

## Instructions to Authors

### Manuscript

1. Manuscripts should be written in English.
2. Submit the original and three copies of your manuscript **and specify which part of the journal (A: Risk Assessment and Management, or B: Environmental Technologies) is most descriptive of the subject of the manuscript**. Enclose the original illustrations and three sets of copies. Electronic manuscripts are also acceptable.
3. Manuscripts should be typewritten and double spaced. Leave a margin of at least 3 cm on each side of the paper.
4. The use of nomenclature and symbols adopted by IUPAC is recommended. A useful guide is: Quantities, Units and Symbols in Physical Chemistry, Blackwell Scientific, Oxford, 1988.
5. Manuscripts should be organized in the following order:
  - a. Title
  - b. Name of author and affiliation (the corresponding author should be indicated and *must* include the appropriate fax, telephone and e-mail numbers)
  - c. Abstract
  - d. Five keywords for indexing
  - e. Introduction
  - f. Text
  - g. Acknowledgements
  - h. Appendices
  - i. References
  - j. Tables
  - k. Figure captions
  - l. Figures

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Short Communications report the results of preliminary studies, partial research results from an ongoing study, results from studies limited in scope, or raise a critical issue or question based on such results. Short Communications should follow all the basic requirements of full paper manuscripts, but must not exceed 12 double-speed manuscript pages including figures, tables, text, and references. An abstract must be submitted with a Short Communication.

### **Abstract**

1. The abstract should contain 100–200 words.
2. The abstract should be a concise and factual description of the contents and conclusions as well as an indication of any new findings.

### **Tables**

1. Tables should be typewritten on separate pages, added to the manuscript. They should never be included in the text.
2. Tables should be numbered using Arabic numerals according to their sequence in the text. The text should include references to all tables.
3. Each table should have a brief and self-explanatory title.
4. Column headings should be brief, but sufficiently explanatory. Units of measurements should be added between parentheses.
5. Vertical lines should not be used to separate columns. Leave some extra space between the columns instead.
6. Authors should take notice of the limitations set by the size and lay-out of the journal. A table should not exceed the printed area of the page. If this seems impossible, try reversing columns and rows.
7. Large tables should be avoided. Fold-outs will not normally be accepted. If many data are to be presented, an attempt should be made to divide these over two or more tables.
8. Tables **are** to be treated as artwork, e.g. those containing complex chemical structures, from which prints need to be made. should not be folded.
9. Explanations, essential to the understanding of the table, should be given in footnotes at the bottom of the table.

### **Illustrations**

1. All illustrations should be supplied on separate sheets, not stuck down and not folded.
2. Illustrations should be numbered using Arabic numerals according to their sequence in the text. References to each figure should be made in the text.
3. Each illustration should be identified on the reverse side (or, in the case of line drawings, on the lower frontside) by its number, the name of the author, and the title of the paper.
4. Illustrations should be designed with the format of the pages of this journal in mind. Fold-outs will not normally be accepted. Illustrations should be of such a size as to allow a reduction of 50%.
5. Lettering should be in black, waterproof drawing ink or by printed labels. Make sure that the size of the lettering is large enough to allow a reduction of 50% without becoming illegible. The lettering should be in English. Use the same kind of lettering throughout.

6. Use bar scales on all illustrations instead of numerical scales that must be changed with reduction.
7. Each illustration should be accompanied by a caption. Put the captions on a separate list, added to the manuscript.
8. Photographs are only acceptable if they have good contrast and intensity. Sharp and glossy copies are required. Reproductions of photographs already printed cannot be accepted.
9. Colour illustrations cannot usually be included, unless paid for by the author.

## References

1. All references made to publications in the text should be presented in a list of references following the text of the manuscript. The manuscript should be carefully checked to ensure that the information given in the text is exactly the same as that given in the reference list. References to the literature should be made according to the numerical system described below.
2. In the text refer to the subject or to the author's name (without initial), followed by the reference number in square brackets.
3. If reference is made in the text to publications written by more than two authors, the name of the first author should be used, followed by "et al.". Note that in the reference list the names of authors and co-authors should be given in full.
4. References should be arranged in the order in which they appear in the text.
5. Use the following system for arranging the references:
  - (i) For journals:  
[1] N.H. Dural, C.-H. Chen, *J. Hazard. Mater.* 53 (1997) 75
  - (ii) For monographs:  
[2] N. Sax, *Dangerous Properties of Industrial Materials*, 6th edn., Van Nostrand Reinhold, New York, 1984, p. 413.
  - (iii) For edited books:  
[3] H. Beller and J.M. Wilkinson, in: D.F. Othmer (Ed.), *Encyclopedia of Chemical Technology*, Vol. 1, 2nd edn., Interscience, London, 1967. p. 171.
  - (iv) For conference proceedings, symposia etc.:  
[4] H.J. Fissan, H. Franzen, C. Helsper, in: M.M. Benarie (Ed.), *Atmospheric Pollution 1978, Proc. 13th Int. Colloq.*, Paris, France, 1978, Elsevier, Amsterdam, 1978, pp. 263-266.
6. Abbreviations of journal titles should conform to those adopted by the Chemical Abstract Service (*Bibliographic Guide for Editors and Authors*, The American Chemical Society, Washington, DC, 1974). If the correct abbreviation is not known, the title should be given in full.
7. Reference to a personal communication should be followed by the year. e.g. A.N. Other, personal communication, 1989.

## Formulae

1. Formulae should be typewritten, if possible. Leave ample space around the formulae.
2. Subscripts and superscripts should be clearly indicated.

3. Greek letters and other non-Latin or handwritten symbols should be explained in the margin where they are first used. Take special care to clearly show the difference between zero (0) and the letter O, and between one (1) and the letter l.
4. Give the meanings of all symbols immediately after the equation in which they are first used.
5. For simple fractions use the solidus (/) instead of a horizontal.
6. Equations should be sequentially numbered (on the right-hand side of the equation and in parentheses). In general, only equations explicitly referred to in the text need be numbered.
7. The use of fractional powers instead of root signs is recommended. Also powers of e are often more conveniently denoted by exp.

### Footnotes

1. Footnotes should only be used if absolutely essential.
2. If used, they should be indicated in the text by superscript numbers, and kept as short as possible.

### Electronic manuscripts

**Elsevier encourages authors to submit their articles to the *Journal of Hazardous Materials* on disk.** To distinguish between traditional hard copy (paper) manuscripts and those **submitted on disk**, the latter will be referred to as compuscripts. Articles prepared using any of the most popular word-processing packages are acceptable, but please note the following points:

1. Please follow the general instructions for style and organization of a manuscript given above.
2. The disk should be formatted to be MS-DOS or Apple Macintosh compatible. Take care in the formatting of your disk (3.5" preferred) and ensure that only the relevant files are on it.
3. The names of the text files, the word-processing package and version used, together with the article title and authors' names, should be indicated on the disk.
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5. If no revision of your article is needed, send the original disk that contains only the files exactly matching your hard copies to the Editor as soon as your article is accepted.
6. If your paper requires revision, the original hardcopy will be returned to you by the Editor.

**The revisions must then be incorporated onto the disk.** The revised disk, together with three revised hard copies, should then be resubmitted to the Editor.

### Submission

Submit the original and three copies of your manuscript, **including a specification of which part of the journal is most descriptive of the subject of the manuscript** to:

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