

REGULATIONS FOR THE PRESENTATION OF CONTRIBUTIONS

1. OBJECTIVES

The objective of these regulations is to standardize the presentation of articles to be forwarded for publication in the Magazine, Engenharia Sanitária e Ambiental (Sanitary and Environmental Engineering).

2. FORMS OF CONTRIBUTION

The possible forms of contribution are:

- Technical Article
- Technical Summary
- Technical Material
- Discussion about a Technical Summary or Article
- Translation of Work
- Bibliographic Commentaries
- Technical News

2.1. A Technical Article is a complete, original, totally documented and interpreted exposure of relevant work.

2.2. A Technical Summary corresponds to a report summary of work where the results are still partial as to the development of technical considerations related to some aspect of Sanitary and Environmental Engineering or some other pertinent summary material, for judgement by the Editorial Counsel.

2.3. Technical Material is an approach about a current subject, related to Sanitary and Environmental Engineering in the form of material commended to a specialist by the Editorial Counsel.

2.4. Discussion is a critical evaluation or a content extension of a Technical Summary or Article published in this Magazine. The discussions will be published, whenever possible, together with the reply of the author(s). The editorial aim of the magazine is to stimulate the publication of contributions for discussion.

2.5 The Translation of Work originally published in other languages will also be accepted, on the condition that it is judged by the editorial counsel as being of technical or scientific relevance for the Brazilian community.

2.6. Bibliographic Commentaries, comprehend commentaries about books and significant technical publications, in the "Books" Section.

2.7. Technical News comprises a short summary, informing new tendencies in the area, published in the "Technical News" Section.

Work already published or submitted for publication in other means of dissemination, or which is used in the commercial promotion of a determined brand, product or company, will not be accepted.

3. THE FORWARDING OF CONTRIBUTIONS

The texts are to be forwarded to the National Headquarters of ABES, at Av. Beira Mar, 216 – 13th floor – Castelo – 20021-060 - Rio de Janeiro – RJ, in new floppy disks or CD's, in two copies, with the name of the work and the respective author(s) accompanied by three printed and revised copies.

When forwarding the contribution, the author must clearly explain the denomination of the work, which is to be encompassed in one of the seven possibilities outlined at the beginning of item 2 above of this regulation.

4. TECHNICAL ARTICLE AND SUMMARY

4.1. The texts must be supplied in files, which utilize the format of the text processor, MS. Word for Windows 97 or superior

4.2. The file supplied in disk form, containing the full text of the article, must be denominated "nnnnnn.doc", where "nnnnnn" is a key word, which enables the identification of the work. Example: water, waste, rain, drainage, rubbish etc.

4.3. The full text of the work cannot exceed 15 (fifteen) pages for a Technical Article and 8 (eight) pages for a Technical Summary and must follow the format established in the items which follow.

4.4. The work must obey the below outlined presentation sequence:

- Title of the work in Portuguese and in English.
- Name of the author(s).
- Summary of the author(s) curriculum.
- Address for correspondence: commercial, including institution and department.
- Summary in Portuguese and English
- Key words in Portuguese and English.
- Text of the work.
- Heading: insert, on odd pages, the summarized title of the work (maximum of 60 characters), source Times New Roman, letter size 8.
- Acknowledgments (if any).
- References.
- Attachments (if any).

4.5. The text must be formatted to an A-4 size page, with upper, lower, left and right margins at 2.5 cm. The pages must be duly numbered. Times New Roman, letter size 12, source must be used, except for the title, which must be letter size 16. The spacing of lines must be simple.

4.6. The name must appear after the title and also the present function of the centralized author(s). In the case of more than one author, then each name must appear at the beginning of a new line. Then the address, telephone number, fax and electronic mail address of the main author must appear.

4.7. The body of the work must be organized in a logical sequence, with subtitles "Introduction", "Methodology", "Results", "Discussion", "Conclusions" and "References". The first person must not be used in the text and the style to be adopted must be objective and sober and compatible with that recommended for a scientific text.

4.7.1. The subdivision of the text into a large number of subtitles or items must be avoided and a maximum of three headings is permitted.

4.7.2. The text in the articles must be carefully checked, since it will be reproduced in exactly the same form in which it is received by ABES, except with regard to visual programming. Terms in italics or in bold form can be used in the body of the article.

5. DISCUSSIONS

The format of the discussions, where applicable, must follow the same guidelines for Technical Articles and Technical Summaries with a maximum of 4 (four) pages.

6. TRANSLATION OF WORK

The translation can follow the same standard as the original text. The translator must consider the possibility of assuring the suitability of some items, like the presentation of charts and figures, as well as the reference list, by following the format described in this regulation.

7. BIBLIOGRAPHIC COMMENTARIES AND TECHNICAL NEWS

Presentation style is free. Bibliographic Commentary titles must state a clear reference of the work being evaluated, with the name of the publishing house, year of edition and the

text must explain how to obtain the work and if possible its price. The maximum number of pages for the Bibliographic Commentary and Technical News is 2 (two) pages.

8. FIGURES AND ILLUSTRATIONS

Figures and illustrations can be elaborated using software and be reproduced directly on the originals submitted by the author(s). However, the following criteria must be observed:

8.1. The figures and illustration files, without margins, must be inserted in the text file in such a way as to permit editing through MS Word for Windows.

8.1.1. Texts and captions must not be very small or very large in relation to the figures.

8.2. Photographs, which although are not advisable, must be inserted in a minimum resolution: 150 dpi.

8.3. All graphs, drawings, figures and photographs must be denominated "Figure" and numbered in sequence with Arabic numerals. Every figure must be mentioned in the text.

8.4. The figures must be put in appropriate places and have a title.

9. CHARTS AND TABLES

Charts and tables must obey the following criteria:

- **Presentation:** The charts must be clear and objective and without grid lines. The units corresponding to all the terms used must be clearly identified.

- **Denomination and Numbering:** All charts or tables must be denominated "TABLE" and numbered in sequence with Arabic numerals. Every table must be mentioned in the text.

- **Maximum Dimensions:** A table cannot be bigger than an A-4 sheet.

- **Position in the Text:** The tables must preferentially appear in appropriate places in the text at the criteria of the author. When they are inserted, the author must clearly indicate in the text the desired place for insertion.

- **Title:** Each table must have a title as well as a number.

10. EQUATIONS

The team responsible for the visual programming can edit equations. However the following criteria must be obeyed:

• **Presentation:** The equations must be clear and legible, using the same source of letter size as the body of the text and without using italics or bold print.

• **Denomination and Numbering:** All equations and formulas must be denominated "Equation" and numbered in sequence in Arabic numerals. The numbering of the equation must be between parenthesis.

• **Symbols:** All symbols used must be immediately defined after the equation (should they not have been previously defined), including units or dimensions.

11. BIBLIOGRAPHIC REFERENCES

References quoted in the text and listed at the end of the work must be in accordance with norm NBR 6023/2002. Some guidelines are herewith presented for clarification purposes:

11.1. The references quoted in the text must include the surname of the author(s) in small cap, followed by the year of publication and observing the following criteria:

- When there is more than one work, the quotations must be in alphabetical order.
- Work, which has more than three authors, must be referenced to the first author, followed by "et al".

- When there is more than one publication by the same author, in the same year, the year of publication must be followed by the components "a, b, c...", in alphabetical order.
Examples: ... studies by Silva (1994a, 1994b) and by Machado et al. (1995) reveal...; ... recent studies (Souza, 1993; Silva, Wilson & Oliveira, 1994; Machado et al., 1995) reveal...

11.2. A list of all the references quoted in the text must be presented at the end of the work in accordance with the following criteria, among others:

- The references must be listed in alphabetical order in accordance with the surname of the first author.
- The references of all the authors must be listed by surname, followed by the initials of each author and separated by commas. Example: SMITH, P.J.; WATSON, L.R.M.; GREEN, C.M...
- Should there be more than three authors, then indicate only the first, followed by et al.
- The title of the referred to periodical must be presented in italics. The indications of volume, number and page must be identified by the first letter ("v", "n" or "p"), followed by a point. Quotation marks must not be used before or after the work title. Example: JEWELL, W.J., NELSON, Y.M., WILSON, M.S. *Methanotrophic bacteria for nutrient removal from wastewater: attached film systems*. Water Environment Research, v. 64, n. 6, p. 756-65, Sept./Oct. 1992.
- The title of the book must be presented in italics. The edition, place, publisher and date and number of pages must be included:
Example: FRANÇA, J.L. et al. *Manual para normalização de publicações técnico-científicas*. 5 ed. Belo Horizonte. Ed. UFMG, 2001.211 p.
- In chapters of books and congress work, the main work (title of book or denomination of congress) is to be preceded by the expression "In".
Example: CAIXINHAS, R.DRIA SANITÁRIA E AMBIENTAL, 5, 1992, Lisboa. Anais... Lisboa: APRH, 1992. P. 203-11. . Avaliação do impacto ambiental de empreendimentos hidro-agrícolas. In: SIMPÓSIO LUSO-BRASILEIRO DE ENGENHA

12. JUDGEMENT

After previous evaluation by the editorial staff as to the aspects of the work, which has been presented, copies will be sent to three specialists in the area indicated by the scientific editors of ABES.

12.1. The obedience to the regulations will be taken into consideration in the judgement of the work, as well as: the relationship of the theme to Sanitary and Environmental Engineering; suitability of the title, of the summary and of the key words; logical train of thought; publication in other dissemination means and the quality of the contribution.

13. CLASSIFICATION

Following the analysis of the Editorial Counsel, the work will be classified into one of the following categories: Accepted, without modification; Accepted, with revision suggestions; Returned, with revision suggestions and stimulus for a new submission and Refused.

14. COMMUNICATION TO AUTHORS

The main author will be advised of the result of the evaluation. Work not selected will be returned to the main author with the due explanations.

15. RESPONSIBILITIES AND RIGHTS

The quality of the work presented as well as its content and originality are for exclusive responsibility of the author(s). The authors, who forward their work, cede to ABES the respective reproduction or publication rights. The scientific editors of the periodical will resolve remiss cases