

Guidelines for Authors

The Journal welcomes the submission of manuscripts that meet the general criteria of original significance and scientific excellence. Papers will be published approximately one month after acceptance. All articles published in Universal Journal of Environmental Research and Technology (UJERT) will be peer-reviewed. Manuscripts which do not follow the format and style of the journal may be returned to the authors for revision or directly rejected. The Editor-In-Chief of UJERT reserves the right to make any essential, formal changes and language corrections in a manuscript accepted for publication. Authors are requested to prepare the manuscript as per the instructions given below in order to maintain the uniformity of all manuscripts. Please read these instructions very carefully and pay close attention while preparation of new manuscript.

Papers must be submitted with the kind consideration that they have not been published elsewhere (An abstract or part of published lecture, review or thesis are exception) and are not currently under process by another journal. The corresponding author is responsible for ensuring that the publication has been approved by all other co-authors. Authors have to undertake the responsibility that the article is submitted with the prior approval of corresponding institution.

Only an acknowledgment from the editorial office officially establishes the date of receipt of the article. Further correspondence and proofs will be sent to the corresponding author before publication. All enquiries concerning the publication of accepted papers should be addressed to editor@environmentaljournal.org. Authors should submit the articles only to submissions@environmentaljournal.org along with a covering letter. Authors are also advised to submit the article with the Copyright Transfer Agreement duly signed (scanned copy) by corresponding author. Authors are also requested to send three potential reviewers in order to speed up the review process.

1. Types of Research Papers

Universal Journal of Environmental Research and Technology publishes high quality research publications in the following forms

Regular Articles

These should describe original, novel and carefully confirmed findings. Experimental procedures should be supplemented with satisfactory features for others to verify and implement the further research in the title field. Such articles address a clearly stated specific hypothesis or a current problem researched in scientific communities throughout world. The length of a full paper should be minimum to clearly and specifically describe and understand the work done. Regular research articles are in general 10 to 14 printed (A4 size) pages in length and should contain no more than 6 figures and 6 tables.

Review Articles

Submissions of critical reviews and perspectives, covering topics of current issues and interest are always welcome and encouraged by the editorial office for the deep look and enhancement of latest research areas. These are related with the researchers who have keen observations and up-to-date knowledge and future acquaintance with creative thinking, exceptionally better than others. The review article is expected to give information about main aspects of research title, latest changes, significant gaps, dilemma involved and future aspects of the selected title. We specifically request the experts among the scientific communities to submit the reviews. The style of main sections need not meet the requirements of full length research articles. Reviews should be concise and no longer than 15-25 printed (A4 size) pages in length.

Short Communications

A Short Communication is suitable for recording the results of small but completed investigation or providing the details of novel models, hypotheses, methods, techniques or apparatus. They represent a significant contribution in the research field. The exceptional results and novel topics will be considered for publication as a short communication. The style of main sections need not meet the requirements of full length research articles. Short communications are in general 3 to 6 printed pages (A4 size) pages in length.

Research Note

A technical research note is a piece, giving a concise account on a technique or procedure. It may be related with the modification or change of a technique or modified procedure or instruments of interest to the scientific community. The style of main sections need not meet the requirements of full length research articles. It should be no more than four A4 size pages and could include maximum two figures and a table with at least 6 references.

Letters to Editor

Research letter sent by non-academic individual will also be published as they play an important contribution to the research field with the opinion and novel suggestions presented by the authors. This section is devoted to all those who are not engaged in regular scientific research but want express their views and opinions as a responsible citizen and with keen interest in the wrong things happened or that requires a proper solution. Only these letters will be published without peer review but strictly after the examination by editor-In-Chief.

2. Readability of the Articles

Papers must be understandable and communicate a clear-cut message. There is a limitation for the editors and other associated staff of our publication to check out large number of mistakes. It remains responsibility of the authors to get help from others so as to produce a precise and quality outcome. Poor English may eventually be a reason for rejection though; authors have obtained good results and carried out novel work.

3. Authorship and Originality of the Manuscript

Authorship is a final and clear way of handing over liability and giving acknowledgment for scholarly work. Authorship is very important to the scientific workers to get a good reputation among the scientific communities, academic promotion and even to get funds from the various funding agencies. Authorship is also representing a better indication of strength and status of the institution where the authors work. We advise you to be very clear about mentioning the name of the institute and the all other workers who have

contributed in completing a research. No article should have an author who is not directly involved in the work for any means or reasons. Universal Journal of Environmental Research and Technology do not require that all authors of a research paper to sign the copyright letter or covering letter even we do not enforce an orderly listing of authors in the manuscript. Its decision remains in the hands of workers. As a general rule, corresponding author is responsible for all the editing instructions and managing the problems involved in the submitted manuscript.

Submitted manuscripts should contain novel and original results, data and thoughts which are not submitted for other publications elsewhere. Authors should be very careful about plagiarism issues. Plagiarism can be said to have undoubtedly occurred when large portion of text have been used as it is and presented without any references. Plagiarism and manipulated outcomes are highly unacceptable to IJERT. If a case of plagiarism and conflicting situation arises the authors should immediately convey the message and dilemma to the Editor-In-Chief. Final decision will be taken by the publisher about to change or withdraw the already published article in UJERT. Information obtained through variety of sources should be supplied with the sufficient references. Written permission should be taken if required before adding it into the manuscript. Authors and co-authors are also requested check the general instructions before and after submission along with the high accuracy and validity of the results.

4. Acknowledgments

All others (specially not research workers) who contributed to some extent in 'start to end' process of the research and manuscript preparation or institutes who have provided financial assistance for completion of work and who are not the direct authors should be mentioned in with acknowledgments. Their support and help should also be described.

5. Cover Letter

Authors are requested to attach duly signed cover letter with all new submissions. Prepare a cover letter as per the given format. Submission of cover letter indicates that all the authors are agreeing to submit the manuscript on the behalf of corresponding author.

6. General Format of the Manuscript

The manuscripts must conform to the guidelines of the journal. The manuscripts must be English and should be divided into the following sections.

- **Title page:** It should have a title of the article, names of all authors, affiliations and a complete address with a number shown as superscript near to the surname of the author. As a general rule title should be short descriptive and should not contain any abbreviations or subtitles. This page should also contain contact number, email and postal address of the corresponding author.
- **Abstract:** The abstract should be a short and concise summary of the manuscript of not more than 250 words. It should be one paragraph and should be free of references and abbreviations. It should contain a brief description of the problem, methods, results obtained and conclusions. It should also indicate the novelty of the work carried out. A well written abstract always creates a good initial impression for the further review of the manuscript and it also attracts the viewers to refer the details of contents presented in research article.
- **Introduction:** Give short review of recent literature with general background of the selected problem with current arenas, gap in knowledge, objectives of the study and its link with the reported works. At last, it should also contain the aim of the study. Overall, the introduction should give the relevant background of the study and should explain the reason behind selection of topic of interest.
- **Materials and Methods:** Present concise but adequate information for others to be able to replicate the experiments. Explain in detail any new method or procedures followed. If the methodology is already in use then cite it and add details in reference section. If modification in previously published methodology is carried out then it should be explained in detail with a citation and mentioning a need to modify. It should also include experimental design as well as statistical analysis carried out, if any.
- **Results:** Point out the main results in the past tense. Present the results obtained in the form of text, figures and tables. Try to avoid the repetition of data already shown in the one form. This part remains the heart of the

manuscript and should be carefully presented as well as precisely indicated with significant outcomes. Statistical analysis of the data help the readers to understand the fluctuations in the results obtained.

- **Discussion:** This part should be very precise with high connectivity to the close and recent references of the selected topic of interest. Discussion should include analysis of results obtained by the authors and present the results in broader context of work carried out by others on the topic of interest. The recent references of negative, positive and neutral nature should be presented with better explanation of results obtained in hand.
- **Acknowledgements:** Financial support by all agencies, institutes as well as help and support etc. by individuals provided during any part of the research should be acknowledged in brief.
- **References:** Proper citation is important and we request to authors to cite up-to-date references in the text so as to increase the citation index of the articles.

7. Language

Euresian publications for UJERT accept articles in English only.

8. Manuscript Format

We request to submit articles in Microsoft Office 2003 or 2007 Word format (.doc). Portable document formats (.pdf) or any other files will not be accepted.

9. Font and Size of the Article

Manuscripts must be typed on A4 size page having 1” margins at all sides and with ‘Times New Roman’ font with 12 point size is must throughout the text including subtitles. For main headings and title, the font size should be 14 point and bold. Subtitles should be in italic form. Do not capitalize the titles and subtitles. All text should be justified. Use single line spacing throughout the text with double spacing only at all new paragraphs. All pages must be numbered consecutively and should be presented at the right bottom of the page. Add line numbers to the manuscript from start to end (continuous format - do not reset the numbers on each page). The file size of the MS word formats should not exceed 10 MB size for submission as an attachment over mail. The file should properly be scanned before submission. If equations are used it should be prepared using equation editor software.

10. Abbreviations and Units

Abbreviations, symbols, chemical and biochemical nomenclature etc. should be used correctly. Avoid abbreviations which are not in common use. Abbreviations used should be defined in the text at its initial use. Generally, units must be abbreviated and standard notations should be used according to the International System of Units (SI units). Here are some examples of commonly used commonly used SI units with abbreviations: Meter (m); Kilogram (kg); Minute (min); square meter (m²) etc.

11. Tables, Figures and Images

Authors should avoid large and complex tables, figures, maps and images. Please send the figures and images in JPEG or TIFF format. Scanned figures, maps or photographs should have a resolution of 300 dpi to 600 dpi. The tables, figures, maps etc. should be inserted at appropriate positions in running the text. The title of the table should be bold and should not contain any text box or line drawings. Symbols and abbreviations should be defined in the legend. Table width and cell size should be even and all the content should be centered. Please give separate numbers to tables and figures with short self-explanatory titles. They must be numbered consecutively and should be mentioned in the text wherever necessary. The titles should be the part of main text only and not of image or figure. Use Arabic numerals to label tables like 1, 2, 3 etc. while for figures a, b, c etc. Tables should be represented in horizontal lines only and try to avoid vertical column lines. Table number and table title should be at the top of the table while figure number and figure title should be given at the bottom of the figure. We request authors to check out the data presented with a rough print outs before submission to us so as to get an idea about the clarity of the contents. No changes to figures and tables will be allowed after the acceptance of the manuscript.

12. Citing References in the Text

Whenever citing a reference in the text, it should be mentioned with author's surname and the year of publication is to be inserted in the text. Please use dark blue colour to indentify the references immediately while reviewing a manuscript. For one author you should write (Connelly, 2010); for two authors it should be (Connelly and Sheldon, 2010) while for more than three authors you should write as (Connelly *et al.*, 2010). *et al.*, should be in italic form.

For example:

- 1) Salinity is the one of the abiotic factor which reduces crop yield (Connelly, 2010).
- 2) Connelly and Sheldon (2010) reported that the increased concentration of carbon dioxide gas throughout the world is the main cause of global warming.

13. Listing References

The list of references should be arranged at the end of manuscript indicating all the citations used in the text. The references should be arranged in alphabetical order stating with authors surname and then alphabets showing short form of initials. Use 'and' before putting surname of last author. At last the reference should be arranged in an order with A at start to Z at the end.

Following examples will guide you to design the references.

- **Research Journal (Print):**

Connelly, M. A. and Sheldon, S. E. (2010): Phytoremediation of Mine Tailings Contaminated with Nickel and Zinc. *Int. J. Environ. Sci.*, 20: 855-865.

- **Journal (Electronic) or website**

Kirsten, F. A. (2010): Mercuric Chloride Induced Changes in some Biochemical Parameters of *Eichhornia crassipes*. *Int. J. Poll. Mon.*, 45: 312-320. <http://ugrp.envjournals.com/asi/final/full/321/pdf>>. [Accessed 5th June 2010].

- **Book:**

Connelly, M. A. (2010): Water Purification Techniques. In: Sheldon, S. E., Allis J. H., Hickman, K. R. (Eds.). *Pollution Control in Process Industries*. 4th Ed., Universal Asian Publications, Eastern Region, New Delhi. 662-682.

- **Theses:**

Lehman, R. R. (2010): Study on Drawbacks Involved in Strict Implementation of Environmental Governance in India. Ph. D. Thesis Submitted to National Law University, New Delhi, India.

- **Conference Papers:**

Clarke, P. K. and Francis, T. S. (2010): Studies on Selected Plants for their Tolerance to Extreme Environmental Conditions. National Conference on 'Plant, Environment and Pollution' University of Satina, 10th -13th January 2010. Proceeding Booklet, 221-224.

14. **Suggesting the Reviewers**

Authors should supply the list of at least three potential reviewers of the related field to speed up the review process. They should provide names, e-mail addresses and official address of reviewers. Please be clear that the editorial office of Euresian publications is not bound to the decision and opinions supplied in support or oppose of the manuscript examined by external reviewers. Latest study has shown that this type of method of suggesting reviewers can definitely increase chances of acceptance of the paper. Failure of this call, may delay the handling of your manuscript as the UJERT covers vast areas of arts, commerce, science, management, engineering, medicinal backgrounds.

15. **Ethical Use of Animals**

Manuscript reporting involvement and studies on animals must submit a statement from the responsible institute which clearly states that the animals received humane care according to the guidelines at national/international level.

16. **Article Processing Fees and Mode of Payment**

The main aim of Euresian publications is to provide a rapid platform for the research workers and wide publicity to the articles published in UJERT through open access approach. We do not offer any publication charges but authors have to pay nominal article processing fee of **₹ 1500/- (₹ one thousand five hundred only)** only for Indian authors and **US \$ 80 (eighty US dollars)** for foreign authors (staying out of India). Indian and Foreign remittances can be made through 'Industrial Development Bank of India' (IDBI) Limited. Indian authors can also pay through a bank demand draft drawn on any nationalized bank. Payment via western union can also be made by foreign authors which should be in favour of a person nominated by Euresian publications. Account details will be provided as per the need and interest of the party. In-time failure of the fees may delay or cancel out of the accepted paper from publication. Euresian publications ensure transparency; provide best service to authors at the most competitive price.