# paper template & Guidance (STYLE: Paper TITLE)

Surname, A.1 and Surname B.2

1Organisation, 2 Organisation, Country

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## **Abstract (STYLE: Heading – Arial 11pt)**

In this paper, we describe the formatting guidelines for the European Biosolids and Organic Resources Conference.

The abstract for your paper should not be more than 200 words and should briefly indicate the subject and scope of your paper, calling attention to points of special interest.

Key words

Up to 8 keywords should be included in alphabetical order.

Introduction

The proceedings are the records of the conference and we would like to ensure they have a high-quality appearance. To do this, we ask that authors follow some simple guidelines to ensure that your finished paper looks exactly like this document. The easiest way to do this is to simply open the template and replace the content with your own material.

## Length

Papers, including illustrations and tables should not exceed 5000 words in length.

## Layout

The main body of the paper will depend on the subject but, in general a paper should include:

* Abstract
* Key words
* Introduction (this should not repeat what has been said in the abstract)
* Main content, subdivided as appropriate for the subject
* Discussion, if required, e.g. of experimental results
* Conclusions, which should be numbered (they should not include tables, figures, or references)
* Acknowledgement(s)
* References

## Typeset Text

Normal or Body Text

Please use Arial 10pt. This is set as Normal in the template styles.

Table Headings

Table headings should be placed above the table, please use Arial 10pt, Bold. This is set as Table & Figures in the template styles.

Table 1: Table title above the table (STYLE: Tables and Figures)

|  |  |
| --- | --- |
| Sample Point | Sample collection time (or 2 hour equivalent) |
| Influent | 09:00 |
| Filter 1 | 11:00 |
| Filter 2 | 13:00 |

Figure Headings

Figure headings should be placed underneath the figure, please use Arial 10pt **Bold**. This is set as Table & Figures in the template styles.

Page Numbering, Headers and Footers

Do not include headers, footers or page numbers in your paper. These will be added when the publication is assembled.

## Sections Headings

The headings of a section should be Arial 12pt **Bold**. This is set as Heading in the template styles. Numbering of paragraphs and sections should be avoided.

Sub-Headings

Subsequent headings should be Arial 10pt **Bold**. This is set as Sub-Heading in the template styles.

Sub-Sub Headings

The headings for sub-subsections should be Arial 10pt *Italic*, This is set as Sub-Sub-Heading in the template styles.

## Units

The Système International (SI) should be used for all units of measurement as far as possible. The oblique stroke (e.g. m3/d) should be used instead of the negative index (m3d-1) and temperature should be expressed in oC.

## Acknowledgements

These should be to the authority by whose permission the paper is published, any sources of grants or funds to support the work, colleagues or others who have made significant contributions to the work, and any copyright holders who have given permission for their work to be quoted. Recurrent references to proprietary names should not be given in the main body of the text; recognition should instead be made in the Acknowledgements section.

## References

References should be cited using the Harvard Referencing System.

Citations in the text take the form of author names and dates (e.g. Smith 1990). Sort references chronologically and then alphabetically within dates (e.g. Smith 1990; Brown 2001; Walton 2001). For references with three or more authors, use the first author’s name and *et al.*  in the text.

References in the list are sorted alphabetically by author name. If two or more references have the same first author and date, use ‘a’, ‘b’ etc. after the date to distinguish them (e.g. Smith *et al.* 1990a,b). References for website addresses should only be used where the hardcopy reference is unavailable. Authors should ensure that website references are in full, sustainable, refer directly to the reference and are live.

Manuscripts that have not been formally accepted for publication (e.g. ‘in preparation’) should not be included in the reference list but should be cited in the text as unpublished data. Please give the names and initials of all collaborators in such cases. Personal communications/observations may also be cited in the text.

**Examples:**

**A Journal**: Johnston, A. and Smith, A. (2001) Environmental Performance Indicators: The Water Industry of England and Wales. *J. Ch. Instn. Wat. & Envir. Mangt.,* 15 (I), 40–45.

**A Book:** Nottage, A.S and Robertson, P.A. (2005) *The saltmarsh creation handbook: a project manager’s guide to the creation of saltmarsh and intertidal mudflat.* The RSPB, Sandy and CIWEM, London.

**A Symposium**: Morris, G. and Firth, C. (2004) Yorkshire’s Rivers: From sewage to salmon. The improvement and future of the Industrial rivers Don, Aire and Calder. *In* Horan, N.J (ed) *Proceedings of the 2nd CIWEM Nat. Conf,* pp. 1–9. Aqua Enviro, Wakefield.

**A Directive**: Council of European Communities (1976) Directive on pollution caused by certain dangerous substances discharged in the aquatic environment of the Community (76/464/EEC) *Official Journal* L129.

**A Website**: Le Quesne, T and Green, C (2005) Can we afford not to? The costs and benefits of a partnership approach to the Water Framework Directive [online]. WWF. http://www.wwf.org.uk/filelibrary/pdf/canweaffordnotto.pdf [accessed 10 September 2005]

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