

Template and Guidelines for Authors to Prepare the Manuscripts for the *Journal of Environmental Professional Sri Lanka*

Title of the Paper in 16 Point Times New Roman Not More Than Three Lines Long

Author One^{1*}, Author Two², And Other³ (Font: Times New Roman; bold size: 11; Colour: Black, Name with Initials)

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Abstract

It is highly advised to use the template and strictly follow the instructions to prepare your paper in Microsoft Word 2003 or 2007. The abstract portion is a narrative presentation without references. The abstract should give a brief and comprehensive summary of the purpose, content and conclusions of the manuscript within 150 words. Leave two blank lines before "Abstract". Use 10 point Italics Times New Roman here and single spacing.

Keywords: Add up to 3-5 keywords, separated by commas

1. Introduction

The introduction should consist of three parts (as paragraphs, not to be structured into multiple headings): The first part deals with the background of the work and describes the field of research. It should also elaborate on the general problem statement and the relevance? The second part should describe the focus of the paper, typically the paragraph starts with a phrase like "The objective of this paper is ...".

The last part should describe the structure of the paper, for example: The paper is structured as follows: Section 2 explains the overall structure for different types of scientific papers. Section 3 gives some hints on writing and covers also acronyms, figures and tables. Section 4 gives a

recommendation on LATEX and explains how to get the necessary tools. Section 5 presents a checklist of common mistakes to avoid. Section 6 concludes the paper.

2. Content and Structure

The following information should also be provided.

1. The first page of the manuscript should provide following to facilitate double blind review. Indications of authorship should appear only on this page.

- Paper Title
- Author name(s). (Do not include author name(s) elsewhere in the paper except in a biography or reference list)
- Author(s) Affiliation(s)
- Author(s) address(es)
- Author(s) e-mail address(es)

2. The second page of the manuscript should provide following.

- Paper Title
- An abstract of not more than 150 words that provides a brief, comprehensive summary of the content of the manuscript
- Keywords: Select 3-5 words or phrases to be used for indexing
- Beginning of the paper

3. Camera-Ready Manuscript

The length of manuscript shall not exceed **fifteen** pages. Prepare your camera-ready paper in **B5** size (7.17" x 10.12"). Please do not change the paper size and pre defined styles.

The easiest way to format your paper is to use the Word template file (.doc) downloadable from the journal web site. If you do not want to use this template, then please strictly follow the instructions provided in this document to format your paper, or alternatively use the provided Full Paper Template and change the text inside to reflect your paper content.

3.1. Font Type, Styles and Sizes

Please use the **Times New Roman** font only and the attributes as mentioned below in Table 1.

The font sizes and font styles are associated with the pre-defined Template Styles. Use the pre-defined styles properly and do not modify or update the Styles.

Table 1: Font Styles and Sizes

Style Name	Font Size and Type	Use for
Paper Title	16, Bold,	Title of your paper
Paper Author Names	11, Bold	Author names
Paper Author Affiliations	10,	Author affiliations
Paper Abstract Heading	10, Bold, Italic	Abstract heading
Paper Abstract	10, Italic	Abstract text
Paper Section	12, Bold	Section headings (Level 1)
Paper Subsection	11, Italic	Subsection headings (Level 2,3.etc.)
Paper Caption	10,	Table captions and figure captions
Paper Text body	11	Main text
Paper Equation	11	Equations
Paper Footnote	10	Footnotes
Paper Reference text	10	References

3.2. Format

Your manuscript must fit within the required margins. In formatting your page (B5 size – 7.17” x10.12”), set your margins at **3.17 cm** for top, bottom, and **2.54 cm** for left and right.

Do not use headers and footers and page numbers. They will be inserted and modified later.

3.3. Numbering and Attributing

Use Arabic numbers for section headings.

Divide your article into clearly defined and numbered sections. Subsections should be numbered 1.1 (then 1.1.1, 1.1.2, ...), 1.2, etc. (the abstract is not included in section numbering). Use this numbering also for internal cross-referencing: do not just refer to "the text". Any subsection may be given a brief heading. Each heading should appear on its own separate line.

Subsections should be numbered as shown and the subsection headings should be italicized. Use bold face for the paper title and for the headings of sections.

3.4. Units

Use the International System of Units (SI) only.

3.5. Figures and Tables

Figure captions should be below the figures as shown in Figure 1 and the table captions above the tables as shown in Table 1.

Please note that the journal proceedings printout will be realised with greyscale pictures. Check the readability of your coloured figures after they have been printed in greyscale (black and white).

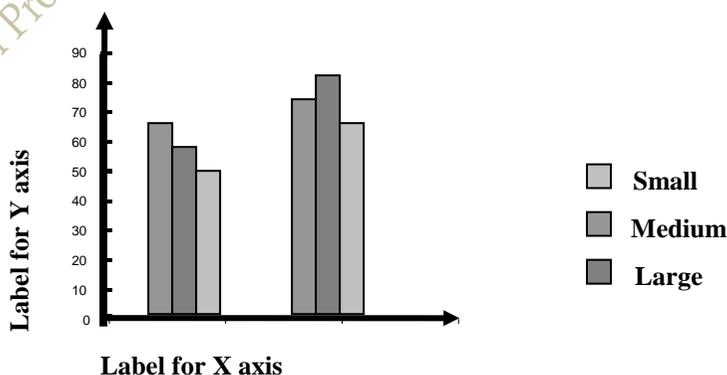


Figure 1: Insert the Figure Title

3.6. Abbreviations and Acronyms

Define abbreviations and acronyms the first time they are used in the text. Do not use abbreviations in the titles unless they are unavoidable.

3.7. Equations

Number equations consecutively with equation numbers in parentheses flush with the right margin. Italicize symbols for quantities and variables but not function names and units. Be sure that the symbols in your equation have been defined before the equation appears, or their definitions follow the equation immediately.

$$f(x) = \sin(a) + \cos(b) \quad (1)$$

where, a = variable one and b = variable two.

4. Full Paper submission

Please adhere to the submission deadlines.

5. Grammar, Style and Proof Reading

Please use high-quality grammar and style. The responsibility for detecting errors lies with the author. Any manuscript that does not conform to the above instructions may be returned for the necessary revision before publication or may be rejected during the review process.

6. Review Process

All manuscripts are subjected to peer review and are expected to meet standards of academic excellence. Submissions will be considered by an editor and –if not rejected right away- by peer-reviewers, whose identities will remain anonymous to the others. The papers are sent to two referees for the purpose of double-blind review process. Note that referees receive either the hardcopy or the softcopy of the paper without author(s) name (s), affiliation and email address, and the acknowledgments, if any.

Based on the referees' comments, editorial board will take one of the following decisions:

- Accept the paper
- Reconsider the paper after addressed the recommended modifications
- Reject the paper

7. Conclusion

This document provides authors with basic guidance on how to prepare the full papers. It is highly advised to use the Paper Template or strictly follow the instructions provided. A paper that does not meet the requirements will be returned to the author(s) for revision.

8. References

A list of references is required at the end of the paper. References must be according to the Harvard Reference System. Use the author-date style of citation. Citations in the text appear as name and date within parentheses (e.g., Smith, 1999) and complete references are listed alphabetically at the end of the paper. When a cited work has three or more authors, use the form (main author *et al.*, year). When reference is made to more than one work by the same author(s) published in the same year, identify each citation in the text in the following manner: (Smith, 2005a, 2005b). These references will be alphabetized by article (or book) title. Online citations should include the date of access. Please be sure to include complete references for databases, including the year, online addresses and access date.

The following are some examples of different types of references.

For Books

Strunk Jr., W., White, E.B., 1979. *The Elements of Style*, third ed. Macmillan, New York, 200-203.

For Journals

Van der Geer, J., Hanraads, J.A.J., Lupton, R.A., 2000. The art of writing a scientific article. *J. Sci. Commun.* 163, 51–59.

Conference Papers

Silver, K., 1991. Electronic Mail: The New Way to Communicate. In: Raitt, D.I., ed. *9th International Online Information Meeting*, London 3-5 December 1990. Oxford: Learned Information, 323-330.

Reference to a chapter in an edited book Conference Papers

Mettam, 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, 281–304.

Web Pages

Holland, M., 1996. *Harvard System* [online]. Poole, Bournemouth University. Available from: http://www.bournemouth.ac.uk/lis/LIS_Pub/harvard_syst.html [Accessed 15 April 1996].