

- **Submission of manuscripts**

Manuscript should be submitted in triplicate in type written form to the Editor, *Journal of Environmental Science and Engineering*, R&D Planning Unit, National Environmental Engineering Research Institute (CSIR), Nehru Marg, Nagpur - 440 020, India. Submission of a manuscript to this journal implies that it is not under consideration for publication elsewhere.

The manuscript should also be sent with a CD having the same matter in MS Word along with hard copies. The CD should be packed in a break-proof CD mailer envelop.

- **Preparation of manuscripts**

Authors are advised to see a recent issue of the journal to get familiar with the format and practices adopted in respect of various elements of a paper.

General style: Manuscript should be presented in a concise form as possible and prepared in double space on one side of the paper. Pages should be numbered consecutively, and the matter should be arranged in the following order: title; name(s) of author(s); abstract; introduction; materials and methods; results; discussion; acknowledgement; and references. Position(s), Department(s) and Institution(s) details of the authors should be given in the footnote of the first page, along with contact address of corresponding author. Abstract, tables, and captions for figures should be typed on separate sheets.

- **Title:** The title should be such as to be useful in indexing and information retrieval. If a paper forms part of a series, a subtitle indicating the aspect of the work covered in the paper should be provided. A short running title should also be supplied.
- **Abstract:** The abstract, usually not exceeding 200 words should indicate the scope and significant content of the paper highlighting the principal findings and conclusions. It should be in such a form that abstracting periodicals could use it without modification.
- **Introduction:** The introductory part should be brief and state precisely the aim of the study. Reviewing of the literature should not exceed what is necessary to indicate the reason for the research undertaken and the essential background.
- **Materials and methods:** The source of materials and procedures should be clearly stated to enable other workers to repeat the work if necessary. New methods should be described in sufficient detail, but if the methods are clearly well recognized, a mere reference to them will do; modification(s) if any, should, however, be given. Mean results with the relevant standard errors should be presented rather than detailed data. The statistical methods used should be clearly stated.
- **Results:** Only such data as are essential for understanding the discussion and main conclusions emerging from the study should be included. The data should be arranged in unified and coherent sequence so that the report develops clearly and logically. The data should be statistically analysed, and the level of significance should be given. The same data should not be presented both in tabular and graphic forms. Only such tables and figures as are necessary should be given. Interpretation of the data should be taken up under discussion; in some cases, however, it may be desirable to combine results and discussion in a single section.

- **Discussion:** Long, rambling discussion should be scrupulously avoided. The discussion should deal with the interpretations of results without repeating information already presented under results. It should relate the new findings to the known and include logical deductions.
- **Acknowledgement:** Acknowledgement should be brief and for specific assistance only, not for providing routine facilities, etc.
- **References:** References to literature should be numbered consecutively, following the same sequence in the text and the list appended at the end, and should be indicated in the text by numbers placed in superior position, e.g. Ship breaking industries are reported to produce 0.1% of hazardous wastes ¹⁻³.

In citing references to research papers, names and initials of authors should be followed, in order by the full title of the paper, the abbreviated title of the periodical (italicised), the volume number (in bold), the page numbers, the year (within circular bracket), e.g. Lowry O H, Rosebrough N J, Farr A L & Randall R J, Protein measurement with folin-phenol reagent, *J Biol Chem*, **193**, 265-269 (1951). In some cases, if volume year is 48 and its number is 3 for that particular year, then this should be indicated as **48(3)** in bold. For names of periodicals, the standard abbreviations listed in the International serials Catalogue, published by International Council of Scientific Unions Abstracting Board (ICSUAB), Paris, France, should be used. If the reference is to an article published without any authorship in a periodical, the title of the article takes the place of the author in the citation e.g. The content, influence and value of scientific conference papers and proceedings, *Unesco Bull Libr*, **16**, 113(1962). In case of accepted papers, names and initials of authors, title of the paper and the name of the journal be given followed by the word "in press" within circular brackets, e.g. Tiwari, A K & Nayak, Environmental quality at Maitri station in Antarctica, *J Env. Sci. Engg.*, **48(3)** (2007) (in press).

Reference to a book should include, in the following order, names and initials of authors, title of the article, the title of the book (italicised), name of publishers and place of publication (within circular bracket), year and the particular page reference, e.g. Deo Madhav G, Bacterial infections, in *Tropical molecular medicine*(Oxford University Press, New Delhi) 1999, 90. If the reference is to the work of an author published in a book by a different author or edited by a different person, the fact that it is cited from the source book (italicised) should be clearly indicated, e.g. Mukherjee Biswapati & Ray Krishnangshu, Pharmacologists' approach towards understanding of non antibiotics, in *Non antibiotics: A new class of unrecognized antimicrobics*, edited by A N Chakrabarty, Joseph Molnár, S G Dastidar & Noboru Motohashi (National Environmental Engineering Research Institute, Nagpur, India) 1998, 281.

Proceedings of the conferences and the symposia should be treated in the same manner as books. Reference to a paper presented at a conference, the proceedings on which are not published, should include, in the following order, names and initials of authors, title of the paper (italicised), name of the conference, place where the conference was held and date, e.g. Thathachari Y T, *Structure of collagen*, paper presented to the Symposium on solid state physics, Indian Institute of Science, Bangalore, India, 1-3 February, 1960.

Reference to a thesis should include the name of the author, title of the thesis (italicised), university or institution to which it was submitted and the year of submission, e.g. Vijayaraman K, *Physiological responses of the freshwater prawn, Macrobrachium*

malcolmsonii to the heavy metals, cadmium, copper, chromium and zinc, Ph.D. thesis, Bharathidasan University, Thiruchirappalli, 1994.

Reference to a patent should include names of patentees, country of origin (italicised) and patent number, the organization to which the patent has been assigned (within circular brackets), date of acceptance of the patent and reference to an abstracting periodical where available, e.g. Trepagnier J H, *US Pat* 2, 463, 219 (to El du Pont de Nemours & Co.) 1 March 1949; Chem Abstr, 43(1949) 7258.

Even if a reference contains more than two authors, the names of all the authors should be given. The Abbreviation *et al*, *idem*, and *ibid* should not be used.

Unpublished papers and personal communications should be indicated in the references e.g. (Pandey A B, unpublished data/work); (Pandey A B, personal communication).

- **Tables:** Tables should be typed on separate sheet of paper without text matter on the page. They should be numbered consecutively in Arabic numerals and should bear brief title. Column headings should be brief. Units of measurement should be abbreviated and placed below the headings. All units in the text, tables and illustrations should be in S.I. units. Negative results should be indicated as 'nil' and absence of a datum by a dash. Inclusion of structural formulae inside the tables should be avoided.
- **Illustrations:** Three sets of illustrations are to be submitted. Illustrations must be numbered consecutively in Arabic numerals. Captions and legends to the figures should be self-explanatory and should be typed on a separate sheet of paper and attached at the end of the manuscript.

For satisfactory reproduction the graphs and line drawings should be drawn to approximately twice the printed size. The size of letters, numbers, dots, lines, etc. should be sufficiently large to permit reduction to page size (178 mm) or the column size (85 mm) of the journal, without loss of detail. In case of photographs, prints must be on glossy paper and must show good contrast. In case of photomicrographs, magnification should either be mentioned directly on them using a bar, or explained in the legend. If an illustration is taken from another publication, reference to the source should be given and prior permission secured. Illustrations should be protected by thick cardboard packing against damage during transit. Illustrations should be referred to in the text by numbers.

- **Footnotes:** Footnotes should be avoided as far as possible. Essential footnotes may, however, be indicated by superscribed asterisk mark (*).
- **Structural formulae:** The number of structural formulae should be restricted to the bare minimum. Wherever the purpose is adequately served by giving chemical or common names, these should be given.
- **Abbreviations:** Standard International practices for abbreviations should be used in the text and illustrations without full stop mark.