

NOTES FOR AUTHORS

AIM

This new rapid communications journal is a peer-reviewed publication for waste professionals and researchers throughout the world, published four times each year by the Chartered Institution of Wastes Management. The journal provides new and original information for those working in the field of waste and resources management. A broad cross-section of articles from professional waste managers, academic researchers and consultants are published, with preference given to articles of significance that address practical waste management issues. Papers are selected and reviewed by the editorial board according to the significance of the insight offered as well as strict technical criteria.

SCOPE

- **Waste streams** – eg MSW, industrial, hazardous, healthcare/clinical, biodegradable, electrical.
- **Waste minimisation** – eg demonstrable case studies, strategies, sector approaches.
- **Treatment technologies** – eg recycling, energy recovery (energy from waste), composting, biological treatment.
- **Disposal technologies** – eg landfill, incineration.
- **Modelling waste management** – eg lifecycle analysis
- **Waste collection and transport.**
- **Waste strategy** – eg local/national policy, regulation and its implementation.
- **Economics of waste management.**
- **Waste law** – implications of future legislation, incentives and compliance.
- **Public attitudes and perception to waste and resource issues** – community awareness and activity, behavioural aspects.
- **Waste management in the developing world** – sustainable waste management practice in developing countries, appropriate waste management strategies, case studies.
- **Materials flow.**
- **Policy and regulation.**
- **Health and environmental impact.**
- **Materials recovery and resource use.**

PAPER CLASSIFICATIONS

Rapid communications – a concise, complete and detailed description of a particularly timely investigation, which will not be included in a later research paper; peer-reviewed on quality, originality, accuracy and the relevance of the insight (4 000 words maximum).

Targeted reviews – critical examination and review of a focused subject area; peer-reviewed on the quality of exposition and the importance of the issues raised (4 000 words maximum).

Commentaries – articles discussing critical issues; peer-reviewed on the quality of the exposition and the importance of the issues raised (2 000 words maximum).

FORMAT

- Manuscripts must be in good English. Any translation must be carefully checked for conformity with current English usage and idiom.
- All pages must be numbered.
- All text is to be submitted as a Microsoft Word file. If graphs are produced from Microsoft Excel spreadsheets, the original spreadsheets should also be provided.
- All figures, diagrams and photographs are to be sent as separate TIFF, EPS or JPEG files. **Images supplied embedded within the manuscript text cannot be used.**
- The resolution of images must be a minimum of 300 dpi (dots per inch) at print size.
- Colour may be used where this enhances the impact of images, graphs etc.

GENERAL NOTES

- Our aim is to publish articles within six months of receipt.
- Only papers that have not been published or presented elsewhere can be considered.
- All papers will be peer-reviewed.
- Authors submitting a manuscript do so with the understanding that the information contained therein can be freely distributed. It is the author's responsibility to ensure that no proprietary information is contained in the submitted manuscript.
- Authors submitting a manuscript do so with the understanding that, should it be accepted for publication, exclusive copyright of the paper shall be assigned to CIWM.
- Final proofs will be sent to authors as a pdf document. Any amendments must be notified within 48 hours.

SUBMISSION

Corresponding authors should submit their manuscripts electronically to the executive editor, Professor Simon Pollard at s.pollard@cranfield.ac.uk. The subject of the email should be entitled "CWRM - new submission - corresponding author name". The manuscript should be accompanied by a covering letter that explains the significance of the submission and that justifies its consideration for rapid communication. On receipt, manuscripts will be assigned to an associate editor. Manuscripts cannot be progressed unless the full addresses, including current email addresses, of three potential referees are supplied by the corresponding author at the time of submission.

STRUCTURE

Papers will usually consist of the following sections: title, abstract, keywords, introduction, materials and method, results, discussion and conclusions.

There should be no more than two heading levels.

TITLE PAGE

The first page (title page) should contain the full title of the paper, the author(s) names – initial(s) and surname(s) – with the name(s) and address(es) of their respective affiliation(s). The chosen author for correspondence should be clearly marked with their full name, postal address, telephone/fax numbers and e-mail address provided.

ABSTRACT & KEYWORDS

A synopsis of 200 words summarising the key insight and conclusions is required. Immediately following the abstract, the author should list five key words.

INTRODUCTION

The introduction should provide a brief background emphasising the relevance and importance of the subject area. Authors are encouraged to keep the introduction brief and to the point. Key published work that has shaped the investigation should be highlighted and the main objectives of the paper should be clearly stated.

MATERIALS & METHOD

Research methods should be concise. It is recommended that any methodological approach is explained and that the use of new or adapted methodology is justified.

RESULTS AND ANALYSES

The results of the investigation must be described as clearly and concisely as possible. Essential data may be displayed through tables and figures, but it is recommended that attention is given to results most relevant to the research objectives. Avoid duplication of data in the text and tables or figures.

TABLES & FIGURES

All tables and figures should be numbered consecutively according to their order of appearance in the text using arabic numerals. Each should be given a brief, self-explanatory title and any sources given. The position of each table or figure should be clearly marked in the text.

DISCUSSION

In this section the significant key insights are discussed in the context of previous work. It is recommended that results are compared with published findings and, where appropriate, relationships and trends should be highlighted.

CONCLUSIONS

The author should provide concise, clear conclusions that revisit the original objectives of the paper – re-emphasising the main findings and contribution to the field.

REFERENCES

Authors are encouraged to cite essential references only. An alphabetical list of cited work should be included at the end of the paper. Journal names should not be abbreviated or translated, titles of papers should be given in their original language and, if possible, they should be immediately followed by an English translation in parentheses. Please use the following formats for references:

Books: Doggat, R M, O'Farrell, M K, and Watson, A L (1980) *Forecasts of the Quality and Composition of Solid Waste*, EPA-60015-80-001 Cincinnati, OH, US, US Environmental Protection Agency.

Articles in books or proceedings: Gerking, L (1979) Separation of Unmilled Municipal Refuse by Drum Sleeve and Horizontal Air Classifier, in: Jager, B, and Thome-Kozimensky, K J (eds) *Material Recycling aus Haushaltsabfall*, Berlin, Germany, Technische Universität Berlin, pp 215-230.

Journal articles: Farquhar, G J, and Rovers, F A (1973) Gas Production During Refuse Decomposition, *Water, Air and Soil Pollution*, 2, 483-495.

CITATIONS IN THE TEXT

These must be marked by the surname of the author(s) and the year of publication, eg, "...this supported the findings of Gerking (1979)," or "...this was supported by current literature (Farquhar and Rovers, 1973)".

If two citations bear the same name and year, they should be differentiated by a letter, eg "Gerking (1979a and 1979b)".

If a cited work has more than two authors, *et al* should be used after the first author's name, eg "Doggat *et al* (1980)".

STANDARD UNITS AND ABBREVIATIONS

The Standard International System of Units (SI units) must be used with standard abbreviations (eg µg, mg, g, kg, Mg (tonnes), mm, cm, m, km, m², s⁻², etc).

The first time that the name of an organisation, concept, chemical, etc appears in the text it should be given in full, immediately followed by its standard abbreviation in parentheses.