stay informed about the latest developments at *ES&T*?

Please visit our [website](#) and follow us on [Twitter](#) (@EnvSciTech).

16. How do I arrange to have my paper embargoed to coincide with an institutional press release for media coverage?

If your institution plans to put out a press release if/when your paper is published, and this press release requires prior embargo of the publication, please do the following: 1) When submitting your manuscript, select “No” for the “*Just Accepted* manuscripts” option – this ensures that your paper is not immediately published upon acceptance, precluding an embargo. 2) Once your paper is accepted, contact the Journal Production office and notify them of the intended press release. They will coordinate publication of the paper to coincide with the press release.