



## Instructions for Authors

### INTRODUCTION

#### Types of paper

- (a) **Research Papers:** these papers are fully documented, interpreted accounts of significant findings of original research. The maximum acceptable length of a Research Paper is 8.000 words. In addition, up to 6 figures or schemes, and 6 tables may be included. Papers exceeding this limit may be rejected, at the Editor's discretion.
- (b) **Review Papers:** these are critical and comprehensive reviews that provide new insights or interpretation of a subject through thorough and systematic evaluation of available evidence. They should not normally exceed 10.000 words. In addition, up to 8 figures or schemes, and 8 tables may be included. Manuscripts exceeding these limits will not be accepted for review.

### BEFORE YOU BEGIN

#### Ethics in publishing

You will be required to accept the CES Science Group Ethics Statement for Authors when you submit your paper to the journal. The statement covers authorship, originality and conflicts of interest.

#### *CES Science Group Ethics Statement for Authors*

CES Science Group and the Editors of the journal are committed to maintaining the highest standards of ethics in reviewing and publishing your submissions to this journal.

Please review the following statement of these fundamental principles and indicate your acceptance before proceeding with your submission.

- Your paper is your original work and where you have included the work of others this has been fully and appropriately acknowledged.
- Authorship of the paper must include all those who have made significant contributions to the work, and they should be listed as co-authors. Persons who have not contributed significantly to the work must not be listed as co-authors.
- As corresponding author you must ensure that all co-authors have approved the final version of the paper and have agreed to its submission for publication.
- You have not already published in another journal a paper describing essentially the same material, nor is your paper currently being considered for publication in another journal.
- You should disclose in your paper any conflict of interest (financial or other) that might be construed to influence the content of this paper. All sources of financial support should be disclosed.

Acceptance: Before indicating your acceptance of these principles on behalf of co-authors, you confirm that you have informed all co-authors of these principles and are accepting them on their behalf.

### **Changes to authorship**

If you wish to add, delete or rearrange the authors of your accepted paper:

Before online publication: The corresponding author should contact the Journals Manager, and provide (a) the reason for the change, and (b) the written consent of all co-authors, including the authors being added or removed. Please note that your paper will not be published until the changes have been agreed.

After online publication: Any requests to add, delete, or rearrange author names in an article published in an online issue will follow the same policies as noted above and result in a corrigendum.

### **Copyright**

If your paper is selected for publication you will be expected to sign our copyright release form. Where necessary you must obtain permission to publish material protected by copyright.

### **Copyright Release Form**

The copyright release form must be signed by the corresponding author on behalf of all authors. It must be sent to us by mail after signing.

### **Author rights**

For the rights of the author to reuse your work, please refer to the Rights and Permissions page. Authors can share their article in the following ways:

- At a conference, meeting, or for teaching purposes,
- Internal training,
- Scholarly sharing with colleagues,
- In a subsequent compilation of the author's works,
- In a thesis or dissertation,
- Reuse of portions in other works,
- Preparation of derivative works for non-commercial purposes.

### **Role of the funding source**

You are requested to identify who provided financial support for the conduct of the research and/or preparation of the article and to briefly describe the role of the sponsor(s), if any, in study design; in the collection, analysis and interpretation of data; in the writing of the report; and in the decision to submit the article for publication. If the funding source(s) had no such involvement then this should be stated.

### **Publishing Options**

If your paper is accepted for publication, your paper will be published as open access.

### **Language**

Papers must be in good, grammatically correct English. If your paper cannot be understood, it will be rejected. If English is not your native language, you should seek the help of a colleague or professional translator.

Have your typescript read by at least two other persons to avoid typing errors.

### **Submission**

Articles should be provided in electronic form (comply with the instructions above) and submitted by online submission system.

## Referees

You are required to submit, with the manuscript, the names and addresses of 3 potential referees that can give an independent review.

## Revision

Major corrections cannot be undertaken by either the editor or the publishers; if your paper is not prepared in accordance with these instructions it may not be considered further. Where requested to do so in the course of the peer review process, authors must revise their papers within one month of the request; otherwise the contribution will be considered withdrawn.

## PREPARATION

### Use of word processing software

The preferred format for electronic versions is Microsoft Word. **Please, do not supply your typescript as a PDF.** Authors should not add their own macros. Please supply only the final version of your file (with no hidden text), to avoid any risk of old versions of the text being used in error.

The source files of figures will be required whether or not you embed the figures in the main text (see below).

### Article structure

Do not number or letter section headings.

Use line numbering throughout your paper.

Papers should be well structured; **they must comprise:**

- **Title**
  - **Short title** of no more than 80 characters
  - **Author name(s)**, full postal addresses for each author. Include the e-mail address for the corresponding author only.
  - **Abstract:** no more than 250 words briefly specifying the aims of the work, the main results obtained, and the conclusions drawn. Citations must not be included in the Abstract.
  - **Keywords:** up to 6 keywords (in alphabetical order) which will enable subsequent abstracting or information retrieval systems to locate the paper.
- Main text:** for clarity this should be subdivided into:
- **Introduction:** describing the background of the work and its aims.
  - **Methods:** a brief description of the methods/techniques used (the principles of these methods should not be described if readers can be directed to easily accessible references or standard texts).
  - **Results and Discussion:** a clear presentation of experimental results obtained, highlighting any trends or points of interest.
  - **Conclusions:** a brief explanation of the significance and implications of the work reported.
  - **References:** these should be to accessible sources. Please ensure that all work cited in the text is included in the reference list, and that the dates and authors given in the text match those in the reference list. References must always be given in sufficient detail for the reader to locate the work cited (see below for formats). Note that your paper is at risk of rejection if there are too few (<10) or too many (>25) references, or if a disproportionate share of the references cited are your own.

**All text must be formatted in 12 point Times New Roman, single space.**

**Supplementary Material:** Appendices and other Supplementary Material are permitted, and will be published online only.

For **Review Papers** the organisation of the paper can be different. It is however important that a review is more than a summary of the literature; an in-depth critical discussion is essential for acceptance of a review paper.

### **Nomenclature and Units**

Please take care that all terminology and notation used will be widely understood. Abbreviations and acronyms should be spelled out in full at their first occurrence in the text. In describing wastewater treatment processes authors should consult *Sahinkaya et al.* (2010). New framework for standardized notation in wastewater treatment modelling. *Eurasian Journal of Environmental Research*, **61**(4), 841-857.

SI units are strongly recommended. If non-SI units must be used, SI equivalents (or conversion factors) must also be given. Please use the spellings 'liter' and 'meter'.

Please use a decimal point rather than a comma in numbers (i.e. 3.142 not 3,142).

Write equations in dimensionless form or in metric units. Please use italic letters to denote variables (in text or in displayed equations).

### **Artwork**

All figures should be embedded correctly positioned within your Word files, and should also be supplied as separate graphics files in their original formats. EPS, TIFF or PSD formats are preferred. Use a minimum of 300 dpi.

The journal is printed in black and white, with colour graphics in the online version. Authors can have figures printed in colour at a cost of €25 per figure.

Figures should appear in numerical order, be described in the body of the text and be positioned close to where they are first cited. Each figure should have a caption which describes the illustration, and that can be understood independently of the main text. The caption should be given in the text, and not on the figure itself.

Make sure all figures and tables will fit inside the text area.

Because figures may be resized in the course of production please use scale bars and not magnification factors.

### **Tables**

Please submit tables as editable text and not as images. Number tables consecutively in accordance with their appearance in the text and place any table notes below the table body. Be sparing in the use of tables and ensure that the data presented in them do not duplicate results described elsewhere in the article. Please avoid using vertical rules.

### **References**

#### **Citations in text**

Use surname of author and year of publication: Jones (2002) or (Jones, 2002).

Insert initials only if there are two different authors with the same surname and same year of publication.

Two or more years in parentheses following an author's name are cited in ascending order of year, and two or more references published in the same year by the same author are differentiated by letters a, b, c, etc. For example: Kalipci (1999, 2002, 2003a, b).

Different references cited together should be in date order, for example: (Sahinkaya, 2009; Kalipci & Bagdatli, 2013; Bagdatli, 2015).

If a paper has been accepted for publication but has not been published the term "(in press)" should be used instead of a date.

If a paper has been submitted but not definitely accepted the term "(submitted)" should be used. If the paper is still being prepared the term "(in preparation)" should be used.

The abbreviation "*et al.*" should be used in the text when there are more than two co-authors of a cited paper.

Please double-check: every citation in the text must match up to an entry in the reference list and vice-versa.

## Reference links

This can only be done if the data provided in the references are correct. Please be very careful, especially when copying references, to ensure that surnames, journal/book titles, publication year and pagination are all correct. Please include DOIs where available.

## List of References

References should be listed alphabetically at the end of the paper. Although "*et al.*" is preferable in the text, in the list of references all authors should be given.

### Journal reference style:

Sahinkaya S., Kalipci C. & Bagdatli M.C. 2015. Assessment of Concentration Physicochemical Parameters and Heavy Metals in Kızılırmak River. *Eurasian Journal of Environmental Research*, **1**(10), 13-17.

**Book reference styles** - (i) article in compilation; (ii) multi-author work; (iii) standard reference; (iv) report; (v) thesis:

(i) McInerney M. J. 1999 Anaerobic metabolism and its regulation. In: *Biotechnology*, J. Winter (ed.), 2nd edn, Wiley-VCH Verlag, Weinheim, Germany, pp. 455-478.

(ii) Henze M., Harremoës P., LaCour Jansen J. & Arvin E. 1995 *Wastewater Treatment: Biological and Chemical Processes*. Springer, Heidelberg.

(iii) *Standard Methods for the Examination of Water and Wastewater* 1998 20th edn, American Public Health Association/American Water Works Association/Water Environment Federation, Washington DC, USA.

(iv) Sobsey M. D. & Pfaender F. K. 2002 *Evaluation of the H<sub>2</sub>S method for Detection of Fecal Contamination of Drinking Water*, Report WHO/SDE/WSH/02.08, Water Sanitation and Health Programme, WHO, Geneva, Switzerland.

(v) Bell J. 2002 *Treatment of Dye Wastewaters in the Anaerobic Baffled Reactor and Characterisation of the Associated Microbial Populations*. PhD thesis, Pollution Research Group, University of Natal, Durban, South Africa.

## **Online references**

These should specify the full URL for the reference and give the date on which it was consulted. Please check again to confirm that the work you are citing is still accessible:

Alcock S. J. & Branston L. 2000 SENSPOL: Sensors for Monitoring Water Pollution from Contaminated Land, Landfills and Sediment. <http://www.cranfield.ac.uk/biotech/senspol/> (accessed 22 July 2005)

## **References in languages other than English**

These should be accompanied by an English translation of the article title:

Barjenbruch M., Erler C & Steinke M. 2003 *Untersuchungen an Abwasserteichanlagen in Sachsen-Anhalt im Jahr 2003 (Investigation on wastewater lagoons in Saxony-Anhalt in 2003)*, Report for the Environment Ministry of Saxony-Anhalt, Magdeburg, Germany

## **SUBMISSION CHECKLIST**

The following list will be useful during the final checking of an article prior to sending it to the journal for review. Please consult this Instruction for Authors for further details of any item.

### **Ensure that the following items are present:**

One author has been designated as the corresponding author with contact details:

- E-mail address
- Full postal address

All necessary files have been uploaded, and contain:

- Keywords
- All figure captions
- All tables (including title, description, footnotes)

### **Further considerations**

- Manuscript has been 'spell-checked' and 'grammar-checked'
- References are in the correct format for this journal
- All references mentioned in the Reference list are cited in the text, and vice versa
- Permission has been obtained for use of copyrighted material from other sources (including the Internet)

### **Printed version of figures (if applicable) in colour or black and White**

- Indicate clearly whether or not colour or black and white in print is required
- For reproduction in black and white, please supply black and white versions of the figures for printing purposes if necessary

## **AFTER ACCEPTANCE**

### **Proofs**

Proofs will be sent by e-mail to the listed corresponding author. Any corrections must be returned within one week of receipt and should only cover typesetting errors. All corrections must be returned to us in one communication. Proofreading is the sole responsibility of the authors.

### **Offprints**

Upon publica

tion, the Corresponding Author will receive an electronic file of the paper.

## **AUTHOR INQUIRIES**

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