# Final Submission Guidelines: revision of extended abstracts

## General Information & Deadlines

1. **Final submission MUST be submitted electronically** via the online submission system by the given **deadline June 20, 2017**. For final submission you can either edit A/ extended abstract or B/ submit a full paper in MS Word (6-8 pages A4) using given <u>template.</u>
2. Link to Online submission system for final submissions is available <u>here.</u>
3. All extended abstracts and full papers must be written in English.
4. **Final submission will not be further reviewed.** Please check your submissions for correct spelling, grammar and formal structure. The organizer reserves the right to edit abstracts formatting if necessary.
5. **Presenting authors** will need to upload final versions of extended abstracts or full papers by **June 20, 2017**.
6. **Extended abstracts** or **full papers** will be published in electronic Conference Proceedings.
7. **Each presenting author may submit no more than two (2) abstracts.**
8. All **presenting authors are asked to register for the conference** by **June 20, 2017**. Completing your registration (including payment) serves as a confirmation for including your presentation into the final conference programme. Thus, early registration would be appreciated as it enables to set up the conference programme timely.

## Revising the extended abstract: STEP-BY-STEP procedure

*IMPORTANT: Pay special attention to major formatting failures i) Artwork upload and its dimensions; ii) Figure and table captions and its references within the text; iii) References formatting; iv) Minor headings and paragraphs.*

*The final formatting for Conference Proceedings will be provided by a professional graphic designer.*

## Log into the submission system

1. Log into <u>the online submission system</u> using your **username** and **password.** Should you forget your password, the system will generate a new one when prompted.

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## Starting the extended abstract revision

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2. On the *Abstract Start Page* you can manage all your manuscripts submitted to the conference.
3. Click 'Edit abstract' button to overwrite your existing extended abstract.

## Title

4. The **abstract title** is limited to **150 characters (including spaces)** and must be submitted using the sentence case (eg. '*The concept of urban drainage on the planet Mars …*').
5. **The title should be only edited in terms of formatting and spelling errors.**

## Authors

6. Up to **15 authors may** be listed on one abstract.
7. The author's order can be changed, if needed, by swapping the listed author names.
8. Any author from the list may be designated as the presenting author; unless indicated otherwise, the first author is set as the presenting author, by default.

## Keywords

9. **At least 4, but no more than 6 keywords** are to be entered in the alphabetical order. Please note the keywords will be printed in the order you will have submitted them in.

## Biography

10. Please edit a brief bio sketch of the presenting author with the maximum length of **600 characters** (including spaces).

## Abstract text

*Copy the text of your abstract into the text boxes below (please note a plain text will be copied - special text formatting may be lost). For inserting equations, figures and tables, follow the special instructions presented below.*

1. **The extended abstract body should consist of:** Summary, Introduction, Material and Methods, Results and Discussions, Conclusions, Acknowledgments, References.
2. The maximum length of the **summary is 700 characters (including spaces). The summary will be printed within the Programme book and online Conference programme.**
3. When using the **paragraphs**, please always create a new paragraph by adding one spare line below (example in Fig. 1).
4. When working with the **minor headings**, please always apply the following format: standard font, bold letters with no numbering, one spare line above, no spare line below (example in Fig. 1).

**Methods and Materials**

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This an example how to work with new paragraph and minor headings in the text box. When using the paragraphs, please always create a new paragraph by adding one spare line below . <enter>
<spare line>
**Minor headings** <enter>
When working with the minor headings, please always apply the following format: standard font, bold letters with no numbering, one spare line above, no spare line below.
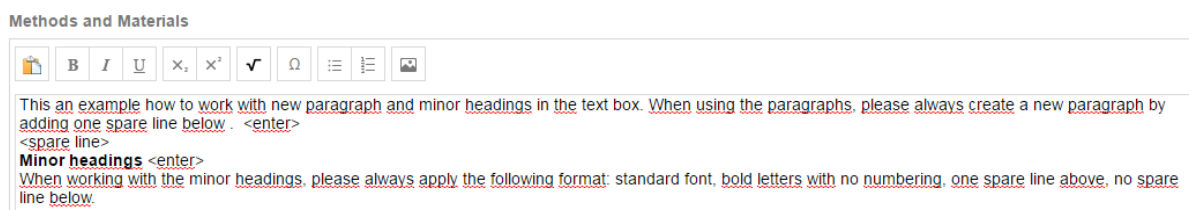
Fig. 1. Example of formatting new paragraph and minor headings in the text field.

5. The maximum **length of the whole extended abstract** (excluding Summary) **is 6,000 characters** (including spaces).

6. **Equations** may be inserted within the abstract text using the built-in editor. Please **number** each equation as shown below. Equation number should be added in a plane text, not within the equation editor.

$$z^2 \frac{d^2 f(z)}{dz^2}(z) + z\frac{df}{dz}(z) + (z^2 + \mu^2)f(z) = 0. \qquad\qquad (3)$$

**For referencing in the text use the equation numbers in brackets,** e.g. "for calculating runoff volume, equation (3) has been used"

7. **Up to four images** (figures, tables) can be inserted in the abstract text fields *Materials and Methods* and *Results and Discussions* in total. Please ensure that you also insert each figure or table caption in the corresponding location within the abstract text.

- **Tables** can be inserted only as images
  Insert one spare line after the paragraph, then the caption (caption above the table) and then the table below. To separate the table from the following text place one spare line below.
- **Figures** can be inserted only as images
  Insert one spare line after the paragraph, then insert the figure and place the caption below. To separate the figure with caption from the following text place one spare line below figure caption.

Figures and tables should be numbered consecutively as they are presented (Fig. 1, Fig. 2, etc. and Tab. 1, Tab. 2, etc.). A descriptive caption should be placed directly above tables and below figures. Callouts for each figure and table should appear in the text as Fig. 1 or (Fig. 1). Figures and tables should be positioned close to where they are first cited.

Only *.gif, *.png and *.jpg formats are allowed.

*IMPORTANT: Before entering any image, it is recommended to read the "Image Upload Guide" at the end of this document.*

8. **References** are to be formatted according to the Water Science and Technology guidelines (http://wst.iwaponline.com/content/instructions-authors-wst).

- For **citations** in text use surname of author and year of publication: Jones (2002) or (Jones 2002). The abbreviation "*et al*." should be used in the text when there are more than two co-authors of a cited paper.

- In the **list of references** all authors should be given. References should be listed alphabetically at the end of the paper.

- **Journal reference style:**
  Zeng R. J., Lemaire R., Yuan Z. & Keller J. 2004 A novel wastewater treatment process: simultaneous nitrification, denitrification and phosphorus removal. *Water Science and Technology*, **50**(10), 163-170.
  Note that to unambiguously identify articles published in *Water Science and Technology* before 2008 the issue number as well as the volume number is needed.

- **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 H2S 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

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## Image Upload Guide

**IMPORTANT: Make special attention to this updated guide to import correctly your images into the text fields.**

**Up to four (4) images** (figures, tables) can be inserted within the "Methods and Materials" or „Results and Discussion" text boxes when submitting the abstract text.

## Uploading images into your database

1. First of all, upload all your images in the system. Click the "Insert image" icon at the top of the text panel and open dialog window (Fig. 1). Using '+ upload ' button you can upload up to **four (4) images** (figures, tables) to your image gallery (Fig. 2). From the gallery you can insert images either in "Methods and Materials" or „Results and Discussion" text box.

   The maximum size of the uploaded image is **2MB.** Only *.gif, *.png and *.jpg formats are allowed. Minimum recommend size is 350 pixels (9.1 cm) – 500 pixels (13 cm) in image width. The resolution should be 200 DPI or higher keeping the maximum size limit.
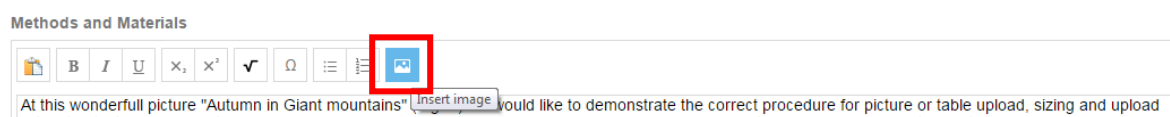
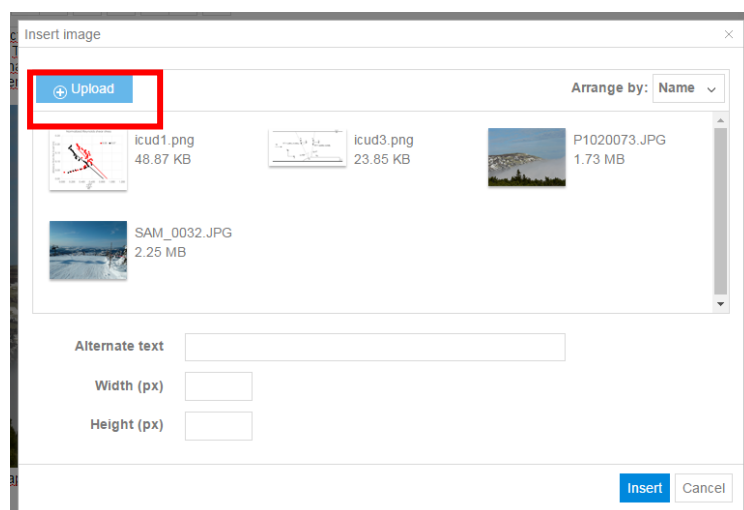Fig. 1. Cllicking "Insert image" icon at the top of the text panel.

Fig. 2. Once dialog window is open, start to upload your images using '+ Upload' button to your gallery

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## Inserting Figure in the text box and its sizing

2. The position of the image is given by the position of cursor in the text field. Use one spare line below the paragraph (Fig.3).
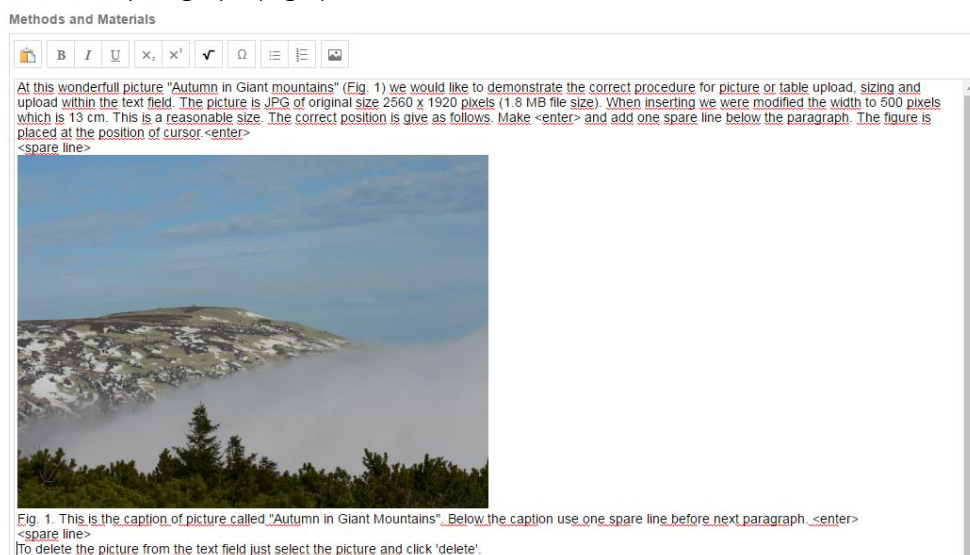


Fig. 3. Example of inserted picture in the text box of original size 2560 x 1920 pixels resized to 500 pixels of picture width.

3. To insert an image to the text box go to your gallery clicking "Insert image" icon. Choose the image of your wish (Fig. 4 - 1) and **specify the image width in the text box in pixels e.g. 500 pixels (13 cm)** (Fig. 4 - 2). **The tool works proportionally**, there is no need to work with image height. **Don't use "Alternate text" for caption specification (Fig. 4 - 2).** Finally, insert the image clicking on 'Insert' button (Fig. 4 - 2).
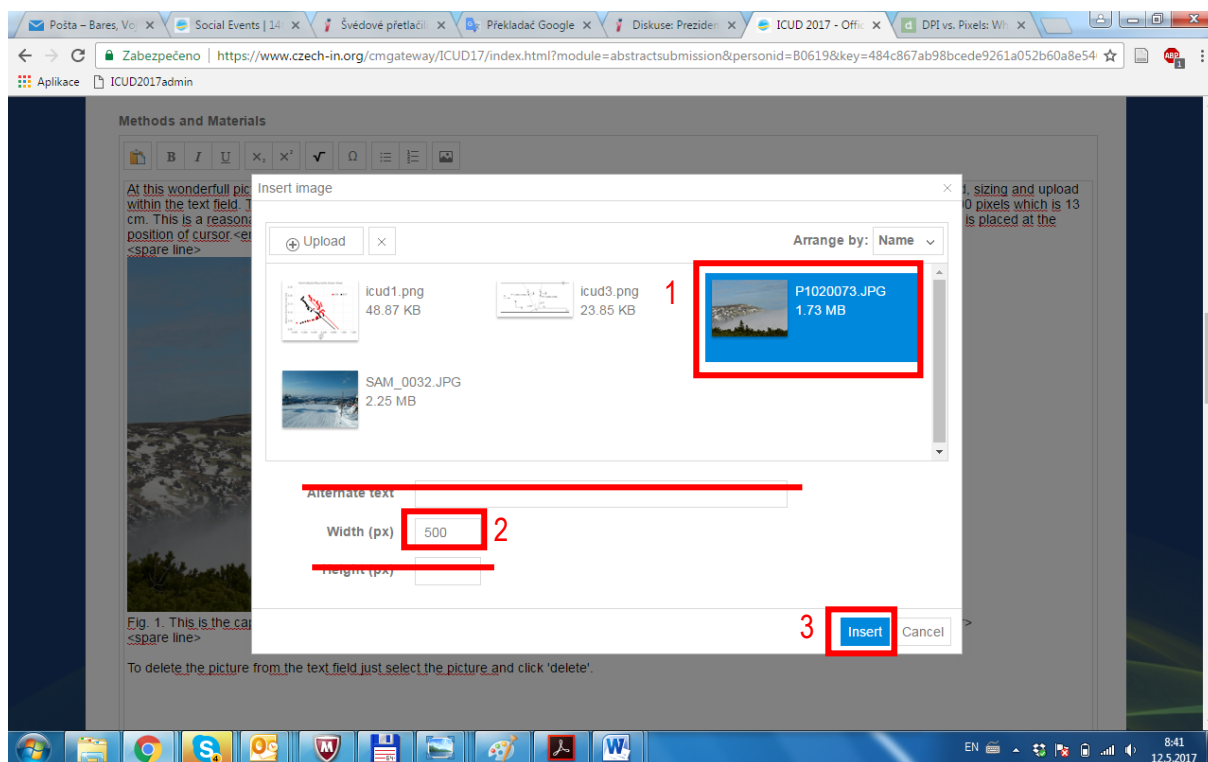
Fig. 4. This figure shows how to insert picture from gallery to text field and set its proper size.

4. In case you would like to change the image size or delete it from the text box, delete picture from the text box and insert it once again with different size if required. The image remains in your image gallery anyhow.

5. Figure captions are to be placed below the figure using normal case in the format 'Fig. 1. Title ….'. For cross references in the text use as follows: '(Fig.1)'. Use one spare line below figure caption.

6. Following example (Fig. 5) shows inserting of another figure of a different format (PNG) and original size 812 x 650 pixels from the picture gallery to 'Results and Discussion' text field. The figure is resized to the width of 500 pixels.

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**Results and Discussion**

Fig. 2 is standard graph in PNG format exported from MS Excel. The original size of this image is 812 x 650 pixels (50 kB file size). When inserting we were modified the width to 500 pixels which is 13 cm and equal to Fig. 1. <enter>
<spare line>

Normalized Reynolds shear stress



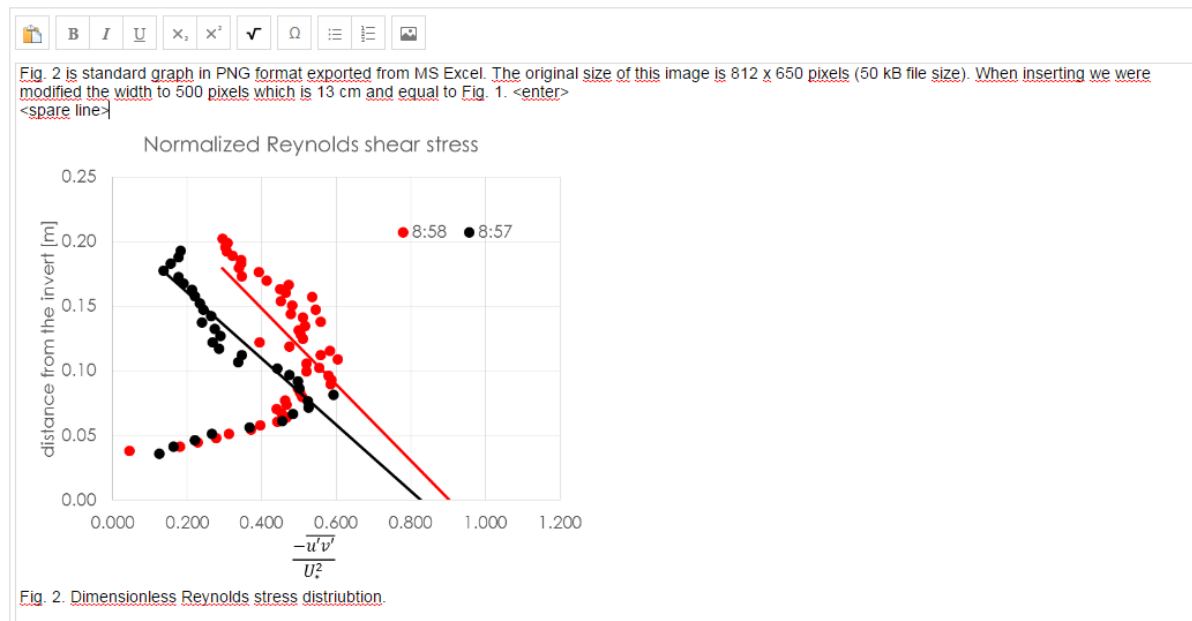Fig. 2. Dimensionless Reynolds stress distriubtion.

Fig. 5. An example of inserted figure to 'Results and Discussion' text field with a different original size.

## Inserting Table in the text box and its sizing

7. Working with Tables is identical to the handling of Figures. The system accepts Tables as images in the given formats.
8. The only difference is the position of Table captions which are placed above the table. See example in the following figure.

**Results and Discussion**

Tab. 1 is table insterted as image in PNG format. The original size of this image is 762 x 162 pixels (26 kB file size). When inserting we were modified the width to 600 pixels which is 15.6 cm (Tab. 1). Below the paragraph place one spare line. <enter>
<spare line>
Tab. 1. This an example of inserted table. Caption are placed above table in formated in normal case. One spare line above, no below.

| | Text area | A4 paper | |
|---|---|---|---|
| | (mm) | (mm) | (in) |
| Depth | 247 | 297 | 11.69 |
| Top/bottom margin | - | 25 | 1.0 |
| With | 160 | 210 | 8.27 |
| Left/right margin | - | 25 | 1.0 |

<spare line>
When starting new paragraph place one spare line below the table.

Fig. 6. An example of correct position of the table and its caption above the table. Please www.icud2017.org contact the ICUD Scientific Programme Department for any assistance needed.

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