

# Quick Guide for Authors

## Sustainable Environment Research

The Sustainable Environment Research (SER) publishes original research papers, (mini) reviews and technical notes on environmental science, technology and management and related fields. All papers submitted are peer reviewed and acceptance of the paper is based on the merit and originality of the paper. The manuscript in the word format should be submitted on-line at <http://ser.cienve.org.tw>. SER reserves the right to accept the paper either as a full paper or as a technical note. Manuscripts are reviewed with the understanding that the same work has not been and will not be published nor is presently submitted elsewhere. All submitted manuscripts should be prepared in accordance with the instructions provided below. Contributors are encouraged to download the submission template at <http://ser.cienve.org.tw> to prepare their manuscripts.

### Structure

1. The manuscript should contain the essential elements in sequence: title page (including title, names and affiliations of the authors, keywords), abstract, introduction, materials and methods, results and discussion, conclusions, references, tables and figures with captions.
2. The manuscript should be typed, double-spaced on A4-size paper.
3. Use Times New Roman font, 12 point throughout the manuscript.
4. Leave only one space after periods.
5. Insert sequential line numbers throughout the manuscript.
6. All pages should be numbered at the bottom of each page.

### Length

1. Technical notes should not exceed 4,000 words. Research papers should not exceed 6,000 words. A review paper should not exceed 9,000 words.
2. Word counts include text, references, tables and figures. Each table or figure should be considered equivalent to 300 words.
3. The number of tables and/or figures should not exceed a total amount of eight.

### Language

1. The paper must be written in English.
2. For non-English speakers, the paper should be read before submission by a native English speaker - preferably with experience in academic writing.

### Title

1. The title should be in bold, centered on the page and no more than 20 words.
2. Initialize the first letter of the title and proper noun only.

### Author and Affiliation

1. List each author's full name in bold and affiliation (department, university, city, postal code and country).
2. Provide an email address for the corresponding author.

### Keywords

At least three keywords, but no more than six words should be given.

### Abstract

Abstract with less than 250 words should be supplied to reflect the content of the paper.

## Headings

1. First-level headings (e.g., Introduction) should be in bold, centered on the page with numerically numbering (e.g., 1, 2, 3).
2. Second-level headings should be italicized, on the left-hand margin with numerically numbering (e.g., 1.1, 1.2, 1.3).

## Citations

1. Use the numerical format with the numbers within the bracket, e.g., [1,2,5-7].
2. For two authors, spell out the names of both authors, e.g., The results are consistent with those reported by Lin and Benjamin [1]. If more than two authors, use et al. For example, Mora et al. [2] concluded that...

## References

1. Number the references (numbers in square brackets) in the list in the order in which they appear in the text.
2. Avoid listing inaccessible and out-of-date references.
3. Journal names should be abbreviated according to the List of Title Word Abbreviations: <http://www.issn.org/services/online-services/access-to-the-ltwa/>. But those ISI journals should be abbreviated according to [https://images.webofknowledge.com/images/help/WOS/A\\_abrvjt.html](https://images.webofknowledge.com/images/help/WOS/A_abrvjt.html).
4. The maximum number of references is 40, except for review papers and/or under certain circumstances with the editor's permission.
5. Examples:
  - (i) Journal article
    - [1] Haydar MM, Khire MV. Geotechnical sensor system to monitor injected liquids in landfills. *Geotech Test J* 2006;29:37–44.
    - [2] Kiji M, Suetsugu A. Concurrent purification of organic pollution and nutrients in kitchen wastewater with thin layers of soil (thin carrier). *J Jpn Soc Water Environ* 2005;28:347–52 [in Japanese].
  - (ii) Book
    - [3] Nixon M, Aguado A. *Feature Extraction and Image Processing*. 2nd ed. Oxford, UK: Academic Press; 2008.
    - [4] APHA. *Standard Methods for the Examination of Water and Wastewater*. 19th ed. Washington, DC: American Public Health Association; 1995.
  - (iii) Chapter in Book
    - [5] Sterudel R. The chemical sulfur cycle. In: Lens PNL, Hulshoff Pol L, editors. *Environmental Technologies to Treat Sulfur Pollution*. London, UK: IWA Publishing; 2000. p. 1–32.
  - (iv) Conference proceedings and paper
    - [6] Brachman RWI, Rowe RK, Take WA, Arnepalli DN, Chappel M, Bostwick LE, et al. Queen's composite geosynthetic liner experimental site. In: 60th Canadian Geotechnical Conference. Ottawa, Canada; 2007 Oct 21–25.
  - (v) Thesis/Dissertation
    - [7] Hayes KF. *Equilibrium, Spectroscopic, and Kinetic Studies of Ion Adsorption at the Oxide/aqueous Interface* [Ph.D. Dissertation]. Stanford (CA): Stanford Univ.; 1987.
  - (vi) Report
    - [8] OECD. *2005 Annual Report on Sustainable Development Work in the OECD*. Paris, France: Organisation for Economic Co-operation and Development; 2006.
  - (vii) User's Manual
    - [9] LANL. *2006 Software Users Manual (UM) for the FEHM Application Version 2.30*. Los Alamos, NM: Los Alamos National Laboratory; 2006.

Note shortened form for last page number. e.g., 51–9, and that for more than 6 authors the first 6 should be listed followed by "et al." For further details you are referred to "Uniform Requirements for Manuscripts submitted to Biomedical Journals" (*J Am Med Assoc* 1997;277:927–34)

### **Tables and Figures**

1. Each table and figure should be placed after References, each on a new page and numbered.
2. Provide titles above tables and captions below figures.
3. Avoid using boldfaced words in tables and figures.
4. Avoid using vertical lines when presenting tables.
5. In the text, figures should be referred to as Fig. 1 or Figs. 2 and 3.
6. All figures should be in high resolution (at least 600 dpi) and in TIFF or JPEG format.
7. Figures should be on a white background. Avoid using colors. Use symbols or lines that are easily distinguishable.

### **Units**

1. Use min for minutes, h for hours, d for days, yr for years.
2. The SI units should be followed for all dimensional quantities. Please refer to the NIST website at <http://physics.nist.gov/cuu/Units/>.
3. The proper use of lowercase and uppercase is required, e.g., kg ( $10^3$  g), MW ( $10^6$  Watt), k (rate constants) and K (equilibrium constants). The format should be in  $\text{mg L}^{-1} \text{s}^{-1}$  (not mg/L-s) with a space in between each individual unit. Always provide a blank space before the unit, e.g., 0.5 M NaCl solution, 20 g of wet sludge, etc.

### **Equations**

1. In the text, a simple expression, for example,  $1/(a + b)$ , should be used. In separate equations, all formulas should be typed in a stack format (numerators over denominators).
2. Equations should be centered, aligned right and numbered using Arabic numerals in round brackets.
3. In the text, equations should be referred to as Eq. (1) or Eqs. (2) and (3), except when starting a sentence.
4. Leave an interval of one line between an equation and text.

### **Miscellaneous**

1. Avoid any footnotes.
2. Provide manufacturers' information (including city, states, and country) when a special piece of equipment has been used.
3. Define acronyms when they first appear and there is no need to define acronyms if they are no longer used in the manuscript.
4. Be careful about the use of significant figures. For minute concentrations, the QA/QC of the data, including the Method of Detection Limits, must be adequately described.

### **Proofs**

1. The corresponding author will be responsible for proofreading.
2. Proofs should be returned by the deadline given, usually within 48 hours.
3. Major alternations to the text cannot be accepted.