



**3<sup>rd</sup> International Conference on Integrated Environmental Management  
in Southern Africa**

# Johannesburg, South Africa

## INSTRUCTIONS TO AUTHORS

### Preparation of manuscripts Guidelines

These notes are to help authors prepare papers for the CEMMSA 2002 Conference. To achieve rapid publication papers are reproduced from a disk version of the article (see p4); if this is not possible the author's typescript will be used as "camera-ready copy". 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.

**CEMSA must receive the original typed manuscript together with the original figures** (the paper cannot be reproduced from a photocopy). Please note that your typescript and figures will be reduced to **75%** of their original size during reproduction, and it is important to ensure that lettering will be legible after this reduction.

The Proceedings Editor will notify you of the page limit for your paper which will be either 2, 4, 6 or 8 pages (to include all text, tables and figures), and the date by which your paper must be returned. It is your responsibility as the 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 from the proceedings.
- 1.2 Papers should be in good, 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 You must obtain permission to publish material and for using any other material protected by copyright where necessary.
- 1.5 Papers accepted for publication must not have been published in full, submitted for publication elsewhere or offered for an identical presentation at conferences without the consent of CEMSA.

#### 2. Preparation of the typescript

- 2.1 Papers should be typed or laser printed on standard A4 metric or 11" × 8.5" white paper sheets. In either case, text should be typed to occupy an area of **270mm depth × 185mm width**.
- 2.2 Text should be typed **single-spaced** on one side of the paper only. Do not exceed the dimensions given above. When available use Times 12 pt justified typeface with a line spacing of 14pt.
- 2.3 The title of the paper, author's name(s), affiliation(s), author's full postal address(es), abstract and keywords should be set out following the example on p3 of these notes.
- 2.4 If any figures or tables are not already fixed in their correct position in the text (see 5.1 below) please leave sufficient blank space in the text for them to be inserted.
- 2.5 Write name(s) of author(s) and page number **lightly in blue pencil** at the top right-hand corner of each page.

#### 3. Content

- 3.1 The **title** of the paper should be as concise as possible.
- 3.2 Make sure all authors' **addresses** are supplied in full.

- 3.3 An **abstract** of 100-200 words should appear under the authors' names and addresses, briefly specifying the aims of the work, the main results obtained and the conclusions drawn.
- 3.4 Under the abstract include up to 6 keywords in alphabetical order.
- 3.5 Main text: for clarity this should normally be subdivided into:  
Introduction, Methods, Results and Discussion, Conclusions, References  
A conclusions section is particularly valuable to readers and should always be included.
- 3.6 SI units and their derivatives are strongly preferred (where SI units are not used, you must quote the SI equivalents of the units or give a conversion factor).
- 3.7 Write equations in dimensionless form or in metric units.
- 3.8 Do not number or letter section headings.

#### 4. Nomenclature

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.

#### 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. **Do not put them at the end of the paper.**
- 5.2 Make sure all figures and tables will fit inside the text area.
- 5.3 Original line drawings are acceptable but glossy prints are preferred. 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.

#### 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:

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.

- 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., 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.

## SAMPLE LAYOUT: TITLE OF ARTICLE SHOULD CONCISELY AND ACCURATELY SPECIFY SUBJECT OF PAPER

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### ABSTRACT

This example is to demonstrate the layout of the first page of a "camera-ready" article for *CEMSA 2002*. The title, authors' names, authors' addresses and all main titles throughout the paper should be indented 3 cm from the left-hand margin of the text area; the abstract is indented 1.5 cm from both margins. Do not indent the text paragraphs. The abstract itself, set in 10 pt type like the authors' addresses, should start about 9.2 cm down from the top of the text area (this is line 23 when using Times 12 pt on 14 pt). Text should be justified (extend to the right-hand margin) and be typed to fill the full depth of the text area.

### KEYWORDS

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

### MAJOR HEADINGS

Major headings are typed in upper case (capital letters), indented 3 cm, with two lines space above and one line space below.

### Minor headings

Minor headings are in bold type (initial capitals only), not indented, with one line of space above and below.

*Sub-headings.* Sub-headings are typed in 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. Please note that we must have enough space above the article title to insert copyright codes. Also please avoid using footnotes or splitting tables over two (or more) pages.

Table 1. This table, showing the dimensions of the text area to be used for *Water Science and Technology* articles and of international and US paper sizes, is an example of table layout. A minimum number of horizontal rules and (usually) no vertical rules are used. The caption is "centred".

	Text area (mm)	A4 paper		US (Imperial) paper	
		(mm)	(in)	(mm)	(in)
Depth	270	297	11.69	279.32	11.0

## Preparation of disk versions

CEMSA 2002 encourages the submission of articles on disk or as an MS Word or RTF format attachment to an electronic message. This will help us to achieve more rapid publication and fewer errors, and enable your article's inclusion on the CD with Conference Proceedings. Although we can cope with most formats, the following basic instructions should be kept in mind.

1. **Text files.** We can accept any of the Microsoft word-processing packages for the Apple Macintosh and PC. Authors should not add their own macros.

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. **Graphic files.** Illustrations should be produced using one of the following software packages: Adobe Illustrator, Cricket Graph, Canvas, or Excel. Otherwise, JPEG, GIF or any of the popular drawing programs file formats for the Macintosh or PC.

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 400 dpi for halftones and 1000 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 a SyQuest cartridge 44 Mbyte or 88Mbyte.

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.
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.

For further advice please contact:

CEMSA 2002

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