



## **Guidelines for the Preparation of Abstracts and Full Papers**

These notes are to help authors prepare papers that may be selected following peer review for publication in the National Technical Association. It is your responsibility as author to follow the instructions below.

### **1. Authors' responsibilities**

1.1. Papers must be in good, grammatically correct English. If your paper cannot be understood it will be rejected. If English is not your native language, you should seek the help of a colleague or professional translator.

1.2. Have your typescript proofread by at least one other person to avoid typing errors.

1.3. Major corrections cannot be undertaken by either the editor or the publishers, and no proofs are provided. Thus, if your paper is not prepared in accordance with these instructions, it may not be considered further.

1.4. If your paper is selected for publication, you will be expected to sign our copyright transfer form. When using any other material protected by copyright, you must obtain permission to publish that material or provide the appropriate citations of the source.

**1.5. Papers accepted for publication must not have been published or submitted for publication elsewhere.**

### **2. Preparation of electronic versions**

Articles should be provided in electronic form and comply with the following basic instructions.

2.1. **File formats.** The preferred format for electronic versions is Microsoft Word. Please supply only the final version of your file (with no hidden text) so as to avoid any risk of old versions of the text being used in error.

2.2 **Graphics.** All figures should be quality, high resolution, and correctly embedded and positioned within your Word files.

2.3. **File naming:** When naming files it is strongly recommended that you incorporate the name of the first author or the paper's reference number into the filename. Please do not use generic names such as "NTAPaper" or similar easily confused variants!

### 3. Preparation of the typescript

3.1 Papers should be typed on 11" × 8.5" white paper sheets.

3.2 Text should be typed **single-spaced** on one side of the paper only. Do not exceed the dimensions given above. Please use a 12pt **Times New Roman** justified typeface. The main body text should be typed flush left with no indents. Insert one line space between paragraphs, and two line spaces between paper title, authors' names, and addresses on the first page.

3.3 The title of the paper, author's name(s), affiliation(s), author's full postal address(es) and e-mail, abstract and keywords should be set out following the example in Section 4 of these notes.

3.4 If any figures or tables are not already fixed in their correct position in the text, insert a brief note specifying which figure should be placed there.

**3.5 The maximum acceptable length of an article is 5000 words. Tables and figures are included in this word count; please allow 350 words for each normal-sized table or figure you include. Please do not exceed this limit or your paper may be rejected.**

3.6 Number pages at bottom starting with the first page as number 1.

### 4. Content

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

(1) **Title**, author name(s), full postal and e-mail addresses for each author.

(2) **Abstract**: no more than 200 words briefly specifying the aims of the work, the main results obtained, and the conclusions drawn.

(3) **Keywords**: 3-6 keywords (in alphabetical order) which will enable subsequent abstracting or information retrieval systems to locate the paper.

(4) **Main text**: for clarity this should be subdivided into:

(i) Introduction - describing the background of the work and its aims.

(ii) Methods - a brief description of the methods/techniques used (the principles of these methods should not be described if readers can be directed to easily accessible references or standard texts).

(iii) Results and Discussion - a clear presentation of experimental results obtained, highlighting any trends or points of interest not number or letter  
Section headings.

(5) **Conclusions**: a brief explanation of the significance and implications of the work reported.

(6) **References**: these should be to 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). Note that your paper is at risk of rejection if there are too few (<10) or too many (>25) references, or if a disproportionate share of the references cited are your own!

## **5. Nomenclature and Units**

5.1 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. (Example: describing wastewater treatment processes authors should consult "Notation for use in the description of wastewater treatment processes". *Water Research* **21**, 135-139 (1987).)

5.2 SI units are strongly recommended. If non-SI units must be used, SI equivalents (or conversion factors) must also be given. Please use the spellings 'litre' and 'metre' (a 'meter' is a measuring instrument).

5.3 Please use a decimal point rather than a comma in numbers (i.e. 3.142 not 3,142).

5.4 Write equations in dimensionless form or in metric units. Please use italic letters to denote variables (in text or in displayed equations)

## **6. Figures and Tables**

6.1 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.

6.2 Make sure all figures and tables will fit inside the text area.

6.3 Because figures may be resized in the course of production, please use scale bars and not magnification factors.

6.4 Artwork should be drawn and lettered for finished size and subsequent reduction to 75% using a Times or Helvetica typeface giving a final size after reduction of 8 point type with appropriate line weights.

6.5 All tables, graphs, photos and typing should be in black and white.

## **7. References: citations in text**

7.1 Use surname of author and year of publication: Jones (2002) or (Jones, 2002).

7.2 Insert initials only if there are two different authors with the same surname and same year of publication.

7.3 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, etc. For example: Brown (1999, 2002, 2003a, b).

7.4 Different references cited together should be in date order, for example: (Smith, 1959; Thomson and Jones, 1992; Green, 1999).

7.5 If a paper has been accepted for publication but has not been published the term "(in press)" should be used instead of a date.

7.6 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.

7.7 The abbreviation "et al." should be used in the text when there are more than two co-authors of a cited paper.

7.8 Please double-check: every citation in the text **must** match up to an entry in the reference list and vice-versa.

## 8. List of references

8.1 References should be listed alphabetically at the end of the paper. Although "et al." is preferable in the text, in the list of references all authors should be given.

8.2 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.

8.3 Book reference styles - (i) article in compilation; (ii) multi-author work; (iii) standard reference; (iv) report; (v) thesis:

- (i) 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) Henze M., Harremoës P., LaCour Jansen J. and Arvin E. (1995). *Wastewater Treatment: Biological and Chemical Processes*. Springer, Heidelberg.
- (iii) *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) Sobsey M. D. and Pfaender F. K. (2002). *Evaluation of the H<sub>2</sub>S method for Detection of Fecal Contamination of Drinking Water*, Report WHO/SDE/WSH/02.08, Water Sanitation and Health Programme, WHO, Geneva, Switzerland.
- (v) 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.

8.4 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. <http://www.cranfield.ac.uk/biotech/senspol/> (accessed 22 July 2005)

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

Barjenbruch M., Eler 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