

## **Preparation of manuscript for the volume: "Management of Indoor Air Quality"**

### **Submission of paper to the editor**

The manuscript should be sent via e-mail. An additional hard copy (computer printout) should be sent only on editor request (in the case of problems with electronic version).

Submission of a paper implies that it has not been published previously, that it is not under consideration for publication elsewhere and that if accepted it will not be published elsewhere in the same form, in English or in any other language, without the written consent of the publisher.

All papers will be peer reviewed by three independent referees.

**Language:** Manuscripts should be in English.

**General Format:** Manuscripts must be typewritten on the A4 paper, with a font size of 12, double-spaced, with 3.5 cm margin on the left side and 2.5 on the right side and numbered consecutively.

The manuscript should contain the following in this order:

Title, Abstract and Keywords, Text, Acknowledgements (optional), Appendix (optional), References, Tables, and Figures. Do not import the Tables or Figures into the text. The Editors reserve the right to adjust style to certain standards of uniformity.

Use capital letters for paragraph titles and small italic for sub-paragraph titles.

E.g.

MATERIALS AND METHODS

*Sampling sites*

**Title Page:** The title page should be devoted to the title (in caps), the initials and name(s) of the author(s), and the full postal addresses for all co-authors. The desired maximum length of the title is **10 words**. The corresponding author should be identified with an asterisk, and a footnote should contain an e-mail address, telephone number and fax number for the corresponding author.

**Abstract:** The second page should consist of an abstract of **100** words that summarizes the major findings, and **4-6 keywords**.

**Text:** The text should start on the third page. The text should contain the following in the order:

- Introduction,
- Materials and Methods.
- Results and Discussion,
- Conclusions.
- References (arranged in alphabetic order)

It should clearly convey the purpose of the study, the approach, and the key findings. A conclusion should be included that indicates the significant contribution of the manuscript with its applications. Footnotes should be identified with superscript Arabic numbers. In the text refer to the author's name (without initials) and year of publication (e.g. "Since Peterson (1993) has shown that" or "This is the agreement with results obtained later (Kramer, 1994)". Subtitles should not be numbered in the text.

**Units:** Authors are to use SI (metric) units and international quantities and abbreviations. Equivalent values in other systems may be used provided their metric equivalents are included in every case.

Always use the official SI notations:

- kg / m / kJ / mm *instead of* kg. (Kg) / m. / kJ. (KJ) / mm.;
- 20°16'32"SW *instead of* 20° 16' 32" SW
- 0.50 *instead of* 0,50 (*used in French text*); 9000 *instead of* 9,000 *but if more than 10,000: 10,000 instead of 10000*
- <sup>14</sup>C *instead of* C<sup>14</sup> / C-14 and BP / BC / AD *instead of* B.P. / B.C. / A.D.
- × 20 *instead of* ×20 / X20 / x 20; 4 + 5 > 7 *instead of* 4+5>7 *but* –8 / +8 *instead of* – 8 / + 8
- e.g. / i.e. *instead of* e.g., / i.e.,

**Tables, figures and photographs** are not to be included in the text. It should be marked in the manuscript (by placing the heading in the proper place and centering it) where they should be insert.

**Tables** should be placed after the references, with each table placed on a separate page, numbered consecutively in the order to which they are referred and given a suitable caption. Footnotes to tables should be typed below the table and should be referred to by superscript lowercase letters. No vertical rules should be used. Tables should not duplicate results presented elsewhere in the manuscript, (e.g. in graphs).

### **Illustrations**

- Make sure you use uniform lettering and sizing of your original artwork.
- Save text in illustrations as "graphics" or enclose the font.
- Only use the following fonts in your illustrations: Arial, Courier, Helvetica, Times, Symbol.
- Number the illustrations according to their sequence in the text.
- Provide all illustrations as separate files (after paper approval you will be requested to submit hardcopy printouts on separate sheets).
- Use a logical naming convention for your artwork files.
- Provide captions to illustrations separately.
- Produce images near to the desired size of the printed version.

Regardless of the application used, when your electronic artwork is finalized, please "save as" or convert the images to the following formats:

TIFF: greyscale photographs (halftones): always use a minimum of 300 dpi.

TIFF: Bitmapped line drawings: use a minimum of 1000 dpi.

TIFF: Combinations bitmapped line/half-tone greyscale: a minimum of 500 dpi is required.

DOC, XLS or PPT: If your electronic artwork is created in any of these Microsoft Office applications please supply "as is".

### **Figures**

Figures should be placed after the tables, numbered consecutively in the order to which they are referred, and given a descriptive caption. Photographs, charts and diagrams are all to be referred to as "Figure(s)." Figures should be accompanied by concise and legible legends keeping in mind that lettering must be of proper size so that after diminishing the figure it is still legible. Please prepare figures in black/white only.

## Equations

Use the equation editor of the selected word processing programme. Equations are not indented (Formula tag). Number equations consecutively and place the number with the tab key at the end of the line, between parentheses. Refer to equations by these numbers. See for example Equation 1 below:

From the above we note that  $\sin \theta = (x + y)z$  or:

$$K_t = \left( 1 - \frac{R^2 \tau}{c_a + v \tan \delta} \right)^4 k_1 \quad (1)$$

where  $c_a$  = interface adhesion;  $\delta$  = friction angle at interface; and  $k_1$  = shear stiffness number.

For simple equations in the text always use superscript and subscript (select Font in the Format menu). Do not use the equation editor between text on same line.

The inline equations (equations within a sentence) in the text will automatically be converted to the AMS notation standard.

## REFERENCES:

All publications cited in the text should be presented in a list of references following the text of the manuscript. In the text, place the authors' last names (without initials) and the date of publication in parentheses. At the end of the paper, list all references in alphabetical order underneath the heading REFERENCES (Reference heading tag). The references should be typed in small text (10 pt on 11 pt) and second and further lines should be indented 5.0 mm (0.2") (Reference text tag).

If several works by the same author are cited, entries should be chronological:

- Larch, A.A. 1996a. Development ...
- Larch, A.A. 1996b. Facilities ...
- Larch, A.A. 1997. Computer ...
- Larch, A.A. & Jensen, M.C. 1996. Effects of ...
- Larch, A.A. & Smith, B.P. 1993. Alpine ...

### *Typography for references*

Last name, First name or Initials (ed.) year. *Book title*. City: Publisher.

Last name, First name or Initials year. Title of article. *Title of Journal* (series number if necessary) volume number (issue number if necessary): page numbers.

### *Examples*

Grove, A.T. 1980. Geomorphic evolution of the Sahara and the Nile. In M.A.J. Williams & H. Faure (eds), *The Sahara and the Nile*: 21-35. Rotterdam: Balkema.

Jappelli, R. & Marconi, N. 1997. Recommendations and prejudices in the realm of foundation engineering in Italy: A historical review. In Carlo Viggiani (ed.), *Geotechnical engineering for the preservation of monuments and historical sites; Proc. intern. symp., Napoli, 3-4 October 1996*. Rotterdam: Balkema.

Johnson, H.L. 1965. Artistic development in autistic children. *Child Development* 65(1): 13-16.

Polhill, R.M. 1982. *Crotalaria in Africa and Madagascar*. Rotterdam: Balkema.

## Notes

These should be avoided. Insert the information in the text. In tables the following reference marks should be used: \*, \*\*, etc. and the actual footnotes set directly underneath the table.