

INSTRUCTIONS TO AUTHORS FOR PREPARATION OF PAPERS

Authors are requested to provide a full paper to the Organisers strictly no later than **15th February 2016**. All papers accepted to SUM 2016, including those accepted for a poster presentation, will be published on a dedicated volume of Symposium proceedings. Furthermore all accepted papers will be considered for potential publication, following the regular peer review process, in a special issue of Waste Management Journal (by Elsevier) on "Research on Urban and Landfill Mining". Papers should be prepared and edited strictly in accordance with the instructions to authors and the paper template.

COMPUTER PROGRAMME

Word for Windows or Mac.

The file should be named with the surname of the corresponding author.

PAGE LAYOUT

In preparation of the text the "Helvetica" font should be used. Authors should use the following point characters:

- Body of the text: 11,5 point characters (dimensions of the letters) with a line spacing of 14 points.
- Titles: 12 point characters.
- Figures and Tables: 10,5 point characters, with single line spacing

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.

Upper margins: 2.5cm; lower: 2.5cm; inner: 2cm; outer: 2cm. In the first page of the text the lower margin should be 3.7cm.

The simplest option to obtain the desired format is to type the text of your paper directly on to the template provided. The title of the paper should 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.

LANGUAGE

Only English should be used. Please make sure that the use of other languages in figures and tables is avoided. Papers must be checked by a native English speaker with expertise in the field prior to submission.

ARTICLE STRUCTURE

- Author names and affiliations.

Please clearly indicate the given name(s) and family name(s) of each author and check that all names are accurately spelled. Present the authors' affiliation addresses (where the actual work was done) below the names. Indicate all affiliations with a lower-case superscript letter immediately after the author's name and in front of the appropriate address. Provide the full postal address of each affiliation, including the country name and, if available, the e-mail address of each author.

- Abstract

A concise and factual abstract is required. The abstract should state briefly the purpose of the research, the principal results and major conclusions. An abstract is often presented separately from the article, so it must be able to stand alone. For this reason, references and non-standard or uncommon abbreviations should be avoided.

- Keywords

Immediately after the abstract, provide a maximum of 6 keywords, using British spelling and avoiding general and plural terms and multiple concepts (avoid, for example, 'and', 'of'). Be sparing with abbreviations: only abbreviations firmly established in the field may be eligible.

- Subdivision - Numbered sections

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.

- Introduction

State the objectives of the work and provide an adequate background, avoiding a detailed literature survey or a summary of the results.

- Material and methods

Provide sufficient detail to allow the work to be reproduced. Methods already published should be indicated by a reference: only relevant modifications should be described.

- Results and discussion

Results should be clear and concise. Discussion should explore the significance of the results of the work, not repeat them. Avoid extensive citations and discussion of published literature.

- Conclusions

The main conclusions of the study may be presented in a short Conclusions section, which may stand alone or form a subsection of a Discussion or Results and Discussion section.

MATHEMATICAL FORMULAE

Please submit math equations as editable text and not as images. Present simple formulae in line with normal text where possible and use the solidus (/) instead of a horizontal line for small fractional terms, e.g., X/Y. In principle, variables are to be presented in italics. Powers of e are often more conveniently denoted by exp. Number consecutively any equations that have to be displayed separately from the text (if referred to explicitly in the text).

NOMENCLATURE AND UNITS

Follow internationally accepted rules and conventions: use the international system of units (SI).

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 complex 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.

FIGURE CAPTIONS

Ensure that each illustration has a caption. Supply captions separately, not attached to the figure. A caption should comprise a brief title (not on the figure itself) and a description of the illustration. Keep text in the illustrations themselves to a minimum but explain all symbols and abbreviations used. 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").

TABLES

Please submit tables as editable text and not as images. Number tables consecutively in accordance with their appearance in the text and place any table notes below the table body. 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. Always use a white background in tables.

REFERENCES

References should be included in the text using authors' surnames followed by the year of publication (Pivato and Ferguson, 2008). If there are more than two authors, the surname of the first author should be mentioned, followed by "et al." (ex: Cossu et al., 2008). 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 enclosed example. References should be listed in alphabetical order, according to the first author's surname.

The chapter 'References' should not have progressive numbers (see the enclosed example). If the addition of a chapter 'Acknowledgements' is needed, put this before the references, without progressive numbering.

NOTIFICATION OF RECEIPT

The Organising Secretariat will confirm receipt of all papers. Authors not receiving an e-mail notifying receipt of their paper should check with the Secretariat to ensure their paper has been effectively received. Proof of mailing will not be taken as proof of receipt.