

## PAPER FORMAT: INSTRUCTIONS TO AUTHORS

Each presenter to make a platform or a poster presentation at the conference is strongly encouraged to submit a research article (Maximum, 12 standard pages) for publication in the Proceedings. The Proceedings will be mailed after the conference to each full-program registrant. Each research article must be prepared according to these guidelines so that the Proceedings can be published in a rapid, timely manner. Questions about this submittal process can be sent to [env-conference@aasci.org](mailto:env-conference@aasci.org). Full papers should be emailed to [env-paper@AASci.org](mailto:env-paper@AASci.org).

### REQUIREMENTS FOR PUBLICATION

The Proceedings will serve as a permanent record of the material presented at the conference. To ensure maximum currency of the information and availability soon after the conference, a tight schedule must be followed. The deadline has been set at the latest possible that will still allow each submission to be reviewed, compiled into volumes and printed. Submissions must arrive in electronic form, be 4-12 pages in length, pass the review process, and satisfy the format specifications below. Any submission that does not fulfill all requirements will be subject to rejection. In such cases, only titles, authors and abstracts will be published in the proceedings. Hard copy of a paper manuscript will not be accepted for publication.

### CONTENT

Your submission for the Proceedings should provide the most current up-to-date information concerning your work. In your closing section, you should include how your results obtained to date can be used in other applications. You may also want to include any unresolved questions and/or future plans, but the majority of the discussion should be on the significance of your results. All submissions will be subjected to review and can be rejected if serious scientific flaws are found.

### FORMAT

To ensure that your research article has the best appearance possible when published, several specifications should be followed. Before submission, please compare your copy carefully with the attached example to ensure correct formatting.

**Page Layout and Print Quality.** Papers are to be prepared using standard PC-based MS Word software. Papers must be in English and cannot exceed six pages. If your native language is not English, and you need help; commercial editing companies are available to assist you. Send an email to [env-conference@aasci.org](mailto:env-conference@aasci.org) for further information. The following margins should be used: 1-in (1 inch = 25 mm) left and right, 1-in top and bottom. Use 11-point serif type (Times New Roman). Maintain the same font throughout the paper. The only exceptions are within tables and graphs where the text may need to be reduced in size to fit the page.

**Titles and Authors.** The title and author list must match your abstract. Type the title (maximum of 20 words) centered, in **BOLD** Title Case, on the third line of the first page. The next line should be blank and then list the author(s) centered with affiliations (first-level only), city, state/province (if applicable), and country. Italicize and bold the presenter's name.

**Abstract.** Leave one line blank after the title and author(s). Then type "**ABSTRACT:**" left justified. The text of the abstract, one paragraph with a maximum of 200 words, should immediately follow the colon. The abstract should concisely summarize each section of the research article including key information. Avoid empty phrases like "This paper will..." or "Results will be explained in the presentation."

**Section and Subsection Headings.** Common sections include Introduction, Materials and Methods, Results, Discussion, Conclusion, Acknowledgments and References. Section headings have one blank line above and should be bolded, all caps and left justified. Subsections can be used if necessary. Subsection headings are preceded by one blank line and are also bolded and left justified, but not in all caps (The first letter of all significant words should be capitalized). Text should begin immediately after the subsection heading separated by a period.

**Text.** Indent the first line of each paragraph 0.5 inches (1.25 cm) from the left margin except for the first paragraph of a subsection which runs directly on from the heading. Do not put blank lines in between paragraphs within a section. Avoid leaving a single line of type at the bottom or top of a page. When using acronyms, type out the full name or expression with the acronym in parentheses the first time it is used. All text should be single-spaced.

**Tables.** Put one blank line and a double ruled line above and below each table. Wrap text around small tables where possible. Each caption should be bolded and centered with the word “TABLE” followed by the text of the caption using sentence-style capitalization. Number tables with Arabic numerals (1, 2, etc.) and refer to them by number in the text. Bold column heads and center them above the columns and use headline-style capitalization for the column heads and follow them with a single solid rule. Align text in each column when appropriate for the content.

**Figures.** Use clear drawings, graphs and photos. Because there will be no color reproduction, all figures must be in black and white. Labels should be large enough to be legible, but do not use a font size larger than 11-point. Figures should be inserted into the page near where they are first mentioned. Number the figures (1, 2, etc.) and refer to them by that number in the text. Place a bold and centered caption below each figure. Type the word “FIGURE” followed by the number and text of the caption using sentence-style capitalization. Put one blank line above and below each figure and wrap text around figures where possible.

**Equations.** Center equations horizontally and insert a blank line above and below it. If more than one equation is used, number equations consecutively, placing the numbers within parentheses at the right page margin.

**Units of Measurement.** Use Arabic numerals and standard abbreviations for all measurements. Use units of measurement consistently within the text and tables. Measurements are to be expressed in metric units. If the work was done in English units and you want to preserve that, then add metric conversions in parentheses.

Do not express concentrations of liquids or solids as ppm or ppb; instead, use mass per unit volume, such as mg/L, for liquids and mass per unit mass, such as mg/kg, for solids. Concentrations of gases may be expressed either on a volumetric basis, such as ppm, or on a mass per unit volume basis, such as mg/m<sup>3</sup>. Concentration units should be used consistently for a given media.

**References.** Cite references in text by author and year, and list all citations alphabetically by the first author in the reference section at the end of the research article. Make sure all references cited are included in the list and are complete. See the **Reference List Style Sheet** for the formats to be used for different types of references.

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## **REFERENCE LIST STYLE SHEET**

References must be complete enough to enable readers to locate the source publications. The requirements for a given reference depend on the type of publication being referenced. The data elements discussed in the following list appear in the general order in which they would appear in a reference list entry. The discussion provides a brief overview on how they apply to various publication types. The examples illustrate references to various types of publications. No reference is expected to contain all of the items, but each reference must contain all applicable items.

1. **Author(s) or editor(s).** The first author is listed last name first, followed by the initials of his/her given name(s). Subsequent authors are listed initials first followed by their last name. Separate multiple authors' names with commas and place an "and" before the last name. When there are three or more authors, use "et al." in the text citations (e.g., "Livingston et al., 2000"), but list all authors in the reference list. There should be a space in between initials. Editor(s) is abbreviated "Ed(s)." and places in parentheses while edition is abbreviated "ed." and placed as a separate element after the title. See example the under "Books and Reports" and "Chapter or Article in Book or Proceedings."
2. **Date.** The year of publication. If the year can't be ascertained, use "n.d." (no date). If there are two or more reports by the same author in the same year, append "a," "b," etc., to the date in both the text citation and reference list.
3. **Title.** Capitalize all significant words. Leave titles as they appeared in the original publications. Titles are either italicized, placed within quotation marks or neither, according to the following rules:
  - **Books, collections, and reports:** Italicize titles of separate, free-standing, printed publications, regardless of length. Exceptions: unpublished theses and dissertations, which are placed within quotation marks. Titles generally should be spelled out in full, but abbreviations can be used as long as they are widely accepted.
  - **Journal articles and papers in proceedings and other collections:** Titles should be in quotation marks and spelled out in full.
  - **Statutes, regulations and computer printouts:** Titles should be in regular font.
  - **Foreign language references:** For titles published in a language other than English, French, or German, use the English translation of the title and indicate in parentheses the original language (e.g., Chinese, Russian, etc.).
  - Capitalize French and German titles according to the conventions of that particular language. French capitalizes only the first word and proper nouns, and German capitalizes all proper and common nouns.
4. **Editor of a collective work when the reference list entry is by the author of a portion of that collection.** See "Chapter or Article in Book or Proceedings" example.
5. **Symposium or proceedings dates and location.** See "Chapter or Article in Book or Proceedings" example.
6. **Volume number.** See "Books and Reports" example and "Journal Articles" example.
7. **Government or conference report number.** See "Books and Reports" example.
8. **Revision and edition number.** See "Books and Reports" example.
9. **Publisher.** If the work was contracted for and published by a group other than the authoring agency, add the words "prepared for [name of agency] by [name of preparer]."

10. **Location of publisher.** Generally not needed for journal references. Note that U.S. state names are written as U.S. Post Office two-character abbreviations. Use the English-language form of city and country names.
11. **Page numbers.** Give the beginning and end page numbers for articles within journals, proceedings, and other collective works. If page numbers follow a colon, leave a space after the colon. If a specific page, section, figure, or table of a publication is referenced, specify this information in text rather than in the reference list. Do not include the total number of pages of books or reports.

## **REFERENCE EXAMPLES**

### ***Books and Reports:***

Negrino, T., and D. Smith. 1999. *JavaScript for the World Wide Web*. 3rd ed., Peachpit Press, Berkeley, CA.

McCormick, N. G., J. H. Cornell, and A. M. Kaplan. 1984. *The Anaerobic Biotransformation of RDX, HMX, and the Acetylated Derivatives*. Tech. Report TR-85/007. U.S. Army Natick Research and Development Lab., Natick, MA.

### ***Chapter or Article in Book or Proceedings:***

Green M., and G. Shelef. 1994. "Treatment of Nitrate Contaminated Groundwater for Drinking Purposes." In U. Zoller (Ed.), *Groundwater Contamination and Control*, pp.587-606. Marcel Dekker Publishers, New York, NY.

### ***Journal Articles:***

Spalding, R. F., and M. E. Exner. 1993. "Occurrence of Nitrate in Groundwater – A Review." *J. Environ. Qual.* 22(3):392-402

Made, U. P. 1992. "The Impact of Volcanic Ash Produced by Mt. Fuji, 1888-1988" (in Japanese). *Annals of the Ministry of Science*. 1002(16): 56-670.

### ***Theses and Dissertations, Unpublished:***

Greene, J. M. 1985. *Biodegradation of Selected Nitramines and Related Pollutants*. M.S. Thesis, East Tennessee State University, Johnson City, TN.

### ***Maps:***

U.S. Geological Survey. 1967. *Jamestown, Louisiana Quadrangle Map*, 1948. Rev. 1967, scale 1:24,000. U.S. Department of the Interior, Washington, DC.

### ***Court Case:***

*Sierra Club V. Hodel*. 1976. 544 F.2d 1036. [Why capital V? Abbreviation for versus is usually just v.]

### ***Pamphlets, Guides, or Brochures:***

U.S. Environmental Protection Agency. 1985. *Treatment of Contaminated Soils with Aqueous Surfactants*. Report EPA/600/2-85/129. Washington, D.C.

### ***Statutes and Regulations:***

Regulations for Implementing the Procedural Provisions of the National Environmental Policy Act. 40 CFR Parts 1500-1508.

Endangered and Threatened Wildlife and Plants. 50 CFR secs. 17.11 and 17.12.

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## **ARTICLE EXAMPLE**

### **A New Refutation of the Classical Concept of Time in Quantum Relativity**

Albert Einstein and *Kurt Gödel* (Princeton University, Princeton, NJ, UAS)

P. A. M. Dirac (Cambridge University, Cambridge, London, UK)

**ABSTRACT:** Experiments were conducted to ...

#### **INTRODUCTION**

Widespread use of ...

#### **MATERIALS AND METHODS**

**Initial Sampling and Enrichment.** Chromate resistant microorganisms were ...

**Batch Reactors.** A 4.5 liter fermentation unit was ...

**Metal Analysis.** Chromate was ...

#### **RESULTS AND DISCUSSION**

**Isolation and Characterization of the Mixed Culture.** All the isolated ...

**Mixed Culture Growth and Transformer Oil Degradation Tests.** The kinetics of biomass production ...

#### **CONCLUSIONS**

This study demonstrates that ...

#### **ACKNOWLEDGEMENTS**

This research was supported by ...

#### **REFERENCES**

Erickson, M. D. 1997. *Analytical Chemistry of PCBs*. Lewis Publishers, New York, NY.

Erickson, M. D. 2004. *Analytical Chemistry*. Lewis Publishers, New York, NY.