

## **Paper information page**

Please return the following information with your abstract.

1. Author's name and affiliation
2. Title of presentation
3. Three key-words (to help with identification)
4. Corresponding author's e-mail address, postal address, telephone and fax numbers
5. Preferred format of presentation:  oral  
 poster

# INSTRUCTIONS FOR AUTHORS

## Preparation of typescripts for selected proceedings to be published in *Water Science and Technology* and *Water Science and Technology: Water Supply*

These notes are to help authors prepare papers which may be selected for publication in *Water Science and Technology* and *Water Science and Technology: Water Supply*. To achieve rapid publication papers are reproduced from a disk version of the article (see §2). However, it is essential that a typescript is submitted in case there are any problems in reading the disk. The typescript and the version on disk must be identical. It is your responsibility as author to follow the instructions below.

**IWA Publishing must receive the electronic version and the original typescript together with the original figures** (the paper cannot be reproduced from a photocopy). Please note that your figures may be reduced to approximately **75%** of their original size during reproduction, and it is important to ensure that lettering on diagrams will remain legible after this reduction.

### 1. Authors' responsibilities

- 1.1 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 be omitted from the proceedings.
- 1.2 Papers should be in good, grammatically correct English. If English is not your native language you should seek the help of a colleague or professional translator.
- 1.3 Have your typescript read by at least two other persons to avoid typing errors.
- 1.4 If your paper is selected for publication in *Water Science and Technology* you will be expected to sign our copyright transfer form. Where necessary you must obtain permission to publish material and for using any other material protected by copyright.
- 1.5 **Papers accepted for publication by IWA Publishing must not have been published, submitted for publication elsewhere or offered for presentation at conferences without the consent of IWA Publishing.**

### 2. Preparation of electronic versions

Articles should be provided in electronic form (on disk or by e-mail). This will help us to achieve more rapid publication and fewer errors, and enable your article's inclusion in electronic archives. Although we can cope with most formats, the following basic instructions should be kept in mind.

- 2.1. **Text files.** We can accept most of the popular word-processing packages in PC or Macintosh formats; however, MS Word is recommended. Authors should not add their own macros. 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.

The main body text should be typed flush left with no indents, single line space using the wrap-around feature. Insert one return between paragraphs, and a double return between paper title, authors' names, and addresses on the first page.

- 2.2 **Graphic files.** Illustrations should be produced in the Apple Macintosh environment if possible, using the following software packages: Adobe Illustrator, Aldus Freehand, Cricket Graph, Macdraw, Chemdraw, Corel Draw for PC. However, we can accept any of the popular drawing programs for the Macintosh or PC. Please supply TIFF or EPS files separately from the Word file (i.e. *not* embedded).

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.

Scanned artwork should be saved to TIFF format for both line and halftone, and scanned at a suggested setting of 300 dpi for halftones and 800 dpi for line work. If it is necessary to compress the scans please indicate the software used. It is essential that a hard copy print of the scans be included. Illustrations should be logically named and saved as individual files to 3.5" disk, ZIP disk, or CD.

2.3. **Please label all disks** with:

- the operating system;
- the word-processing package (including version number);
- the filename of the article;
- the short title of the article and the authors' names.

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 names such as "IWApaper", "confpaper2001" or similar - we get so many variants of these names that it is difficult to keep track of them!

2.4. **Please ensure that the typescript and disk versions of your paper are identical in content.** In the event of differences between disk and hard copy, the hard copy will be considered as the definitive version.

### 3. Preparation of the typescript

- 3.1 Papers should be typed or laser printed on standard A4 metric or letter size white paper sheets. In either case, text should be typed to occupy an area of **250mm depth × 170mm width**. For a letter size (11" × 8.5") paper margins are top:0.58", bottom: 0.58", left: 0.9" and right: 0.9" and for an A4 size (297 × 210 mm) paper margins are top:23.5 mm, bottom:23.5 mm, left:20 mm and right:20 mm.
- 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 Times 12 pt justified typeface.
- 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 on p4 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 Write name(s) of author(s) and page number **lightly in blue pencil** at the top right-hand corner of each page.
- 3.6 **The conference organisers will inform you of the maximum acceptable length of article (4 pages for abstracts and normally 6 or 8 pages for full papers): please do not exceed this limit or your paper may be rejected.**

### 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 a subsequent information retrieval system 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.

Do 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).

## 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. In 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.

5.3 Write equations in dimensionless form or in metric units.

## 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 If possible supply figure file(s) separate from the text file.

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

6.4 Original line drawings are acceptable but glossy prints are preferred (for quality of reproduction). Avoid using shading in figures. Photographs should be in black and white, and should be sharp and well contrasted. **Please supply originals, as photocopies will not reproduce and graphic files may not provide adequate resolution for printing.**

6.5 Because figures may be resized in the course of production, scale bars, not magnification values, should be used where applicable.

## 7. References: citations in text

7.1 Use surname of author and year of publication: Jones (1982) or (Jones, 1982).

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 (1969, 1972, 1973a, b).

7.4 Different references cited together should be in date order, for example: (Smith, 1959; Thomson and Jones, 1982; Green, 1990).

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.

## 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:

Asano T., Maeda M. and Takaki M. (1996). Wastewater reclamation and reuse in Japan: overview and implementation examples. *Wat. Sci. Tech.*, **34**(11), 219-226.

Note that to unambiguously identify articles in *Water Science and Technology* 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) Abell B. C., Tagg R. C. and Push M. (1974). Enzyme catalyzed cellular transaminations. In: *Advances in Enzymology*, A. F. Round (ed.), vol 2, 3rd edn, Academic Press, New York, pp. 125-247.
- (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* (1995). 19th edn, American Public Health Association/American Water Works Association/Water Environment Federation, Washington DC, USA.
- (iv) Water Research Centre (1990). *Proposed Water Quality Criteria for the Protection of Aquatic Life from Intermittent Pollution*, Report PRS 2498-NM, Water Research Centre, Medmenham, UK.
- (v) Tamminen T. (1990). *Eutrophication and the Baltic Sea: Studies on Phytoplankton, Bacterioplankton and Pelagic Nutrient Cycles*. PhD thesis, Department of Environmental Conservation, University of Helsinki.

For further advice please contact:

Journals Manager, IWA Publishing, Alliance House, 12 Caxton Street, London SW1H 0QS, UK.  
Tel: +44 (0)207 654 5500; Fax: +44 (0)207 654 5555; E-mail: wst@iwap.co.uk.

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# Sample layout: title of article should concisely and accurately specify subject of paper

A. B. Fish\*, C. D. Flesch\* and E. Fowle\*\*

\* Department of Superficial Research, University of Life, 99 Crow Road, Addlestep, Borseshire BB3 1TC, UK  
(E-mail: *fish@imaginaryaddresss.com; stag@bay.matrix.edu.uk*)

\*\* Bodgett & Billham plc, Hamilton House, Hangover Square, London NC1 4TS, UK  
(E-mail: *birdie@walford.cotton.co.uk*)

## Abstract

This example is to demonstrate the layout of the first page of a "camera-ready" article for *Water Science and Technology*. The title, authors' names and addresses should be indented 1.5 cm from the left-hand margin of the text area; the abstract is indented 1.5 cm from both margins. The abstract itself, set in 10 pt type like the authors' addresses, should start about 9 cm down from the top of the text area. Please do not make reference citations in the abstract and please keep within the limit of 200 words.

## Keywords

Abstract; author details; example; headings; layout; title page

## MAJOR HEADINGS

Major headings are typed bold in 12pt upper case (capital letters), with two lines space above and none below. Text should be justified (extend to the right-hand margin) and be typed to fill the full depth of the text area. Please use a 12pt Times typeface. Do not indent the text paragraphs.

## Minor headings

Minor headings are in 12pt bold type, not indented, with one line of space above and none below. Do not number headings.

*Sub-headings.* Sub-headings are typed in 12pt italic (or underlined if italics are not available), not indented, with the paragraph running on after a full stop; there is one line of space above.

New paragraphs are not indented, but are preceded by a line of space. Also please avoid using footnotes or splitting tables over two (or more) pages.

**Table 1.** This is an example of table layout. It shows the dimensions of the text area to be used for *Water Science and Technology* articles and of international and US paper sizes (and the consequent recommended margin settings). Note that a minimum number of horizontal rules and (usually) no vertical rules are used.

	Text area (mm)	A4 paper		US (Imperial) paper	
		(mm)	(in)	(mm)	(in)
Depth	250	297	11.69	279.32	11.0
Top/bottom margin	-	25	1.0	15	0.6
Width	170	210	8.27	215.84	8.5
Left/right margin	-	20	0.8	23	0.9