

2002 Conference on *Application of Waste Remediation Technologies to Agricultural Contamination of Water Resources*

Manuscript Due September 2, 2002

Author's Style Guide

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Title and Authors

- Begin with the title in all capital letters and bold-faced, flush left.
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- Below the author(s), in italics, list each author's research address, phone number, and fax number. Use superscript numbers (placed before author and address) to link each author to his or her address information, if these are different for the different authors.

See the example below:

RESEARCH TOPICS FOR THE NEW MILLENIUM

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Abstract

Include an abstract of 200 words or less. Give a factual account of the contents and conclusions of the paper. Indicate any new information presented and its relevance to the topic. Use complete sentences and do not use jargon. Use only common abbreviations as listed in Table 1.

Key words: Include a list of three to five key words.

Preparation of Manuscripts

General

One hard copy of the manuscript and a disk copy should be submitted, along with the submission form on page five of this guide. The hard copies should be double-spaced on 8.5" X 11" pages on one side only. The double spacing greatly facilitates editorial processing. Allow 1" top and bottom margins and 1 1/4" side margins. Use one of the common typefaces set at 10 to 12 pitch (pica or elite). All manuscripts must be submitted in English.

Include electronic files for all images using a common graphic file format such as .tif, .gif, or .jpg. Also include high quality copies suitable for scanning for all elements - text, figures and tables. Each table and figure should be placed on a separate page.

Disk copies of the manuscript must be formatted for MS-DOS (rather than Macintosh). Authors should use Microsoft Word for Windows, version 6.0 or later, or WordPerfect, version 5.1 or

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Use a concise, informative title. Author names and information should follow as shown above. Addresses that differ at the time of publication should be stated in a footnote.

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Include a short introduction with full-length papers. State the reason for the work and briefly reference previous work on the subject. Presentation is flexible, but authors are encouraged to arrange subject material clearly under such headings as: Introduction, Theory, Procedures, Results, Discussion, Conclusions, Acknowledgments, Nomenclature, References, and so forth.

Include experimental design, procedures, theoretical considerations, and results using appropriate headings in the main body of the paper.

Present significance of results for future applications or research in the discussion section. Include qualifications, limits to accuracy of tests and calculations, and other problems in this section.

Summarize significance of the paper as clearly and concisely as possible in the conclusions section. This section is essential since many readers may concentrate only on this part. Include all qualifying and limiting statements to prevent inferences to erroneous applications or use of information out of context.

Style

Write concisely. Use short words and sentences. A simple style enhances clarity and precision. Avoid the use of passive voice. Consult *The Elements of Style* (Strunk & White, 1979) for common usage questions. Refer to *The Elements of Technical Writing* (Blake & Bly, 1993) otherwise.

Text Conventions

Spell out numbers from one to nine. Use figures for any number 10 or higher. Four-digit numbers need no comma (1200). Always use numerical figures with the percentage symbol. Use the multiplication sign with floating point numbers to avoid confusion (i.e. 4.25×10^5 , not $4.25 10^5$).

Use the proper name, not an abbreviation, when first referring to a chemical. Use common abbreviations throughout the paper. See Table 1 for examples. Use SI units. If the paper is based on previous work carried out in other units, include SI units parenthetically following units reported in the original work. Do not use periods with abbreviations except for inch (in.).

Type symbols, formulae, and equations with great care. Use fewer equations rather than more. Place equations on a separate line in your document and reference each equation with a number enclosed in parentheses. Place all mathematical operators within an equation on the same horizontal level. Align equal signs in a series of equations. Punctuate sentences containing equations as you would any other similar sentence.

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Give tables headings that fully describe their content. Give units in parentheses for results at the top of each column. Indicate footnotes with lower-case letters (a, b, c, etc.) as superscripts without parentheses. Number tables consecutively with Arabic numerals.

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References

Cite references using the name and date system in the text, using the author's last name without initials unless this is necessary to avoid confusion with namesakes. Please use the following format for in-text citations:

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- Two authors (Shade and Hodges, 1997)
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Include complete citations in the reference list at the end of the paper. Do not include bibliographic material in footnotes or legends. Use footnotes for material not appropriate to the reference list. Ensure that all references appearing in the text have a complete citation in the reference list and vice versa. When referencing publications with more than three authors in the text, list only the first author followed by *et al.* All authors' names should be included in the citation in the reference list. Do not reference private communications. Reference personal communications only with the author's permission. Reference papers accepted for publication as "in press." Journal citations in the reference list should be given as follows:

Mishra, U.C., B.Y. Lalit, and T.V. Ramachandran, 1980. Radioactivity Release to the Environment by Thermal Power Stations, *Sci. Total Environ.*, 14, pp. 77-83.

Abbreviate journal titles in accordance with the *Bibliographic Guide for Editors and Authors* (Chemical Abstracts Service, 1996). For monographs, multi-author volumes or proceedings use the following.

Beller H., and J.M. Wilkinson, 1967. Acetylene, In: D.F. Othmer (Ed.), *Encyclopedia of Chemical Technology*, vol. 1, 2nd ed., Interscience, London, p. 171.

Fissan, H.J., H. Franzen, and C. Helsper, 1978. Particle Size Distribution of Combustion Aerosols, In: M.M. Benarie (Ed.), *Atmospheric Pollution, Proc. 13th Int. Colloq.*, Parisformat, France, Elsevier, Amsterdam, pp. 263-266.

Sax, N., 1984. *Dangerous Properties of Industrial Materials*, Van Nostrand Reinhold, New York, 6th ed., p. 413.

Commercialism

Visual, written, or verbal references to any organization for the promotion or commercial advantage of that organization will not be included in HSRC technical publications. Include names, trade names, logos, names of commercially available software, and other readily recognizable identifiers in the presented material once only for the purpose of identification.

Submittal

Send (or bring with you to the conference) **both** a hard copy and a disk copy of the manuscript to: Proceedings, Great Plains/Rocky Mountain HSRC, 104 Ward Hall, Kansas State University, Manhattan, KS 66506-2502, by **September 2, 2002**. PLEASE BE SURE TO INCLUDE THE SUBMISSION FORM ON PAGE FIVE OF THIS GUIDE.

Acknowledgment

Include a section acknowledging any financial or other support at the end of the document. Do not acknowledge financial support on the title page as a footnote. Research supported by funding from the Great Plains/Rocky Mountain Hazardous Substance Research Center shall include the following acknowledgment:

“Although this article has been funded in part by the U.S. Environmental Protection Agency under assistance agreements R-819653, R-825549, and R-825550 through the Great Plains/Rocky Mountain Hazardous Substance Research Center, headquartered at Kansas State University, it has not been subjected to the agency's peer and administrative review and therefore may not necessarily reflect the views of the agency, and no official endorsement should be inferred.”

References

- Bibliographic Guide for Editors and Authors, 1996. Chemical Abstracts Service, The Ohio State University, Columbus Ohio 43210
- Blake, G., and R. W. Bly, 1993. The Elements of Technical Writing, MacMillan Publishing, New York.
- Strunk Jr., W., and E. B. White, 1979. The Elements of Style, 3rd ed. Collier MacMillan, New York.

Table 1. Common abbreviations.

British thermal unit(s) = Btu	milliequivalent(s) = meq
day(s) = d	milligram(s) = mg
equivalent(s) = eq	milliliter(s) = ml
foot (feet) = ft	millimeter(s) = mm
gram(s) = g	month(s) = mo
hour(s) = hr	parts per billion = ppb
kilogram(s) = kg	parts per million = ppm
liter(s) = L	per = /
meter(s) = m	percent = %
micrograms = μ g	volatile organic compound(s) = VOC
micrometers = μ m	year(s) = yr

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