Instruction for the Preparation Manuscripts Using the Word Template

Name SURNAME1[[1]](#footnote-1), Name SURNAME2, Name SURNAME3

1Affiliation, Address, Country

2,3Affiliation, Address, Country

*Abstract* – The abstract should have up to 100–250 words in length (in MS Word highlight the section, Review/Word Count). Give a concise summary of the paper: research focus, research methods used, the results and the main conclusions and recommendations. Ensure that your abstract reads well and is grammatically correct. Do not use references in the abstract. Use this document as a template if necessary or follow the instructions in Table 1 to compose your manuscript.

*Keywords* – Choose about 4 to 9 keywords. The keywords should not overlap with the words in the title. Capitalize the first word of the keywords list. Include the definition of an acronym followed by the acronym in parentheses. The keywords should be placed in an alphabetic order. Separate keywords with semicolons

|  |  |  |
| --- | --- | --- |
| **Nomenclature** | | |
| *Φ*(*E,T*) | Temperature dependent activation energy | kJ/mol |
| *α* | Degree of conversion | – |
| *A* | Frequency factor | min−1 |
| *Ai* | Frequency factor for *i*th order | min−1 |
| *AC* | Ash content | wt. % |

# Introduction

This document provides instructions for preparing manuscripts for publishing in the journal *Environmental and Climate Technology (ECT)*. The document is also a sample of layout for the manuscripts submitted for publication*.*

The journal does not have article processing charges (APCs) or article submission charges for papers not longer than 12 pages, including references plus maximum 4 pages of annex/appendix. For papers containing more than 12 pages authors will be charged 50 EUR per each extra page. The open access to the papers is provided through “De Gruyter Open” online publishing.

The manuscripts are accepted in English. Please use spell check. The submissions should be made via ECT online submission system [ect-journals.rtu.lv](https://ect-journals.rtu.lv/). In case of questions, please contact Darja at [darja.slotina@rtu.lv](mailto:darja.slotina@rtu.lv) or [ect@rtu.lv](mailto:ect@rtu.lv). The Editorial team of the journal has the right to edit the submitted articles. If due to the request of the Editorial team, the author makes amendments to the manuscript, the Editorial team evaluates it anew.

# Guidelines for Manuscript Preparation

The organization of the body of the paper is at the authors’ discretion; the only required sections are Introduction, Methods and Methodology, Results, Discussion/Conclusion, and References. Acknowledgement section is encouraged but optional. The length of the manuscript is 8–12 pages. More requirements for a manuscript are provided in Table 1 and Table 2.

Proper citation of sources is necessary. Every reference cited in the text should be also present in the reference list at the end of the paper and vice versa. For more details, see section *Reference style*.

Table 1. Type Sizes, Spaces and Intervals

| **Name of style** | **Size (pts)** | **Bold** | **Italic** | **Line spacing** | **Indent** | **Alignment** | **Spacing Before** | **Spacing After** | **Small Caps** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Paper title** {Manuscript title} | 18 |  |  | single |  | Centered | 0 | 0 |  |
| **Authors names** {Author names} | 10 |  |  | single |  | Centered | 10 | 10 |  |
| **Affiliation** {Affiliation} | 9 |  | + | single |  | Centered | 3 | 0 |  |
| **Abstract, keywords** {Abstract & Keywords} | 9 | + |  | single | Left and right 0.6 cm | Justified | 10 | 10 |  |
| **Section titles** {Heading 1} | 12 | + |  | single | Hanging 0.63 cm | Left | 16 | 10 | + |
| **Subheadings** {Heading 2} | 10 | + | + | single | Hanging 0.63 cm | Left | 10 | 6 |  |
| **Subheadings** {Heading 3} | 10 |  | + | single | Left 0.3 cm and Hanging 0.63 cm | left | 10 | 6 |  |
| **Main text** {Paragraph body} | 10 |  |  | single | First line 0.3 cm | Justified | 0 | 0 |  |
| **Figure titles** {Figure title} | 8 |  |  | single |  | Centered | 6 | 12 |  |
| **Table titles {**Table title**}** | 10 |  |  | single |  | Centered | 6 | 6 | + |
| **Text in tables {**Text in tables} | 8 |  |  | single |  | Left | 0 | 0 |  |
| **Lists** {Bulleted list}, {Numbered list} | 10 |  |  | single | Left 0.5 cm and hanging 0.5 cm | Justified | 0 | 0 |  |
| **Equations** {Displayed equations} | 10 |  |  | single |  | Centered | 6 | 6 |  |
| **Acknowledgement** {Acknowledgement} | 8 |  |  | single | First line 0.3 cm | Justified | 0 | 0 |  |
| **References** {References} | 8 |  |  | single | Hanging 0.6 cm | Justified | 0 | 0 |  |
| **Author’s biographical notes** {Biographic note about author} | 8 |  |  | single |  | Justified | 1 line | 0 |  |



## Page Layout

Please only use Portrait orientation. Landscape orientation (horizontal lines) is not allowed. If, for example, table is too wide for a Portrait page, please break it down, rotate, or find other ways to present information.

If the list of template is deviated while working with it, follow these instructions:

1. Click the Page Layout tab;
2. In Page Setup section choose Size, More Paper Sizes, in Page tab set width 17 cm, height 24 cm for B5 paper size;
3. Insert Page Setup settings. Click margins, set: Top margin 1.2 cm, left margin 1.6 cm, right margin 1.2 cm, bottom 1.6 cm and gutter 0.5 cm;
4. Do not number the pages. Leave the header and footer blank.

## Formatting Lists

For bulleted lists use an en-dash (–) rather than strong dot (•). It should be formatted in Times New Roman 10 pt, e.g.:

* First;
* Second;
* Third.

To create numbered lists use the following style:

1. First;
2. Second.

## Formulas and Equations

Formulas, equations and their components presented in the text must be written in Equation Editor (e.g. *Microsoft Equation*, *Math Type*). Select “Displayed equations” style for them. The size of basic symbols in equations should correspond to the letter size of the main text – 10 pt and formatted in Times New Roman. Use “tab stops” **(┴, ┘**) for correct equation and equation number align as shown in Eq. (1) and Eq. (2). Number the equations consecutively with Arabic numbers on the right side of the page.

All the numerals, including index numbers, are presented in Regular type, variables in *Italic*. Detailed explanation on equation formatting can be found [here](http://physics.nist.gov/cuu/Units/checklist.html). Punctuate equations with commas or periods when they are a part of a sentence, as in

, (1)

where *a* is explanation, and *b* is explanation, etc. (all symbols must be explained).

If the lists are fewer than three items, the list is generally run in paragraph form, but if the lists are at least three items long, they are arranged as follows:

, (2)

where

*X*p explanation;

*X*k explanation;

*X*t explanation.

**Please observe the following standards for writing numbers, percentages, measurements, currencies, and variables:**

4598.09

1394.89

14 657.87

877 475.65

2 840 548.98

USD xxxxx vai $ xxxxx

EUR xxxxx vai € xxxxx

20.1 %

15 cm

557 × 557 × 600

0.01 A cm–2

Use a comma to separate measurements:

P, kW

A, m3

All variables in *italic.*

Please place equations in the centre. If the equation is longer, it should be split at appropriate algebraic symbols. The parts of the longer equations must be horizontally left aligned in the equation editor. The punctuation and numbers of longer equations, like Eq. (3), must be vertically centered with the last line of the equation.

 (3)

Use an en-dash (–) rather than a hyphen (-) for a minus sign. Please make sure that the correct symbols are used throughout the paper – tables, figures, main text and equations. Reformatting of running text, into which special characters such as Greek letters have been entered via the keyboard, can cause these characters to disappear. In order to avoid this problem, always insert special characters to your document from *Insert/* *Symbol*. In the *Symbol* dialog box select the required character and click *Insert*.

In the main text refer to equations as “Eq. (1)”.

## Tables and Figures

All figures (line drawings and photographs) must be referred to in the text. Figures and tables should follow the requirements provided in Table 2. **Do not use boldface for text within figures (diagrams, charts and schemes),** for emphasis use *Italic*. All tables should be presented as a part of the text and should be editable (do not use any screenshots for figures and tables). Figures, such as graphs and charts, need to be editable, preferably in Excel format.

### Tables

Tables are numbered consecutively with Arabic numerals and have reference in the main text. Table titles should be centered and placed above the table. Do not abbreviate the word “Table” in the caption. Use only horizontal lines for tables as in Table 1 and Table 2.

Table 2. Requirements for Tables and Figures

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Font** | **Line thickness** | **File formats** |
| Tables | Times New Roman 8 pt | 0.5 pt | \*.doc, \*.docx |
| Photos and scanned images (resolution – no less than 300 dpi) | – | – | \*.tif, \*png, \*.jpg |
| Figures | Times New Roman 8 pt | From 0.3 pt to 2 pt | \*.pdf, \*.eps, \*.cdr, \*.xls, \*.xlsx, \*.dwg, \*.png, \*.tiff, \*.jpg |

*Note:* The width of figures and tables should not exceed the width of paragraph text.

* + 1. *Figures*

Number the figures consecutively with Arabic numerals. Figure captions should be placed below the figures and justified. One line figure captions may be centered. After title of figure obtain permission and include the acknowledgement required by the copyright holder if a figure is being reproduced from another source.

Fig. 1. Organic acids content of dates during storage at +4 °C and −18 °C [1].

Care and attention must be given to below guidelines because importing graphics packages can often be problematic:

* Figures in separate files should be saved in appropriate formats (see Table 2). The file name for the graphics should include their short description (e.g. Fig. 1, Fig. 2).
* More than five colors should not be used in the same figure, because too many colors in the same figure makes it difficult to perceive.

# Reference Style

Number the citations consecutively in square brackets [1]. The sentence punctuation follows the brackets [2]. Indicate references by [1], [1]–[3] or [2], [3] in the text. In sentences, refer simply to the reference number, as in [3]. Do not use “Ref. [3]” or “reference [3]” except at the beginning of a sentence: “Reference [3] shows ...” Please do not use automatic endnotes in Word, rather, update your reference list following the samples provided at the end of this document.

If the title of the book you are referring to is, e.g., in Russian or Chinese, then please write the title in the original language (Russian or Chinese), then the translation of the title in brackets. MS Word may try to automatically ‘underline’ hotlinks in your references; the correct style is NO underlining.

Where available please add DOI (Digital Object Identifier) to reference. Here you can watch video about what is [DOI](https://www.youtube.com/watch?v=RbsEtYR8QIk).

Please do not use automatic endnotes in Word, rather, update your reference list following the samples provided at the end of this document or use [*Mendeley*](https://www.mendeley.com/)reference management tool to automatically and easily cite source and create the reference list.

# Submission Checklist

The following list will be useful during the final checking of an article prior to the submission. Before sending the manuscript to the Journal for review, author/authors should ensure the following:

* The submission has not been previously published. Please note that all submissions will be checked to prevent plagiarism in published works;
* The text is prepared with a word processor and saved in .DOCX file (*MS Office*). If only older version of *MS Office* available, then save in .DOC format;
* One author has been designated as the corresponding author;
* The manuscript has been “spell-checked” and “grammar-checked”;
* Paper length does not exceed 12 pages (unless authors are willing to pay charges)
* References are in the correct reference format for this Journal. Please use MS Office reference generator or *Mendeley* tool;
* All references mentioned in the Reference list are cited in the text, and vice versa;
* Author/authors does/do not supply files that are too low in resolution (resolution no less than 300 dpi). Authors should submit all images, schemes, diagrams in editable format as supplementary files through *Open Journal System* or in one .zip file.
* The submitted graphics are not disproportionately large for the content;
* Author agrees to submit signed and scanned License to Publish Agreement upon request before the manuscript is published. Author will also be asked to send the signed original of the agreement to the Editorial Board.

# Additional Information

## Plagiarism

All papers submitted to the journal *Environmental and Climate Technology* need to contain original work and must not be published in or submitted to other journals before the official notification deadline. In case the paper contains parts of previous work, these need to be referenced. All papers submitted to journal will be checked.

## License to Publish

Please do not forget to read the License to Publish provided in the *Environmental and Climate Technology* homepage. Authors declare acceptance of the copyright conditions specified therein with the submission of their paper.

# Conclusion

References and Acknowledgment are not numbered.

# Acknowledgement

People who contributed to the work should be listed in the acknowledgments, along with their contributions. You must ensure that anyone named in the acknowledgments agrees to being named.

For example, this work has been supported by the European Social Fund within the project “Development of multifunctional nanocoatings for aviation and space techniques constructive parts protection” No. 2013/0013/1DP/1.1.1.2.0/13/APIA/VIAA/027

# Annex/Appendix

Annexes/appendices that are no longer than four pages are added in the paper after References. If the annexes exceed the length of four pages, they should be inserted in repository, and then cited in the text as a reference to repository. The list of various fields repositories can be find [here](https://www.re3data.org/browse/by-subject/). Annexes are formatted in the same way as the regular text.

# References

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   E-mail address: [↑](#footnote-ref-1)