

Journal of Water and Environment Technology

Guidelines

Preparation of electronic version of article for publication in *Journal of Water and Environment Technology*

These guidelines help authors to prepare papers, which may be selected for publication in *Journal of Water and Environment Technology (JWET)*. In order to proceed rapid publication papers are reproduced from electronic file version of the article (please see < <http://www.jstage.jst.go.jp/browse/jwet> >). However, it is essential that a typescript will be required in case there are any problems in reading file. The typescript and the version as electric file must be identical. It is your responsibility as author to follow the instructions below.

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.

1.2 Papers should be in good, grammatically correct English.

1.3 Authors should take care avoid typing errors.

1.4 If your paper is accepted for publication in *Journal of Water and Environment Technology*, you will be asked to sign our copyright transfer form.

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

2. Preparation of electronic versions

Articles should be provided in electronic form (on the disk or by e-mail). This will help us to publish your article rapidly with fewer errors, and enable your article's inclusion in electronic archives. *Journal of Water and Environment Technology* doesn't have strict format for making articles. However, we wish that the authors should keep the following basic instructions in mind in order to reduce the editorial work.

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 only supply 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. 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 popular drawing programs for the Macintosh or PC. It is preferable to supply TIFF or EPS files separately from the Word file (i.e. *not* embedded).

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 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 title.

3. 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. The corresponding author should be identified.

(2) **Abstract**: no more than 200 words briefly specifying the aims of the work, the main results obtained, and the conclusions drawn. Times 10 pt should be recommended.

(3) **Keywords**: 3 • keywords (in alphabetical order) which will enable a subsequent information retrieval system to locate the paper. Times 10 pt should be recommended.

(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. Times 12 pt should be recommended.

(5) **Conclusions**: a brief explanation of the significance and implications of the work reported. Times 12 pt should be recommended.

(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). Times 12 pt should be recommended.

4. Nomenclature and Units

4.1 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.

4.2 SI units are strongly recommended. If non-SI units must be used, SI equivalents (or conversion factors) must also be given.

4.3 Write equations in dimensionless form or in metric units.

5. Figures and Tables

5.1 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.

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

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

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

6. References: citations in text

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

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

6.3 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).

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

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

6.6 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.

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

7. List of references

7.1 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.

7.2 Journal reference style:

Li, Y. Y. and Noike, T. (1992) Upgrading of anaerobic digestion of waste activated sludge by thermal pretreatment., *Wat. Sci. and Tech.*, Vol.26, No.314, 857-866.

Note that to unambiguously identify articles in *Journal of Water and Environment Technology* the issue number as well as the volume number is needed.

7.3 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., Harremo • 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.

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