

## GUIDE FOR AUTHORS

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### GENERAL

1. Authors should submit their contributions electronically through the GJESM website submission system to the Editorial Office.

2. Manuscripts must be submitted only in English and should be written according to sound grammar and proper terminology. Manuscripts should be typed in Times New Roman of 11 pt. font and in MS-Word format in one column with 2.5 cm margin at each side. Manuscript submission must be applied once in order to obtain only one submission ID number. More than one submission for a single manuscript can lose the chance of the manuscript consideration. Manuscript must be accompanied by a covering letter including title and author(s) name.

3. There are no strict formatting requirements but all manuscripts must contain the essential elements needed to convey your manuscript, for example Abstract, Keywords, Introduction, Materials and Methods, Results, Conclusions, Artwork and Tables with Captions. Please ensure the figures and the tables included in the single file are placed next to the relevant text in the manuscript, rather than at the bottom or the top of the file. There are no strict requirements on reference formatting at submission. References can be in any style or format as long as the style is consistent.

### BEFORE YOU BEGIN

1. **Peer-Review Process:** In order to sustain the peer review system, authors have an obligation to participate in peer review process to evaluate manuscripts from others. When appropriate, authors are obliged to provide retractions and/or corrections of errors to the editors and the Publisher. All papers submitted to GJESM journal will be peer reviewed for at least one round. GJESM journal adopts a double-blinded review policy: authors are blind to reviewers, but reviewers are not blind to authors. After receiving reviewers' comments, the editorial team member makes a decision. Because reviewers sometimes do not agree with each other, the final decision sent to the author may not exactly reflect recommendations by any of the reviewers. The decision after each round of peer review may include (a) Accept without any further changes, (b) Accept with minor revision, (c) Major changes are necessary for resubmission and (d) Decline without encouraging resubmission.

2. **Post-Publication Evaluation:** In addition to rapid Peer Review Process, the GJESM Journal has Post-Publication Evaluation by the scientific community. Post-Publication Evaluation is concentrated to ensure that the quality of published research, review and case report meets certain standards and the conclusions that are presented are justified. The post-publication evaluation includes online comments and citations on published papers. Authors may respond to the comments of the scientific community and may revise their manuscript. The Post-Publication Evaluation is described in such a way; it is allowing authors to publish quickly about Environmental science, management, engineering and technology concepts.

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12. **Handling Cases of Misconduct:** Once GJESM confirms a violation against GJESM's publication ethics, the following actions will be taken.

- a. The work is rejected / retracted immediately. Notification will be sent to corresponding authors. In extreme cases, notifications will be sent to the affiliations of the authors.
- b. The authors are prohibited from submitting their work to GJESM for 5 years.
- c. Any work by the authors responsible for the violation or any work these persons coauthored that is under review by any GJESM journal will be rejected immediately.
- d. The authors are prohibited from serving on GJESM editorial board. GJESM reserves the right to take more actions.

## MANUSCRIPT PREPARATION

**1. Title Page:** The title page should include: the name(s) of the author(s), a concise and informative title, the affiliation(s) and address (es) of the author(s), and e-mail address, telephone and fax numbers of the corresponding author.

**2. Manuscript Title:** Title of up to 17 words should not contain the name of locations, countries or cities of the research as well as abbreviations. The title should be oriented to Environmental issues while not being obscure or meaningless.

**3. Abstract:** An abstract of 150 to 250 words that sketches the purpose of the study; basic procedures; main findings its novelty; discussions and the principal conclusions, should not contain any undefined abbreviations or references.

**4. Keywords:** Provide 5 to 7 keywords which can be used for indexing purposes. Keywords should not repeat the words of the manuscript title or contain abbreviations and shall be written in alphabetical order as separated by semicolon.

**5. Introduction:** The Introduction should state the purpose of the investigation and identify clearly the gap of knowledge that will be filled in the Literature review study. Date and location of the research carried out throughout the study must be mentioned at the end of this section.

**6. Materials and methods:** The Materials and Methods section should provide enough information to permit repetition of the experimental work. It should include clear descriptions and explanations of sampling procedures, experimental design, and essential sample characteristics and descriptive statistics, hypothesis tested, exact references to literature describing the tests used in the manuscript, number of data involved in statistical tests, etc.

**7. Results and Discussion:** The Results section should describe the outcome of the study. Data should be presented as concisely as possible - if appropriate in the form of tables or figures, although very large tables should be avoided. The Discussion should be an interpretation of the results and their significance with reference to work by other authors. Please note that the policy of the Journal with respect to units and symbols is that of SI symbols.

**8. Tables:** Do not submit tables and graphs as photograph. Place explanatory matters in footnotes, not in the heading. Do not use internal horizontal and vertical rules. Tables should be called out in the text and should have a clear and rational structure and consecutive numerical order. All tables should be numbered 1, 2, 3, etc. Give enough information in subtitles so that each table is understandable without reference to the text. Footnotes to tables should be indicated by superscript lower-case letters (or asterisks for significance values and other statistical data) and included beneath the table body.

**9. Figures:** Figures/ illustrations should be in high quality art work, within 200-300 dpi and separately provided in Excel format. Ensure that figures are clear, labeled, and of a size that can be reproduced legibly in the journal. Each figure should have a concise caption describing accurately what the figure depicts. Figure captions begin with the term Fig. Figures should be with the captions placed below in limited numbers. No punctuation is to be placed at the end of the caption.

**10. Conclusion:** This section should highlight the major, firm discoveries, and state what the added value of the main finding is, without literature references.

**11. Acknowledgements:** Acknowledgments of people, grants, funds, etc. should be placed in a separate section before the reference list. The names of funding organizations should be written in full. Financial support

affiliation of the study, if exists, must be mentioned in this section. Thereby, the Grant number of financial support must be included.

**12. References:** All the references should be cited throughout the manuscript text as well as in the Reference section organized in accordance with Harvard system. Groups of references should be listed first alphabetically, then chronologically. The number of references extracted from each journal should not exceed 3 to 5 citations, which is the average acceptable amount. The number of references should not be less than 30 for original paper, less than 100 for review paper. It is substantially recommended to the authors to refer to more recent references rather than old and out of date ones. Volume, issue and pages of the whole references must be specified according to the GJESM format.

**Citing and listing of Web references:** As a minimum, the full URL should be given. Any further information, if known (Author names, dates, reference to a source publication, etc.), should also be given.

**Text:** All citations in the text should refer to: 1. Single author: the author's name (without initials, unless there is ambiguity) and the year of publication; 2. Two authors: both authors' names and the year of publication; and 3. Three or more authors: first author's name followed by "et al." and the year of publication. Citations may be made directly (or parenthetically). Groups of references should be listed first alphabetically, then chronologically. Examples: "as demonstrated (Allan, 1996a, 1996b, 1999; Allan and Jones, 1995). Kramer *et al.*, (2000) have recently shown ...".

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**Journal article:** Nouri J.; Lorestani B.; Yousefi N.; Khorasani N.; Hassani A. H.; Seif, F.; Cheraghi M., (2011). Phytoremediation potential of native plants grown in the vicinity of Ahangaran lead-zinc mine. *Environ. Earth Sci.*, 62(3): 639-644.

**Book:** Davis, M. L., (2005). *Introduction to Environmental Engineering*, 3rd. Ed. McGraw Hill Inc.

**Book chapter:** Mettam, G. R.; Adams, L. B., (1999). How to prepare an electronic version of your article, in: Jones, B. S., Smith, R. Z. (Eds.), *Introduction to the electronic age*. E-Publishing Inc., New York.

**Conference paper:** Brown, J., (2005). Evaluating surveys of transparent governance. In UNDESA, 6th. Global forum on reinventing government: towards participatory and transparent governance. Seoul, Republic of Korea 24-27 May. United Nations: New York.

**Dissertation:** Trent, J. W., (1975). *Experimental acute renal failure*. Ph.D. Dissertation, University of California. USA.

**Online document:** Cartwright, J., (2007). Big stars have weather too. IOP Publishing Physics Web. <http://physicsworld.com/cws/article/news/2007/jun/26/big-stars-have-weather-too>

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