

Preparation of a Full Paper

Template

Please download the template from the official website.

Preparation of the typescript

- * Please create the typescript based on the template.
- * The length of your full paper should be eight A4 pages or shorter (approximately 4,500 words) including all references, tables and figures.
- * Papers written by non-English speakers should be checked and corrected by a native English speaker to avoid poor grammar and style.
- * The paper must report original work or findings which have not been previously published. Submissions may not be accepted when they primarily reflect commercial interests, merely state the aims of research, or do not conform to the guidelines.

[Notice]

- * The full paper should be submitted in PDF format with the file size not exceeding 5MB.

Content

Papers should be well structured: i.e. they must comprise:

- * The main body text should be typed single-spaced in 12pt Times New Roman justified typeface. It is also typed flush left with no indents, with one line space between paragraphs, and two lines space between paper title, authors' names, and addresses on the first page.
- * Paper title is in bold 16pt Times New Roman, with first letter in each word capitals.
- * Author name(s) and full postal and e-mail addresses for each author are in 10 pt Times New Roman.
- * Abstract should be no more than 200 words briefly specifying the aims of the work, the main results obtained, and the conclusions drawn. 10 pt Times New Roman.
- * Keywords should be 3–6 words (in alphabetical order), which will enable subsequent abstracting or information retrieval systems to locate the paper. 10 pt Times New Roman.
- * Please do not add any numbers or symbols to Section Headings.
- * Main text: for clarity this should be subdivided into:
 - Introduction - describing the background of the work and its aims.
 - Methods - a brief description of the methods/techniques used (the principles of these methods need not be described if easily accessible references are cited).
 - Results and Discussion - a clear presentation of experimental results obtained,

highlighting any trends or points of interest.

- Conclusions: a brief explanation of the significance and implications of the work reported.
- * References should have accessible sources. Please ensure that all work cited in the text is included in the reference list, and that the dates and authors given in the text match those in the reference list. References must always be given in sufficient detail for the reader to locate the work cited (see below for formats).

Nomenclature and Units

- * Please take care that all terminology and notation used will be widely understood. Abbreviations and acronyms should be spelled out in full at their first occurrence in the text.
- * SI units are strongly recommended. If non-SI units must be used, SI equivalents (or conversion factors) must also be given.
- * Please use a dot for the decimal point rather than a comma (i.e. 3.142 not 3,142).
- * Write equations in dimensionless form or in metric units. Please use italic letters to denote variables (in text or in displayed equations)

Figures, Tables and Images

- * Figures and tables should appear in numerical order, be described in the body of the text and be positioned close to where they are first cited.
- * Place the title of table above the table and the title of figure under the figure.
- * Make sure all figures and tables will fit inside the text area.
- * Because figures may be resized in the course of production please use scale bars and not magnification factors.
- * The background color for figures and tables is preferred to be white unless you have some special reason.

References: citations in text

- * Use surname of author and year of publication: Jones (2002) or (Jones 2002).
- * Insert initials only if there are two different authors with the same surname and same year of publication.
- * Two or more years in parentheses following an author's name are cited in ascending order of year, and two or more references published in the same year by the same author are differentiated by letters a, b, c. For example: Brown (1999, 2002, 2003a, b).
- * Different references cited together should be in date order, for example: (Smith 1959; Thomson and Jones 1992; Green 1999).
- * If a paper has been accepted for publication but has not been published the term "(in

press)" should be used instead of a date.

- * If a paper has been submitted but not definitely accepted the term "(submitted)" should be used. If the paper is still being prepared the term "(in preparation)" should be used.
- * The abbreviation "et al." should be used in the text when there are more than two co-authors of a cited paper. Please double-check: every citation in the text must match up to an entry in the reference list, and vice-versa.

List of references

- * For references, please refer to the following example.
Although "et al." is preferable in the text, in the list of references all authors should be given.

Journal reference style:

Zeng, R. J., Lemaire R., Yuan Z. and Keller J. (2004). A novel wastewater treatment process: simultaneous nitrification, denitrification and phosphorus removal. *Water Science and Technology*, 50(10), 163-170.

Note that to unambiguously identify articles published in *Water Science and Technology* before 2008, the issue number as well as the volume number is needed.

Book reference styles:

(i) Article in compilation;

McInerney, M. J. (1999). Anaerobic metabolism and its regulation. In *Biotechnology*, J. Winter (ed.), 2nd edn, Wiley-VCH Verlag, Weinheim, Germany, pp. 455-478.

(ii) Multi-author work

Henze M., Harremoës P., LaCour Jansen J. and Arvin E. (1995). *Wastewater Treatment: Biological and Chemical Processes*. Springer, Heidelberg.

(iii) Standard reference

Standard Methods for the Examination of Water and Wastewater. (1998). 20th edn, American Public Health Association/American Water Works Association/Water Environment Federation, Washington DC, USA.

(iv) Report

Sobsey M. D. and Pfaender F. K. (2002). Evaluation of the H₂S method for Detection of Fecal Contamination of Drinking Water. Report WHO/SDE/WSH/02.08, Water Sanitation and Health Programme, WHO, Geneva,

Switzerland.

(v) Thesis

Bell J. (2002). Treatment of Dye Wastewaters in the Anaerobic Baffled Reactor and Characterisation of the Associated Microbial Populations. PhD thesis, Pollution Research Group, University of Natal, Durban, South Africa.

Online references:

These should specify the full URL for the reference and give the date on which it was consulted. Please check again to confirm that the work you are citing is still accessible:

Alcock S. J. and Branston L. (2000) SENSPOL: Sensors for Monitoring Water Pollution from Contaminated Land, Landfills and Sediment. available at: <http://www.cranfield.ac.uk/biotech/senspol/> (accessed 22 July 2005)

References in different languages:

References in languages other than English should be accompanied by an English translation of the article title

Barjenbruch M., Erler C and Steinke M. (2003) Untersuchungen an Abwasserteichanlagen in Sachsen-Anhalt im Jahr 2003 (Investigation on wastewater lagoons in Saxony-Anhalt in 2003), Report for the Environment Ministry of Saxony-Anhalt, Magdeburg, Germany