

# Journal of Water and Environment Technology

## Instructions to Authors

Revised on 17 March, 2017

### 1. Introduction

#### 1.1. Subjects

Journal of Water and Environment Technology (JWET) covers all the subjects on scientific, technological and practical issues related with water environment. Upon submission of a manuscript, authors should categorize the manuscript to one or two of the following issues: water environment, soil and groundwater, drinking water, biological treatment, physicochemical treatment, sludge and solid waste, toxicity, test and analytical method, environmental education and other issues.

#### 1.2. Types of paper

Two types of articles, *Original article* and *Review article*, are published in JWET after peer-review process. *Original article* is an article of original works on the issues listed in Section 1.1. *Review article* is a critical review on a selected area within the journal's subjects.

#### 1.3. Ethical provisions and copyright regulation

Authors must carefully read 'Ethical Provisions of Journals of Japan Society on Water Environment' and 'Japan Society on Water Environment: Journal Copyrights Regulations' before submitting the manuscript. Those documents are available at the website of Japan Society on Water Environment (JSWE).

<http://www.jswe.or.jp/eng/publications/instructions/index.html>

### 2. Elements of a manuscript

Manuscripts should include the following sections in this order.

#### 2.1. Title

The title should be specific, descriptive, and intelligible to readers outside the specific field. Specialist abbreviations should not be included in the title.

#### 2.2. Authors' names and affiliations

Enter full names and affiliation of all authors. The affiliation includes department, university, or organizational affiliation and the name of the city and country of location.

#### 2.3. Abstract and keywords

The abstract should describe the main objective(s) of the study, brief methodology, and the most important results and their significance. The use of abbreviations should be minimized. Do not cite references in the abstract. The abstract should not exceed 200 words.

Maximum 5 keywords should be given to enable a subsequent information retrieval system to locate the paper.

#### 2.4. Corresponding author

The corresponding author should be indicated with her/his e-mail address.

#### 2.5. Main text

The main text should not exceed 6,000 words. Manuscripts for *Original article* may include the following subsections.

##### 2.5.1. Introduction

The introduction should describe the background of the work to allow readers outside the specific field to understand the purpose and significance of the study. Problem(s) definition and a brief review of the key literature may be included. It should conclude with a brief statement of overall aim(s) of the work.

##### 2.5.2. Materials and Methods

The Materials and Methods section should include the design of the study, the type of materials involved, a clear description of all comparisons, and the type of analysis used, to enable replication by skilled researchers. If materials, methods, and protocols are well established, authors may cite articles where those protocols are described in detail.

The study with human or animal subjects should provide required ethics statements either in this section or a separated section.

The name of manufacturer should be accompanied with information of its location (city and country) unless it is commonly recognized by international readers.

As for field studies, the study site should be described so that readers who are not familiar with the site can grasp issues relevant to the site.

##### 2.5.3. Results and Discussion

The Results and Discussion section should provide all results of the experiments and analyses, and interpretation drawn from the results, which are required to support the conclusions of the paper. The Results and Discussion may be combined into one section or presented separately.

##### 2.5.4. Conclusions

The Conclusions section should describe briefly the significance and the implications of the work reported. Itemized style using bullets is acceptable.

##### 2.5.5. Acknowledgements

The Acknowledgements section includes anyone who contributed substantially to the paper, but does not meet the criteria for authorship. The funding sources may also be included.

### 2.5.6. Supplementary Materials

If any related information helpful to readers is available as Supplementary Materials (see section 2.8), it should be notified here as follows. Authors can also describe its contents briefly here.

#### **SUPPLEMENTARY MATERIALS**

Supplementary Materials for this article are available at the journal website as separate file(s).

<https://www.jstage.jst.go.jp/browse/jwet>

### 2.5.7. References

Please ensure that all work cited in the text is included in the reference list. References must always be given in sufficient detail for the reader to locate the work cited (see Section 3.7 for formats).

### 2.6. Tables

Tables should be provided on separate page(s) after the main text (see the template for JWET submission). Tables must be numbered with Arabic numerals, followed by a brief title. Table number should be expressed as **Table XX (XX = 1, 2, ...)** both in the table title and in the main text where the table is cited. It is recommended to use the Tables feature of Microsoft Word to create tables. Do not paste tables as picture. Footnotes should be placed directly after the table.

### 2.7. Figures

Figures should be provided on separate page(s) after tables (see the template for JWET submission). Figure number should be expressed as **Figure XX (XX = 1, 2, ...)** in the figure legends. In the main text or elsewhere, figures should be cited as **Fig. XX**, but if it appears in the head of a sentence, it should not be abbreviated (it should appear as **Figure XX**).

Especially when you use a map, ensure that you are not infringing copyright.

### 2.8. Supplementary Materials

Supplementary Materials should be provided as separate document(s). The figures and tables in Supplementary Materials are numbered as **Fig. S1, S2, ...** and **Table S1, S2, ...**. Authors can include the reference information in the original language, if the reference has been published in the language other than English.

## 3. Style and Format

### 3.1. File format

The template for JWET submission is available at the top of the website 'JWET: Instructions to authors' (<http://www.jswe.or.jp/eng/publications/instructions/index.html>). Microsoft Word is recommended to be used for preparing the manuscripts although we accept most of the popular word-processing packages. To avoid unexpected transformations of the manuscript styles, authors should not add their own macros

and also not include the revision history and comments in the file.

### 3.2. Layout

Manuscript should be single-spaced. Include page numbers.

### 3.3. Font and characters

Use Times New Roman 11 pt throughout the manuscript, except for the title of manuscript in 14 pt. Do not use symbol font. Any of the symbols for currency (such as \$, €, £, and ¥) should be avoided: use USD, JPY, etc. instead.

### 3.4. Nomenclature and Units

Terminology and notation used must be widely understood. SI units are strongly recommended. When non-SI units are used, SI equivalents (or conversion factors) must also be given. The symbol for *liter* should be 'L', not 'l'. Specify the unit carefully so that any ambiguity can be avoided. For example, use of 'kg-dry' or 'kg-wet' may be more suitable rather than 'kg' only.

### 3.5. Equations

MathType is a preferable software to prepare equations and related terms. Simple equations can be prepared using the built-in function of Microsoft Word. Tex format should be avoided.

Equations should be numbered with Arabic numbers and the equation numbers should appear right after each equation as (XX). In the main text or elsewhere, equations should be cited as 'equation (1)'.

### 3.6. Use of abbreviations

Define abbreviations upon first appearance in the main text. The use of abbreviations should be minimized.

### 3.7. Reference style

#### 3.7.1. Citations in the text

Use the number of each reference given in Reference list at the end of the paper as [1], [2], [3], ... .

Literature cited should be identified by the number used in Reference list as [1]. If the multiple literature is cited at the same time, the following style should be used [1, 4, 7–10].

#### 3.7.2. List of references

References should be listed at the end of the paper and be numbered in order of citation in the manuscript. The styles of reference list are as follows. If the reference was published in non-English language like as the following examples [2], [4] and [5], the title should be translated into English and the original language should be given as [in XXXX]. We encourage the authors to provide the reference information in their original language(s) in Supplementary Materials to help readers identify the original reference.

- [1] Gunawardana EGW, Satoh H, Mino T: Analysis of bacterial communities in treated water and activated sludge and evaluation of an easy methodology for preparing PCR-compatible DNA extracts. *J. Water Environ. Technol.*, **12**(1), 1–12, 2014.
- [2] Sawada K, Inoue D, Sei K, Ike M: Monitoring the fates of retinoic acids and 4-oxo-retinoic acids in municipal wastewater treatment plants. *J. Jpn. Soc. Water Environ.*, **36**(2), 57–65, 2013. [in Japanese with English abstract]

#### *Test guidelines*

- [3] APHA-AWWA-WEF: Standard Methods for the Examination of Water and Wastewater, 20th edition. American Public Health Association/American Water Works Association/Water Environment Federation, New York, USA, 1998.
- [4] Japan Water Works Association: Test Guidelines for Drinking Water Quality, 2001 edition. Japan Water Works Association, Tokyo, Japan, 2001. [in Japanese]
- [5] Japan Sewage Works Association: Wastewater Examination Method. Japan Sewage Works Association, Tokyo, Japan, 1997. [in Japanese]

#### *Books*

- [6] Henze M, Harremoes P, LaCour Jansen J and Arvin E: Wastewater Treatment: Biological and Chemical Processes. Springer, Heidelberg, Germany, 1995.
- [7] Rudnick RL and Gao S: Composition of the continental crust. In: Holland HD and Turekian KK (eds.): Treatise on Geochemistry, Elsevier, Amsterdam, Netherlands, Vol. 3, pp. 1-64, 2003.

#### *Theses*

- [8] Tamminen T: Eutrophication and the Baltic Sea: Studies on Phytoplankton, Bacterioplankton and Pelagic Nutrient Cycles. PhD thesis, Department of Environmental Conservation, University of Helsinki, Finland, 1990.

#### *Website*

- [9] Filyk G: Information dossier for the reassessment of production and use of polychlorinated terphenyls (PCTs) under the United National Economic Commission for Europe protocol on persistent organic pollutants (POPs), Draft-April 2004, 2004. [http://www.unece.org/fileadmin/DAM/env/lrtap/TaskForce/popsxg/2004/Dossier\\_PCT.pdf](http://www.unece.org/fileadmin/DAM/env/lrtap/TaskForce/popsxg/2004/Dossier_PCT.pdf) [accessed on July 15, 2015]
- [10] National Veterinary Assay Laboratory: A Report on the Japanese Veterinary Antimicrobial Resistance Monitoring System -2008 to 2011-. National Veterinary Assay Laboratory, Ministry of Agriculture, Forestry and Fisheries, 2013. [http://www.maff.go.jp/nval/tyosa\\_kenkyu/taiseiki/pdf/jvarm2008\\_2011.pdf](http://www.maff.go.jp/nval/tyosa_kenkyu/taiseiki/pdf/jvarm2008_2011.pdf) [accessed in January, 2014]

#### *Conference papers*

- [11] Watanabe H, Nakajima F, Kasuga I, Furumai H: Toxicity characterization of road dust using whole sediment toxicity identification evaluation procedures with a benthic ostracod. 4th IWA-ASPIRE Conference & Exhibition, Tokyo, Japan, 2011.

As soon as authors discover a significant error or inaccuracy in their own published work, it is the authors' obligation to promptly notify the editor-in-chief, the editor in charge of their manuscript or publisher, and cooperate in retracting or correcting the paper. If the editor or publisher learns from a third party that a published work contains a significant error, it is the obligation of the author to promptly retract or correct the paper or provide evidence to the editor of the correctness of the original paper.

For further advice, see the journal website (<http://www.jstage.jst.go.jp/browse/jwet>) or contact:

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