

# Manuscripts Preparation

Manuscripts must be written in British English, typed using Times New Roman (font size 12) and in MS-Word. Page size should be A4, single column with 2.5 cm margin on both sides with double line spacing. Line numbers should be given throughout the manuscript. All pages of the manuscript (including Tables and Figures) should be numbered. Manuscript should be divided into the subtitles like: Title; Abstract; Keywords; Introduction; Materials and Methods; Results and Discussion; Conclusion; Acknowledgements and References.

## ***Title Page***

The title page should include:

A concise and informative title

- The name (s) of the author (s)
- The affiliation(s) and address (es) of the author (s)
- The mail address, telephone and fax numbers of the corresponding author

## ***Manuscript Title***

Title of up to 17 words should not contain any abbreviations and should be typed in Times New Roman of 12 pt. font and Bold in MS-word 2003 or 2007. The title should be in accordance with the scope of the journal while not being obscure or meaningless. Authors name should be typed in 11 font and affiliations should be typed in Times New Roman of 10 font, italicised and centred.

## ***Abstract***

An abstract of 150 to 250 words that sketches the purpose of the study; basic procedures; main findings, its novelty; discussions and the principal conclusions, and any undefined abbreviations or references should not be included. It should be typed in Times New Roman of 11 fonts and justified

## ***Keywords***

Provide 4 to 7 keywords which can be used for indexing purposes. Keywords should not repeat the words of the manuscript title or contain abbreviations and shall be written in alphabetical order and separated by semicolon. Abbreviations should be defined at first mention and used consistently thereafter through the text. The abstract should be typed in Times New Roman of 11 font.

## ***Introduction***

The introduction should state the purpose of the investigation and identify clearly the gap of knowledge that will be filled in the literature review study.

## ***Materials and Methods***

The materials and methods section should provide detail information to permit repetition of the experimental work. It should include clear descriptions and explanations of sampling procedures, experimental design, and essential sample characteristics and descriptive statistics, hypothesis tested, exact references to literature describing the tests used in the manuscript, number of data involved in statistical tests, etc.

## ***Results and Discussion***

The Results section should describe the outcome of the study. Data should be presented as concisely as possible - if appropriate in the form of tables or figures, although very large tables should be avoided. The discussion should be an interpretation of the results and their significance

with reference to work by other authors. Please note that the policy of the Journal with respect to units and symbols is that of SI symbols.

### **Tables**

Do not submit tables and graphs as photograph. Place explanatory matters in footnotes, not in the heading. Do not use internal horizontal and vertical rules. Tables should be called out in the text and should have a clear and rational structure and consecutive numerical order. All tables should be numbered (1, 2, 3, etc.). Give enough information in subtitles so that each table is understandable without reference to the text. For each table, please supply a table caption (title) explaining the components of the table. Identify any previously published material by giving the original source in the form of a reference at the end of the table caption. Tables should be with the captions placed above in limited numbers. Footnotes to tables should be indicated by superscript lower-case letters (or asterisks for significance values and other statistical data) and included beneath the table body. The caption of the table should be written in Times New Roman of 11 font.

### **Figures**

Figures/ illustrations/line drawings as well as colour photographs should be in high quality art work. Ensure that figures are clear, labelled, and of a size that can be reproduced legibly in the journal. Place all the figures and tables at the end of pages. The caption of figures should be written in Times New Roman of 10 fonts. The manuscript should include a separate list of figures.

Following remarks should be applied to the figures:

- Each figure should have a concise caption describing accurately what the figure depicts. Include the captions in the text file of the manuscript.
- Figure captions begin with the term Fig. Figures should be with the captions placed below in limited numbers.
- No punctuation is to be placed at the end of the caption.
- Identify all elements found in the figure in the figure caption; and use boxes, circles, etc., as coordinate points in graphs.
- Identify previously published material by giving the original source in the form of a reference citation at the end of the figure caption.

### **Conclusion**

This section should highlight the major, firm discoveries, and state what the added value of the main finding is, without literature references.

### **Acknowledgements**

Acknowledgments of people, grants, funds, etc. should be placed in a separate section before the reference list. The names and numbers of grant/grants and funding organizations should be written in full. Financial support affiliation of the study, if exists, must be mentioned in this section.

### **References**

All the references should be written in the following format:

#### **Text:**

All citations in the text should refer to:

1. Single author: the author's name (without initials, unless there is ambiguity) and the year of publication; (eg: Allan, 2012).
2. Two authors: both authors' names and the year of publication; (eg: Allan and Jones, 2012).

3. Three or more authors: first author's name followed by "et al." and the year of publication (eg: Allan et al., 2012).

Citations may be made directly (or parenthetically). Groups of references should be listed first alphabetically, then chronologically. Examples: "as demonstrated (Allan, 1996a, 1996b, 1999; Allan and Jones, 1995). Kramer et al., (2000) have recently shown ..."

#### **List**

References should be arranged first alphabetically and then further sorted chronologically if necessary. More than one reference from the same Author(s) in the same year must be identified by the letters "a", "b", "c", etc., placed after the year of publication.

#### **Journal article**

Baumann, T., Fruhstorfer, P., Klein, T. Niessner, R., (2006). Colloid and heavy metal transport at landfill sites in direct contact with ground water. *Water Res.*, 40 (14), 2776-2786.

#### **Book**

Davis, M. L., (2005). *Introduction to Environmental Engineering*, 3rd. Ed. McGraw Hill Inc, 52-68.

#### **Book chapter**

Mettem, G. R., Adams, L.B., (1999). How to prepare an electronic version of your article, in: Jones, B. S., Smith, R. Z. (Eds.), *Introduction to the electronic age*. E-Publishing Inc., New York.

#### **Conference paper**

Brown, J., (2005). Evaluating surveys of transparent governance. In UNDESA, 6<sup>th</sup>. *Global forum on reinventing government: towards participatory and transparent governance*. Seoul, Republic of Korea 24-27 May. United Nations: New York.

#### **Dissertation**

Trent, J. W. (1975). *Experimental acute renal failure*. Ph.D. Dissertation, University of California. USA.

#### **Online document**

Cartwright, J., (2007). Big stars have weather too. *IOP Publishing Physics Web*. <http://physicsweb.org/articles/news/11/6/16/1>.

Please note that references to electronic sites should only occur if there is an expectation that the site will be maintained.

#### **Article Processing Charge (APC)**

At the moment, no article processing charge (APC) for *Journal of Tropical Resources and Sustainable Science*.