

Journal of the Air & Waste Management Association (JA&WMA)

Author Instructions

The *Journal of the Air & Waste Management Association (JA&WMA)* is one of the oldest continuously published, peer reviewed, technical environmental journals in the world. First published in 1951 under the name *Air Repair*, *JA&WMA* is intended to serve those occupationally involved in air pollution control and waste management through the publication of timely and reliable information in several formats. Complete guidelines for preparing and submitting a manuscript to this journal are provided below.

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Submission of a manuscript implies that the work described has not been published (except in the form of an abstract or as part of a published lecture, review, or thesis); that it is not under consideration for publication elsewhere; and that its publication has been approved by all coauthors and the responsible authorities at the institute where the work was conducted. Submission also implies that the authors have already obtained all necessary permissions for the inclusion of copyrighted materials, such as figures and tables from other publications. Previously published work will not be considered for publication. *JA&WMA* will, however, accept manuscripts based on presentations made at conferences sponsored by the Air & Waste Management Association, at the discretion of the Technical Editor-in-Chief. All authors and coauthors of any manuscript that does not adhere to all of these policies will lose the right to submit further manuscripts to *JA&WMA*.

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Because authors are responsible for all page charges and color production fees, those in countries from which the U.S. bans the receipt of funds are not eligible to submit a manuscript. This currently applies to Cuba, Iran, North Korea, Syria, and Sudan.

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The first field encountered when beginning the submittal process in ScholarOne is the **Manuscript Type**. It will default to *Technical Paper—Air Pollution*, so the submitting author must be careful to choose another type if that is not correct. Those submitting manuscripts intended for a special issue or grouping must be particularly careful to choose the correct Manuscript Type for the issue they are targeting. If they fail to do so, their papers will not be tagged for the special issue or grouping and will instead be handled as a normal, stand-alone papers.

- **Technical papers** describe and interpret the results of original investigations in all aspects of air pollution and waste management. They are significant in their findings and increase the body of knowledge upon which environmental decision-making and policy are based. Of particular interest are topics that are relevant to science and technology issues and problems emerging from contemporary directions in regulatory policy-making.
- **Notebook papers** offer a forum for rapid disclosure of new technical or administrative studies, or for significant comment on previously published papers. Publication of a Notebook paper will not preclude later consideration of a technical paper on the subject. If the Notebook paper is a comment on a previously published paper, the Notebook paper will be published with a reply from the author(s) of the previously published paper.

- **Review papers** synthesize existing research and define problems to be addressed by future research. Reviews should be critical in nature while noting the strengths, weaknesses, and limitations of current knowledge.

All papers submitted for consideration to *JA&WMA* are subject to a minimum of two external peer reviews, and may need to go through several rounds of review before a determination regarding its suitability for publication can be made.

MANUSCRIPT PREPARATION

JA&WMA is published in the English language and should be written in third-person. Our publisher, Taylor & Francis, provides translation assistance at <http://www.tandefeditingservices.com/en/>.

Manuscripts that do not conform to all guidelines will be returned to authors for correction. *JA&WMA* strives to present information in a clear, direct, and easily understood format.

Although *JA&WMA* does not maintain a page-limit policy, authors should be mindful of their audience and strive for efficiency in presentation. It is preferred that the length be under 11,000 words. Manuscripts that are unnecessarily lengthy or repetitive will be identified as such by *JA&WMA* reviewers and/or editors, and returned to the authors for revision. Since authors are required to pay all manuscript fees, they should also remain cognizant of *JA&WMA*'s page charge policy, which is assessed on a per-published-page basis. Specific prices are stated on page 9 of this document.

IMPORTANT: Formatting requirements are different for initial submittal of a manuscript and revised submittals. Requirements also vary between types of files submitted (i.e., text vs. figures).

	Acceptable file types for first submission	Acceptable file types for revised (i.e., after peer review) submissions*
TEXT and TABLES	Microsoft Word Adobe PDF RTF LaTeX (if the original document was created in LaTeX, both the LaTeX file and a corresponding PDF file should be uploaded)	WordPerfect PostScript PDF+ASCHII form TeX
FIGURES	TIFF Acrobat PDF PostScript WordPerfect	Microsoft Word WordPerfect RTF
SUPPLEMENTAL FILES	Text MS Excel Zip Archive PDF QuickTime Image GIF Image AIFF AVI Video	EPS PowerPoint Microsoft Word JPG MSWord MS PowerPoint RealVideo HTML MPEG Video VRML WAVAudio PDB Windows Media/Video

*Figures in revised manuscripts must comply with **all** the formatting requirements explained on pages 5 and 6.

MANUSCRIPT LAYOUT/STYLE (Please also refer to the **Formatted Text Example** and other examples provided at <https://www.awma.org/content.asp?contentid=231>.)

Manuscripts must be typed with lines 1½-spaced, including references and the numbered list of figure captions. Times New Roman 12-point is the preferred font. Allow at least a 1-inch margin on all sides. Text should be typed flush left on the page; do not right- or full-justify or hyphenate. Do not insert page or section breaks

within text. **Do not use footnotes, endnotes, or any other auto-functions.** Do not italicize common Latin words or phrases, such as “i.e.,” “e.g.,” or “a priori.” Do not include any design or complex formatting, such as two-column text formats, embedded text boxes or figures, or unnecessary changes in font, type size, page depth, and page width. Manuscripts should include only simple attributes such as bold, italics, superscript, and subscript to a specific letter, word, or words.

Authors are expected to follow the style conventions detailed in the most recent edition of *The Chicago Manual Style (16th Edition)*, in author-date style, with the following few exceptions:

- Second(s) is abbreviated as “sec” (not “s”);
- Hour(s) is abbreviated as “hr” (not “h”);
- Use “HH:MM a.m./p.m.” style for time, rather than 24-hour time PST or PDT style;
- Versus is abbreviated as “vs.” (not “vs”) within parentheses, tables, and captions (the word should not be abbreviated in body text);
- Yard is abbreviated as “yd”; and
- Year is abbreviated as “yr” (not “y”) in descriptions of experimental work.

Authors should also refer to Volume 62, Number 1, 2012 of *JA&WMA* and any issue thereafter as a guide. (Also, see current issues on *JA&WMA*’s website at www.awma.org.)

Headings. Subdivide manuscripts into major sections, such as introduction, experimental methods, results, conclusion, acknowledgment, and references. Do not number subheadings (i.e., “1. Introduction” should just be “**Introduction**”). See the **Formatted Text Example:** <https://www.awma.org/content.asp?contentid=231>

- **First-level Headings Should Be Typed Bold, in Title Case, Flush Left** (a blank line should be placed between the heading and the text that follows it).
- Second-level headings should be with just the first letter (and proper names) capitalized, flush left (a blank line should be placed between the heading and the text that follows it).
- *Third-level headings should be typed in italics and with initial capital letters like the second-level headings, flush left, followed by a period, two spaces, and the subsequent text on the same line.*
- Headings beyond level three are discouraged: However, if they are essential to clarifying the discussion, they should be flush left, in italics with initial capital letters, followed by a colon (not a period), and the subsequent text on the same line. When appropriate, they can be numbered (1), (2), (3), etc.

Heading Examples:

This Is an Example of a First-Level Heading, Followed By a Blank Line and Then the Subsequent Text

This is an example of a second-level heading, followed by a blank line and then the subsequent text

Third level headings should look like this. Two spaces should be placed after the period, and then the subsequent text should begin on the same line.

Equations. Equations must be placed in the text in editable format (i.e. do not insert images of equations into the text, but rather, type them in). Number equations consecutively as they appear within the text. Center them horizontally, with the equation number in parentheses and positioned flush right on the same line as the equation. Do not use letters or words in the numbering, and do not use leaders. For multi-line equations, center the equation number among the lines (still flush right). Use care in positioning super- and subscripts, and avoid superscripts that may be confused with exponents. Use the term “eq” (plural “eqs”) within text (e.g., “As shown in eq 1...”), unless beginning a sentence (e.g., “Equation 1 was used to determine...”). See the **Formatted Text Example:** <https://www.awma.org/content.asp?contentid=231>

Nomenclature. Use consistent units of measurement, and give dimensions for all terms. Acronyms and abbreviations may be used within the manuscript; however, they must be defined at their first mention within the text.

Footnotes. Do not include any footnotes in manuscripts. If the information is relevant, it should be included within the body of the discussion or referenced appropriately.

References. References must be formatted according to the reference style listed in the *Chicago Manual Guide 16th edition*, reference list in author-date style (see pages 792–800) with the following exception—initials should be used for author first names and middle initials. *JA & WMA* titles may be abbreviated per the BIOSIS Serial Sources style. See the **Formatted Text Example:** <https://www.awma.org/content.asp?contentid=231>

Book By One Author:

Faulkner, W. 1990. *Absalom, Absalom!*. New York: Vintage Books.

Book By Two Authors:

Lash, S., and J. Urry. 1994. *Economies of Signs & Space*. London: SAGE Publications.

Translated work:

Cortázar, J. *Hopscotch*. 1996. Trans. G. Rabassa. New York: Pantheon Books.

Book with an Author and an Editor:

Tylor, E. B. 1964. *Researches into the Early Development of Mankind and the Development of Civilization*. Ed. P. Bohannan. Chicago: University of Chicago Press.

Journal Articles (Single Author):

MacDonald, S.P. 2004. The Erasure of Language. *College Composition and Communication* 58(4):585-625. doi:10.1086/4154-2112.

Journal Articles (Multiple Authors):

Glasius, M., M.P. Ketznel, and F. Palmgren. 2008. Impact of wood combustion on particle levels in a residential area in Denmark. *Atmos. Environ.* 40:7115–7124. doi:10.1085/4154–2116.

Websites:

Central Weather Bureau, Taiwan, 2011. Rainfall pH statistics. <http://www.cwb.gov.tw/eng/statistics/phRain/pH.php?st=16> (accessed December 20, 2009).

Article in a newspaper:

S.G. Stolberg and R. Pear. Wary Centrists Posing Challenge in Health Care Vote. *New York Times*, February 27, 2010. <http://www.nytimes.com/2010/02/28/us/politics/28health.html> (accessed February 28, 2010).

Paper presented at a conference:

Adelman, Rachel. 'Such Stuff as Dreams Are Made On': God's Footstool in the Aramaic Targumim and Midrashic Tradition. Paper presented at the annual meeting for the Society of Biblical Literature, New Orleans, Louisiana, November 21–24, 2009.

In-Text Citations. In text citations should consist of the author's last name and publication year, separated by a comma. For works with more than three authors, use only the last name of the first author followed by **et al.**

One Author:

(Woodward, 1978)

Two Authors:

(Woodward and Smith, 1978)

Three or more authors:

(Smith et al., 1978)

Tables. Tables can be submitted in the same file format as the text of the manuscript, but should be grouped together in consecutive order after the list of references rather than interspersed throughout the text. Placeholders such as **Table 1 here** should be used in the text to indicate where each table is to appear when published. Tables should not include any color. Footnotes may be used within tables using superscript letters, but do not use an auto footnoting function to do so. Place footnoted material below the corresponding table. Number all tables consecutively as they are cited within the text. List each caption above the corresponding table, as in the following example:

Table 1. Characteristics of isolates and related species

	RANS	<i>T.themosulfata</i> *	<i>T.perometabolis</i> *	<i>T.intermedia</i> *
Morphology	Rod	Rod	Rod	Rod
Gram stain	–	–	–	–
Motility	+	+	+	+
Isolation and optimum pH	7.0	4.3–7.8	5.0–7.0	5.0–7.5
Isolation and optimum temperature (°C)	45	34–65	15–42	15–37
Growth on:				
Thiosulfate	+	+	+	+
Sulfide	+	+	+	+
Elemental sulfur	+	+	+	+
Tetrathionate	+	+	+	+
Anaerobic growth	–	–	–	–
Optimum growth on mixotrophic medium	+	+	+	+
Heterotrophic growth	–	–	–	–

Notes: + = positive; – = negative. *Kelly and Wood (2005)^{1,4}

Figures and Graphics. All figures/graphics require captions, which must be rendered in initial caps (e.g., “Estimated values”). To avoid bitmapping, please use Helvetica or Arial font for figure labels. **Include a separate page in a text file that contains a numbered list of figure captions.** This is required even if there is only one figure or graphic. The list can be included at the end in the manuscript text document or in a separate text file. **If a figure/graphic is composed of multiple parts that are referenced in its caption,** both the figure/graphic caption and the figure/graphic itself must contain the corresponding identifiers for multiple parts. The part identifiers should be small case letters enclosed in parentheses (not brackets), both in the image and in the caption. See the sample below of a figure/graphic composed of multiple parts, and its caption. A single caption should be listed for the parts even if they are submitted in separate files instead of as a single file.

Sample list of figure captions:

Figure 1. Comparison of air quality in 1998 at two urban sites.

Figure 2. (a) The JW air-cycle aqueduct frame. (b) The finished pavement surface. (c and d) What was observed below the pavement that was used for the experiments of this paper.

Example of figure composed of multiple parts:

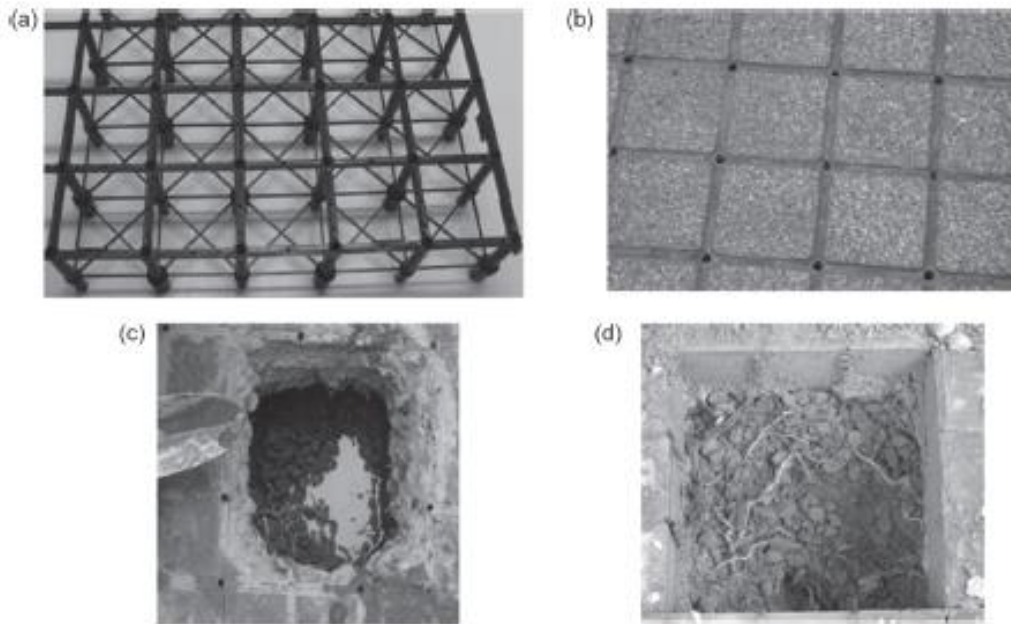


Figure 2. (a) The JW air-cycle aqueduct frame. (b) The finished pavement surface. (c and d) What was observed below the pavement that was used for the experiments of this paper.

Figures must be submitted as they are to ultimately appear. For figures with bar graphs, avoid the use of screens (e.g., shades of grey in bars). Use line-art instead (e.g., vertical, horizontal, diagonal lines; hash marks).

Please number all figures consecutively as they are cited within the text. A figure composed of multiple parts is counted as one figure with one caption, and the parts should be identified as shown above both in the figure and in the caption. In all versions, figures must be grouped in consecutive order after the text, references, and tables, rather than interspersed throughout the text. Placeholders such as **Figure 1 here** should be used in the text to indicate where each figure is to appear when published. **Note that, except for the first version, each figure must be uploaded in a separate file from the text of the manuscript and in one of the four formats listed for revised manuscripts on page 2.**

Authors must ensure that, in all revised versions of the manuscript, the figures are formatted in at least 300 DPI (preferably 600 DPI) and sized appropriately for the printed *JA&WMA*, keeping in mind that any lettering or numbers within the graphic should be clear and easy to read. Images with multiple pages or layers cannot be accepted. **Revised manuscripts containing figures in unacceptable file types, low resolution, insufficient size, incorrect identification of multiple parts (where applicable), or poor quality will be returned to the author for correction.**

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Before submitting your manuscript, please review the following checklist to ensure that you have included all of the following elements and requirements:

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- ✓ Manuscript has a concise title that avoids acronyms and abbreviations;
- ✓ An abstract of 300 words or less, summarizing the work's purpose, methodology, results, and conclusions, is placed in the Abstract text box in the manuscript record;

- ✓ At least one Keyword will be required in the **Keywords** section in the submittal process.
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 - Figures grouped in consecutive order, all formatted as outlined herein. These should appear only once and should be placed after the figure caption page. Note that the total number of figures as well as the number of color figures claimed in the manuscript details must match what was actually submitted. If they don't, the manuscript will be returned for correction. The figures can be in the same document as the text in the initial submittal, but cannot be in a text document in revised versions. See pages 2, 5, and 6 for acceptable file types and formatting in revised versions;
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