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INDUSTRIAL & HAZARDOUS
WASTE MANAGEMENT

Chania - Crete - Greece

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INSTRUCTIONS FOR PAPERS

Full Papers will be included in the electronic proceedings of the Conference and must be submitted to the Conference Secretariat (hwm.conferences@enveng.tuc.gr) no later than the deadline mentioned in the notification mail, according to the following instructions:

GENERAL

- The file name must be the name of the Leading Author (the one that will present the paper during the Conference (GIDARAKO.docx)).
- The paper should be typed and edited strictly in accordance with the Paper Guidelines.
- Each paper must not exceed 8 pages in A4 format (including figures, photographs, tables, references, etc.). Papers exceeding this limit will be shortened or excluded.
- All papers must be written in ENGLISH. Please make sure that the use of other languages in figures and tables is avoided.
- The quality and content of the paper should be consistent with, and conform to, the abstract.
- No page numbering, line numbering, headers and footers can be used.

SPECIFIC

Character: type and dimensions

In the preparation of the text the typescript "TIMES" should be used. For the body of the text, authors should use 12 point characters (dimensions of the letters) with a line spacing of 14 points. New paragraphs should be indented by 0.5 cm with the same line spacing. Do not indent paragraphs when starting a new chapter, or after figures, tables or at the top of a new page.

Page layout

Choose the page layout option from the menu and custom document margins according to. Top margin: 2.5cm; Inside: 2 cm; Outside: 2 cm; Bottom: 3 cm.

Title of the paper, authors and affiliations

Title to be in 24 point characters, normal style. Name and Surname of Authors to be in 14 point, normal style. Affiliations to be in 14 point italics.

Summary

The text of the paper should be preceded by a short summary of no more than 12 lines, typed without paragraphs.

Chapters, paragraphs and subparagraphs

Titles of chapters should be in bold capital letters and numbered progressively. Paragraphs should be in bold small letters using second level numbering, and subparagraphs in normal italics using a third level of numbering. For all headings use 12 point characters as follows; for spacing between chapters, paragraphs etc. and for the body of the text, please refer to enclosed paper example.

Lists

Lists included in the text should be identified by means of symbols (dashes, dots) or letters. Do not use numbers, which should only be used for chapters and paragraphs.

Abbreviations

Abbreviations may be used as a convenience, in place of certain unwieldy chemical names. Use only well known abbreviations or acronyms: eg ATP, RNA. Standard chemical symbols (Ca, NaOH), and the abbreviations listed for units of measure, may be used without definition. Define other abbreviations at the point of introduction, giving the acronym in parentheses. Use acronyms sparingly, to avoid impeding comprehension of the text. Spell out abbreviations and symbols that begin a sentence. Avoid using abbreviations, other than those standard for international usage. Titles and abstracts are frequently translated into other languages and undefined acronyms may be confusing.

Figures

All figures should be inserted directly in the text. Do not put frames around the Figures. Please place either at the head or foot of the page. If an electronic sheet has been used for preparation (e.g. Excel), figures and tables have to be copied and saved as image to avoid that graphs are open, maintaining links to numerical data. Legends should be numbered progressively (Figure 1, Figure 2. etc.) and situated at the foot of figures (see example). For graphs, photographs, schemes etc. always use the term "Figure" (and not Fig. or fig. or figure) in the legend. Legends should be in Times 12.

Normal style, and aligned to the left. Texts of legends should be self-explanatory and should report all symbols and abbreviations used in the Figure. References to the Figure in the text should not be abbreviated and should start with a capital letter (e.g. "see Figure 2" and not "see fig.2"). Always refer to the Figure's number (never write "see Figure below" but instead write "see Figure 2"). The characters used in the Figures should not be smaller than in the text.

Tables

All tables should be included in the Word file of the text. They should be placed at the head or foot of pages. Legends should be numbered progressively and situated at the top of Tables. Legends should be in Times 12 Normal style, and aligned to the left. The text of the legend should be self-explanatory, and must report all symbols and abbreviations used in the Table. References to the Table within the text should not be abbreviated and should start with a capital letter (e.g. "see Table 2" and not "see tab.2"). Always refer to the number of a Table (never write "see Table below" but "see Table 2"). Never use Bold style in Tables. Vertical lines and frames should be avoided (see the enclosed example). Always use a white background in Tables.

References

References in the text should be included in the text using Authors' surnames (maximum 2 Authors). If there are more than two authors, it's necessary to write the surnames of these 2 authors and then "& al" (ex: Cossu R., Raga R. & al). Surnames should be followed by the year of publication. Please use Normal style. All references included within the text should be reported as a list, in a chapter at the end of the text, according to the style illustrated in the Paper Example. References should be listed in alphabetical order, according to the first Author's surname.

The chapter REFERENCES should not have progressive numbers.

Format Example_Article: Author, A.A., Author B.B. & al.. (Publication Year). Article title. *Periodical Title*, Volume(Issue), pp.-pp.

Format Example_Book: Author, A.A. (Year of Publication). *Title of work*. Publisher City, State: Publisher

If the addition of a chapter ACKNOWLEDGEMENTS is needed, put this before the references, without progressive numbering.