



## Guide for Authors

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## Manuscript Details

The manuscript of a research article should be arranged as follows:

1. Title Page
2. Abstract and keywords (optional: graphical abstracts & highlights)
3. Introduction
4. Experimental Methodology
5. Results and Discussion (both can be given as separate headings)
6. Conclusion
7. Acknowledgement
8. References

The manuscripts must be double-spaced typed, written in clear, grammatical English with no typographical errors.

## Title Page

*Title.* Concise and informative. Titles are often used in information-retrieval systems. Avoid abbreviations and formulae where possible.

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*Corresponding author.* Clearly indicate who is willing to handle correspondence at all stages of refereeing and publication, also post-publication.

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A concise and factual abstract is required (100-200 words). The abstract should state briefly the purpose of the research, the principal results and major conclusions. An abstract is often presented separately from the article, so it must be able to stand alone. For this reason, References should be avoided, but if essential, they must be cited in full, without reference to the reference list. Also, non-standard or uncommon abbreviations should be avoided, but if essential they must be defined at their first mention in the abstract itself.

## Graphical abstract (Optional)

Although a **graphical abstract is optional**, its use is encouraged as it draws more attention to the online article. The graphical abstract should summarize the contents of the article in a concise, pictorial form designed to capture the attention of a wide readership. Image size: Please provide an image with a minimum of 531 × 1328 pixels (h × w) or proportionally more. The image should be readable at a size of 5 × 13 cm using a regular screen resolution of 96 dpi. Preferred file types: TIFF, EPS, PDF or MS Office files.



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**Highlights are also optional.** They consist of a short collection of bullet points that convey the core findings of the article and should be submitted in a separate page in the manuscript. Please use 'Highlights' as the title and include 3 to 5 bullet points (maximum 85 characters, including spaces, per bullet point).

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Divide your article into clearly defined and numbered sections. Subsections should be numbered 1.1 (then 1.1.1, 1.1.2, ...), 1.2, etc. (the abstract is not included in section numbering). Use this numbering also for internal cross-referencing: do not just refer to 'the text'. Any subsection may be given a brief heading. Each heading should appear on its own separate line.

## ***Introduction***

State the objectives of the work and provide an adequate background, avoiding a detailed literature survey or a summary of the results.

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Provide sufficient detail to allow the work to be reproduced. Methods already published should be indicated by a reference: only relevant modifications should be described.

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Results should be clear and concise.

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This should explore the significance of the results of the work, not repeat them. A combined Results and Discussion section is often appropriate. Avoid extensive citations and discussion of published literature.

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The main conclusions of the study may be presented in a short Conclusions section, which may stand alone or form a subsection of a Discussion or Results and Discussion section.

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If there is more than one appendix, they should be identified as A, B, etc. Formulae and equations in appendices should be given separate numbering: Eq. (A.1), Eq. (A.2), etc.; in a subsequent appendix, Eq. (B.1) and so on. Similarly for tables and figures: Table A.1; Fig. A.1, etc.

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Define abbreviations that are not standard in this field in a footnote to be placed on the first page of the article. Such abbreviations that are unavoidable in the abstract must be defined at their first mention there, as well as in the footnote. Ensure consistency of abbreviations throughout the article.



## Acknowledgements

Collate acknowledgements in a separate section at the end of the article before the references and do not, therefore, include them on the title page, as a footnote to the title or otherwise. List here those individuals who provided help during the research (e.g., providing language help, writing assistance or proof reading the article, etc.).

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Please ensure that every reference cited in the text is also present in the reference list (and vice versa). Any references cited in the abstract must be given in full. Unpublished results and personal communications are not recommended in the reference list.

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*List:* Number the references (numbers in square brackets) in the list in the order in which they appear in the text.

*Examples:*

Reference to a journal publication:

[1] S. Jagadevan, N.J. Graham, I.P. Thompson, Treatment of waste metalworking fluid by a hybrid ozone-biological process, *J. Hazard. Mater.* 244 (2013) 394–402.

Reference to a book:

[2] W. Strunk Jr., E.B. White, *The Elements of Style*, fourth ed., Longman, New York, 2000.

Reference to a chapter in an edited book:

[3] G.R. Mettam, L.B. Adams, How to prepare an electronic version of your article, in: B.S. Jones, R.Z. Smith (Eds.), *Introduction to the Electronic Age*, E-Publishing Inc., New York, 2009, pp. 281–304.



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Abbreviations: <http://www.issn.org/services/online-services/access-to-the-ltwa/>.

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