

# PRINT SAMPLE OF ENGLISH MANUSCRIPT FOR ENVIRONMENTAL ENGINEERING RESEARCH

Taro KANKYO<sup>1\*</sup>, Jiro DOBOKU<sup>1</sup>, Hanako YOTSUYA<sup>2</sup> and John SMITH<sup>3</sup>

<sup>1</sup>Department of Environmental Engineering., Kankyo University.  
(Nagata-cho 1, Chiyoda-ku, Tokyo 100-0014, Japan)

<sup>2</sup>Environmental Engineering Forum Corp.  
(Yotsuya 1, Shinjuku-ku, Tokyo 160-0004, Japan)

<sup>3</sup>JSCE Corp.  
(7-3-1 Hongo, Bunkyo-ku, Tokyo 113-8654, Japan)

\* E-mail: *t-kan@env.kankyo-u.ac.jp*

This example is to demonstrate the layout of the first page of a “camera-ready” manuscripts for Environmental Engineering Research. Its text describes instructions to prepare the manuscripts: the layout; the font styles and sizes; and others. If you replace the text or the figures of the present file by your own ones, using CUT & PASTE procedures, you can easily make your own manuscripts.

Authors are requested to ensure that abstracts give concise factual information about the objectives of the work, the methods used, the results obtained and the conclusions reached. This English ABSTRACT has narrower width than the main text by 10 mm from the left and the right margins of the main text, respectively. Font used here is Times-New Roman 10pt. A suitable length of abstract is about 150 words and should be within 200 words. It is preceded by the title and the authors; both are centered and the font size is 12pt.

**Key Words** : *times, italic, 10pt, one blank line below abstract, indent if key words exceed one line*

## 1. TITLE PAGE

The first page consists of two parts:

(a) Front matters : single column (category of article, title, author(s), affiliation(s), contact address(es), E-mail address of corresponding author, abstract, key words) .

(b) Main text in double columns.

The journal name, volume and issue numbers and the date of issue should be aligned right in the top margin. Page numbers are to be put in the bottom margins of the manuscript. Some word processing softwares do not allow texts in both single and double columns to be put together in one file, and thus, create two separate files for the title page.

### (1) Layout and fonts for the front matters

Left and right margins for the front matters are equally set at 30 mm, The front matters are, thus, to be laid-out within the borders narrower than those for the main text.

The front matters include the followings:

(About 10 mm blank space)

**Title** in Times-Roman, 18pt, bold

(About 15mm blank space)

**Author(s)** in Times-Roman, 12pt.

(About 5 mm blank space)

**Affiliation(s)** in Times-Roman, 9pt.

**E-mail address (corresponding author)** in Times-Roman, 9pt

(About 10 mm blank space)

**Abstract** in Times-Roman, 10pt, max. 300 words, (1 line spacing) and

**About 5 Key Words** in Times-Italic, 10pt, (max. 2 blank lines).

The name(s) and affiliation(s) of the author(s) should be numbered in order of appearance as shown above. The corresponding author should be asterisked, \*, and her or his e-mail address must be provided, according to sample. The title '**Key Words**' is bold and italic.

### (2) Layout and fonts of the main text

The text should be placed about 1cm below the key words. Left and right margins for the text are equally set at 20 mm. The text, in double columns put side by side with 6 mm gap in between, must be single-spaced with double spacing between chapters. The first line of each paragraph is indented 3 spaces. Use 11pt Times-Roman font for the text.

### (3) page number

Page numbers should be center-aligned and should appear at the bottom of each page. Since these pieces of information will be notified by the secretariat of Environmental Engineering Committee (EEC) before completing the final manuscripts, leave the blanks as they are, and number the pages tentatively from 1.

## 2. ORDINARY PAGES

In ordinary pages, the text must be placed within borders immediately below 19mm top margin. The other layout is same as the main text in the title page.

### (1) Footnotes and remarks

Avoid using footnotes and/or remarks. If any, try to explain it in the text, or in appendices.

## 3. HEADINGS (INDENT LIKE THIS SAMPLE IF IT IS LONG)

### (1) Main heading

Capital letters in 12pt bold face fonts should be used for main headings (chapter titles) that follow the chapter numbers as is shown in this example. Leave double and single spacing of lines before and after every main heading.

### (2) Sub-headings for sections

The sub-headings for sections, in 10pt. bold face fonts, with their initial letters capitalized, are preceded by parenthesized section number like (2). Leave single spacing of line before every sub-heading.

#### a) Sub-headings for sub-sections

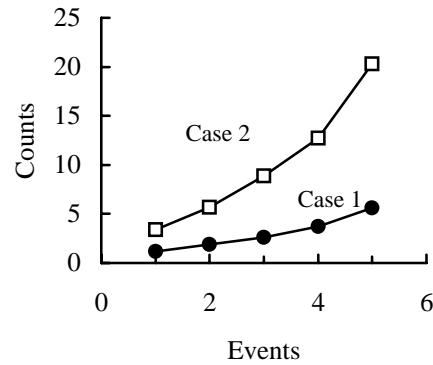
They are written just as the sub-headings for sections are done, but follow alphabets with right parentheses. No spacing of lines is left before and after every sub-heading.

## 4. MATHEMATICS

Use special high quality fonts for all mathematical

**Table 1** Caption should be centered, but if it is long, it should be indented like this.

Specimen No.	Heights (m)	Width (m)
1	1.45	0.25
2	1.75	0.40
3	1.90	0.65



**Fig.2** Place the caption below the drawing.

equations in the text. Some equations may be placed off the text as:

$$G = \sum_{n=0}^{\infty} b_n(t) \quad (1a)$$

$$F = \int_{\Gamma} \sin z \, dz \quad (1b)$$

and some appear in the text as  $C_D, \alpha(z)$ . If their quality is not satisfactory, the manuscript may not be accepted. Numbered equations ((1a) and (1b) for example) should be center-aligned. The equation numbers in parentheses should be placed flush right.

## 5. FIGURES AND TABLES

### (1) Location of figures and tables

Figures, tables and photographs should be inserted at the upper or lower part of the page where reference is first made to them. Do not place them altogether at the end of the manuscript.

Figures or tables should occupy the whole width of a column, as shown in **Table 1** or **Fig.2** in this example, or the whole width over two columns. Do not place any text besides figures or tables. Insert about one to two lines spacing above the main text.

### (2) Fonts and captions

Do not use too small characters in figures and

tables. At least, the letters should be larger than those in the captions (9 pt). Captions should be centered, but long captions must be indented like an example of **Table 1**. The heading of captions is 9pt bold face.

## 6. CITATION AND REFERENCE LIST

All the references must be numbered in the order of appearance in the article and the right parenthesized numbers are used at the text where it is referred like this<sup>1)</sup>. The reference list must be summarized at the end of the main text. Use 9pt font for the list. The reference list is followed by the date of acceptance with one line spacing between them as shown in the present sample.

**ACKNOWLEDGMENT:** Acknowledgment should follow Conclusions and its text should be preceded by bold face heading directly.

## APPENDIX A APPENDIX

Appendix should be placed between Acknowledgment and References.

## REFERENCES

- 1) Miles, J. W. : On the generation of surface waves by shear flows, *J. Fluid Mech.*, Vol. 3, Pt. 2, pp. 185-204, 1957.
- 2) Miche, M. : Amortissement des houles dans le domaine de l'eau peu profonde, *La Houille Blanche*, No. 5, pp. 726-745, 1956.
- 3) Mino T., van Loosdrecht M.C.M. and Haijnen J.J.: Microbiology and biochemistry of the enhanced biological phosphate removal process, *Water Research*, Vol. 32, No. 11, pp. 3193-3207, 1998.
- 4) Shepard, F. P. and Inman, D. L. : Nearshore water circulation related to bottom topography and wave refraction, *Trans. AGU.*, Vol. 31, No. 2, 1950.
- 5) Smith, W., et al : Cellular phone positioning and travel times estimates, Proc. of 8th ITS World Congress, CD-ROM, 2000.

(Received January 1, 2006)