

SARDINIA 2009

INSTRUCTIONS TO AUTHORS FOR PREPARATION OF PAPERS

As agreed on at the time of returning the acceptance form concerning presentation of a paper at the forthcoming SARDINIA 2009 Symposium, Authors are requested to provide a full paper to the Organisers strictly no later than the deadline of **June 1st 2009**. Papers will subsequently undergo final evaluation by the Executive Programme Committee, and papers of inadequate quality will be removed from the Programme.

The full papers will be published on a CD to be distributed to participants at the time of registration in the Symposium.

Selected papers may be considered for potential publication, following the regular peer review process, in the IWWG International Journal "Waste Management" or included in Monographic volumes edited by distinguished international experts. An electronic file containing a copy of the paper in WORD format (.doc) should be sent to: papers@sardiniasymposium.it.

Full details of each Author should be provided on a separate sheet, including their title, affiliation, complete mailing address (with telephone and fax numbers) and an e-mail address if available. A brief curriculum vitae (maximum 10 lines) should also be provided for each Author.

Computer programme

WORD for Windows (version XP or previous) or Mac.

The file should be named with the surname of the leading author and relative abstract number assigned in the notification letter:

Example: full paper 252p_Cossu

Length

Articles must not exceed the following number of manuscript pages:

- full paper 10 pages in A4 format

Papers exceeding this limit will be shortened or excluded.

Language

Only English should be used. Please make sure that the use of other languages in figures and tables is avoided. Papers should be checked by a native English speaker with expertise in the field prior to submission.

Mathematical formulae

Mathematical formulae should be included in the WORD file using the specific “Equation Editor” programme. They must be typed. Please do not use collages.

Units

Only units of the International System are allowed.

SPECIFIC INSTRUCTIONS FOR FULL PAPERS

- The paper should be prepared and edited **strictly** in accordance with the Instructions to Authors and with the Paper Model;
- The quality and content of the paper should be consistent with, and conform to, the abstract originally submitted;
- The use of commercial names in the text must be avoided;
- The text should be on white paper (without any Company logos or other advertisements) and without page numbers;
- Do not use titles (such as Prof., Ing.,) before authors’ names;
- The Authors’ Company should be mentioned only in the affiliation (under the title of the paper), and where necessary, in the acknowledgements.

Character: font and dimensions

In preparation of the text the “**TIMES**” font should be used. For the body of the text, authors should use 12 point characters (dimensions of the letters) with a line spacing of 14 points. New paragraphs should be indented by 0.5 cm with the same line spacing. Do not indent paragraphs when starting a new chapter, or after figures, tables or at the top of a new page.

Page layout

Choose the two-page option from the “Format” menu – Document layout. Upper margins: 2.5cm; lower: 2.5cm; inner: 2.5cm; outer: 2cm. In the first page of the text the lower margin should be 3.7cm; please insert in the footer only in page 1 the text you find as a footer in page 1 of the

paper model. A simple option to get the right format is to write the text of your paper directly on the paper model.doc file.

Title of the paper, authors and affiliations

Title to be in 24 point characters, normal style. Name and Surname of Authors to be in 14 point, normal style. Affiliations to be in 14 point italics.

Summary

The text of the paper should be preceded by a short summary of no more than 12 lines, typed without paragraphs.

Chapters, paragraphs and subparagraphs

Titles of chapters should be in bold capital letters and numbered progressively. Paragraphs should be in bold small letters using second level numbering, and subparagraphs in normal italics using a third level of numbering.

For all headings use 12 point characters as follows; for spacing between chapters, paragraphs etc. and for the body of the text, please refer to enclosed examples.

Lists

Lists included in the text should be identified by means of symbols (dashes, dots) or letters. Do not use numbers, which should only be used for chapters and paragraphs.

Abbreviations

Abbreviations may be used as a convenience, in place of certain complex chemical names.

Use only well known abbreviations or acronyms: eg ATP, RNA. Standard chemical symbols (Ca, NaOH), and the abbreviations listed for units of measure, may be used without definition. Define other abbreviations at the point of introduction, giving the acronym in parentheses. Use acronyms sparingly, to avoid impeding comprehension of the text. Spell out abbreviations and symbols that begin a sentence.

Avoid using abbreviations, other than those standard for international usage. Titles and abstracts are frequently translated into other languages and undefined acronyms may be confusing.

Figures

All figures should be inserted directly in the text in the WORD file.

Do not put frames around the Figures. Please place either at the head or foot of the page.

If an electronic sheet has been used for preparation (e.g. EXCEL), figures and tables have to be copied and saved as image to avoid that graphs are open, maintaining links to numerical data.

Legends should be numbered progressively (Figure 1, Figure 2. etc.) and situated at the foot of figures (see example). For graphs, photographs, schemes etc. always use the term “Figure” (and **not** Fig. or fig. or figure) in the legend.

Legends should be in Times 12 Normal style, and aligned to the left. Texts of legends should be self-explanatory and should report all symbols and abbreviations used in the Figure. References to the Figure in the text should not be abbreviated and should start with a capital letter (e.g. “see Figure 2” and not “see fig.2”). Always refer to the Figure’s number (never write “see Figure below” but instead write “see Figure 2”). The characters used in the Figures should not be smaller than in the text.

If the file is too large to be sent by regular e-mail due to the presence of figures, the authors should send the paper file without images in one mail and send the figure files separately. Authors should name files of each image with “Figure n. X” and leave a blank space for the photo in the text (at the head or foot of the page), writing the legend at the foot of the blank space.

Tables

All tables should be included in the WORD file of the text. They should be placed at the head or foot of pages. Legends should be numbered progressively and situated at the top of Tables. Legends should be in Times 12 Normal style, and aligned to the left.

The text of the legend should be self-explanatory, and must report all symbols and abbreviations used in the Table. References to the Table within the text should not be abbreviated and should start with a capital letter (e.g. “see Table 2” and not “see tab.2”).

Always refer to the number of a Table (never write “see Table below” but “see Table 2”). Never use Bold style in Tables. Vertical lines and frames should be avoided (see the enclosed example). Always use a white background in Tables.

References

References should be included in the text using Authors’ surnames followed by the year of publication (Pivato and Ferguson, 2008). If there are more than two authors, the surname of the first author should be mentioned, followed by “et al.” (ex: Cossu et al., 2008). Please use Normal style.

All references included within the text should be reported as a list, in a chapter at the end of the text, according to the style illustrated in the enclosed example. References should be listed in alphabetical order, according to the first Author's surname.

The chapter REFERENCES should not have progressive numbers (see the enclosed example). If the addition of a chapter ACKNOWLEDGEMENTS is needed, put this before the references, without progressive numbering.

Notification of Receipt

The Organising Secretariat will confirm receipt of all papers. Authors not receiving an e-mail notifying receipt of their paper should check with the Secretariat to ensure their paper has been effectively received. Proof of mailing will not be taken as proof of receipt.