

GUIDELINES FOR EXCEED SWINDON WORKSHOP PROCEEDINGS PAPERS

Instructions to Authors and Copyright Transfer Agreement

Introduction

As decided on the occasion of the Plenary Meeting March 2016 in Antalya and already announced on several meetings, Exceed Proceedings of Workshops and Symposia will be published in a scientific book series under the title

“Water Perspectives in Emerging Countries – (then the) Individual Event Title”

with an own ISBN code and be made available to stakeholders and the science community elsewhere. For reaching this ambiguous goal, the proceeding books will be printed after a thorough editing process at the Head Office in Braunschweig. Since Prof. Bahadir has a long experience in scientific publishing process as the former Editor-in-Chief of the journal *CLEAN – Soil, Air, Water*, he will take care for the organization and preparation of the individual manuscripts after international publishing standards. This Exceed Book Series started already with the year 2016 and will last at least until the end of the Exceed project.

In order to reach this goal, the following **“Instructions to Authors”** are essential to follow by any individual author. The authors should submit their papers of an average length of 10-15 pages incl. tables and figures embedded into the text body to the Head Office (publishing-exceed@tu-braunschweig.de). The submission will be checked, reviewed, formatted and finally resent to the authors for revision and/or proof-reading. After returning from the authors, the papers will be published in the Exceed Book Series as print version by Cuvillier Verlag, Göttingen, and the book source will be linked with the Exceed Website of the respected event. For this purpose, the authors have to submit their signed Copyright Transfer Agreement (CTA) to the Exceed Head Office along with their paper submission.

Please consider that ***the book will be printed in black-and-white only***. Therefore, colored photo images and figures/graphs will be sometimes hardly recognized by the readers. Take care that your graphs are understood also in black-and-white. Maybe, you should convert your pictures and graphs to b/w by your own and

paste them afterwards into your manuscript. Herewith, you could be sure that your paper will be understood by someone else.

Instructions to Authors

Please follow these instructions strictly in terms of paper size, paper margins, font sizes and style, and all formatting rules like line spacing and empty spaces, etc. The manuscripts should be submitted as Microsoft Word in the format doc or docx. Do not use the automatic functions of Word in terms of chapter enumeration and/or foot/end notes for citing the literature.

Paper Type

Papers will only be accepted for publication if they are prepared as a regular scientific manuscript, mostly consisting of text and not as a series of Power Point charts. The latter ones will not be accepted. Three different types of papers are given as link as templates depending on the type of paper the authors want to publish.

Paper Size

The paper size for the proceedings is B5(JIS), which is equivalent to 182 mm x 257 mm. Please apply this to your document before you do the formatting. The margins of the pages are 2.5 cm each for top and bottom, and 2 cm each for left and right margins.

Paper Length

Each paper should have a length of 10-15 pages incl. tables and figures embedded into the text body. The book series intends to publish scientific papers rather than handouts of Power Point presentations. Therefore, please limit the number of figures and tables to an essential minimum.

Font Sizes

Paper Title: Calibri 12 **bold, CAPITAL LETTERS**, centred

Authors' Names: Calibri 12 bold, centred, assigned with superscript enumeration, corresponding author underlined

Authors' Affiliations: Calibri 10, left-justified, assigned with superscript enumeration, full postal addresses, e-mail address of the corresponding author

Keywords: up to 5 keywords in alphabetical order, Calibri 10, left-justified

Abstract: Calibri 10, left-justified, space afterwards (12 pts)

Section Titles: Calibri 12 bold, left-justified, no space afterwards

Subtitles or Paragraph Titles: Calibri 10 italic, left-justified, no space afterwards

Regular Text Body: Calibri 10, left-justified

Line Spacing: 1.15 pts, spaces between paragraphs: 12 pt (no empty lines).

Sections

Abstract: about 200-300 words using standard abbreviations

1 Introduction: Containing a description of the problem under investigation and a brief survey of the existing literature on the subject

2 Materials and Methods (or Experimental): Giving special materials, methods and equipment used (manufacturer's name and, if possible, their country should be provided)

3 Results and Discussion: Maybe, provided separately in two consecutive sections

4 Conclusions: Not as a repetition of the abstract, but the outcomes concluded for the purpose of benefits and further use

5 Acknowledgements: At least an acknowledgement to DAAD and Exceed Swindon project is expected making the participation at the event possible, likely also providing some financial support, while conducting the presented project. Authors might acknowledge further assistance and support received from elsewhere.

6 References: References should be enumerated in the text body consecutively in the order of citation. The reference numbers within the text should be set in square brackets, like [1], [2-5] and [2, 13]. They should be listed in numerical order at the end of the manuscript under the heading "References". Titles of journals should be written out completely or abbreviated according to regular scientific journal publications, e.g. <http://woodward.library.ubc.ca/research-help/journal-abbreviations/>. Please refer to the paper templates for the reference styles.

Tables and Figures

Tables with suitable captions at the top and enumerated with Arabic numerals, and *Figures* with suitable captions at the bottom and enumerated with Arabic numerals should be pasted directly into the manuscript at the right place. Please do not import tables as graphs from elsewhere, but write directly into the text body in regular Word Table format. Tables should fit the vertical page margins.

Units, Symbols and Abbreviations

The use of SI units is mandatory. While writing the units, please use the style as **mg/L rather than mgL⁻¹**. Generally accepted nomenclature and symbols as recommended by ASTM or IUPAC are recommended to use. Abbreviations should be limited to a minimum and explained where they appear first, e.g. United Nations (UN).

Review, Revision and Proofs

After a thorough review through the Editing Publisher (Prof. Bahadir), authors will receive their manuscripts for revision and/or for proof reading via e-mail as Word doc or docx files. Please submit your revised files to his e-mail address ASAP before the individually given deadline. Always put the e-mail addresses of the Issue Editors (usually the organizers of the respected events) under Cc.

File Formats

In order to conduct editorial work on the manuscripts they should be submitted in editable **Microsoft Word** formats **DOC** or **DOCX**.