ET&C Manuscript Preparation Guidelines

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**Introduction**
ET&C encourages research written by authors from diverse and underrepresented backgrounds.

Manuscripts and related materials should be submitted through ET&C's electronic submission system. Revised manuscripts must be formatted according to the journal style specifications below, along with 1) a version showing edits in track changes (anonimize your identity), and 2) a separate response letter containing a point-by-point response to reviewer comments explaining why a revision was or was not made. The journal follows Wiley Journals Style Manual. Authors should format references and citations in APA style (see below References). Copy Editing will take care of the rest of the manuscript.

**General Formatting**

**Title Page**
- Title page: Include the following information in the title page. This information should be removed from ALL additional files, with the exception of Title of Article:
  - Title of Article
  - Authors' complete names and institutional affiliations, city, state/province, and country
  - Name and email address of the corresponding author
  - Acknowledgment
  - Disclaimer
  - Data Availability statement
  - Author contribution statement. Please follow the CRediT taxonomy

**Main Text**
- Insert continuous line numbers.
- Indent the first sentence of each paragraph.
- Define all acronyms at first mention.
- Refrain from using boldface or italics to add emphasis.
- Personal communications should be mentioned parenthetically in the text (J. Smith, affiliation, personal communication, April 18, 2021). Obtain approval for use of the person's name.
- References to unpublished data, articles in review, or conference posters are not permitted. Articles in press can be included if accompanied by a DOI.

Section Headings

Remove any numbers from section headings and format per the styles below.

**MAIN SECTION TITLE** (boldface and capitalize all letters, appears on separate line above first paragraph in section)

*Second order section title.* (italics, and sentence case, appears on separate line above first paragraph in section)

*Third order section title.* Text... (Sentence case, title is italics and sentence case, run on with first paragraph in section)

References

- Format references and in-text citations according to the American Psychological Association (APA) style. See the APA Style website for specific examples of end references.
- While the appropriate citation of technical information is important, authors are encouraged to limit the number of references to 40 (60 for Critical Reviews).
- Articles that have been accepted for publication and have a DOI may be cited as "In press" and included in the reference list. **Papers in preparation or still in review may not be cited in the text or references.**

Tables

- Submit tables as separate files from the main text (one table per Word page or Excel sheet).
- Acceptable formats: Microsoft Word and Excel, tab- or comma-delimited text files.
- Remove any tables in the text of the manuscript. Remove any text indicating the preferred placement of tables.
- Tables should stand alone and should not need to refer to the text for full comprehension. Avoid duplicating information that appears in the text.

Figures

- Submit figures as separate files from the main text.
- Acceptable formats: TIF, JPG, PDF (for line graphs) or EPS, with a minimum resolution of 300 dpi
- Remove any figures from the text of the manuscript. Remove any text indicating the preferred placement of figures.
- Please ensure that all text (lines, numbers, and letters) is at least 12-point font.
- The use of color in figures is free of charge. Authors are advised to test the reproductive clarity of colors by printing test examples on standard black and white printers. We recommend that figures are prepared so that they are accessible to color-blind readers. The following guidelines should be observed:
  - Avoid gratuitous color: Grayscale generally provides a more faithful representation when a single quantity is being displayed
  - Avoid figures with red and green colors; convert red/green to magenta/green
- If no suitable combination can be found, consider presenting separate monochrome images for the different color channels
- For line drawings that require color, consider redundant coding by adding different textures or line types to the colors.

**Supporting Information**

You may be asked to move non-essential material to Supporting Information by the editors or reviewers. Supporting Information files to support the information and analysis provided in a manuscript are welcome and will be published online only, free of charge, in their original form. Please see the SETAC Technical Issue Paper for recommended minimum data reporting requirements.

**Data Repositories**

ET&C encourages authors to submit data supporting to the manuscript to a publicly available online data repository (find one at re3data.org). Because data repositories acknowledge author names, please place any repository information needed for editor review—including the DOI—in the Data Availability statement of your title page.

Open Research Badges (Optional): Are visual icons to certify that an open practice was followed. To apply for a badge, authors must complete an Open Disclosure form at submission. Data **MUST** appear in a publicly available online data repository. The editorial office will evaluate the disclosure at the revision stage of your submission, conduct a brief verification that the data and/or materials are linked correctly, and issue the badge if appropriate. Once a badge is issued, authors are held accountable to the community for disclosure accuracy.