

29th Annual conference of South African Society for Atmospheric Sciences (SASAS) 2013

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Instructions to Authors for paper submission

These instructions and template are provided to help authors prepare their manuscripts. Submitted papers should report new work or ideas. Contributors are requested to submit their proceeding not more than 4 pages (minimum two pages) are acceptable for submission. All the submitted papers will be sent for peer review and the corresponding author will be notified the outcome of the review process. If reviewers recommend for further improvements in the paper, the paper will be sent back to the corresponding author and the revised version should be submitted within the prescribed time.

Manuscript

1. Papers must be written in English (U.S.). Spelling and grammar should be checked by an English-speaking editor if English is not the authors' first language.
2. The manuscript in the word format should be sent to the conference mail. Upon approval for the format and appropriateness of the submitted manuscript, the manuscript would be in review process.
3. The main text of the manuscript must be typed in 10 point Times New Roman font, Single line spaced, double column of A4 or 8.5" × 11" paper using appropriate (default) margins. Title and subtitle font size should be 14 and 12, respectively.
4. Submitted manuscripts should not exceed more than 4 pages, including text, references, tables, and figures. All pages should be numbered at the bottom of each page.
5. Insert continuous line numbers in the left margin of all pages. This feature can be found in the MS Word menu commands: "File/Page Setup/Layout/Line Numbers."
6. Leave only one space after periods.
7. Manuscripts should contain the following elements in sequence: title, names and affiliations of authors, abstract, keywords (capitalize the first character of each keyword), introduction, body of paper, conclusions, acknowledgements, references.
8. Download the submission template format to prepare your extended abstract at <http://sasas.ukzn.ac.za/homepage> and follow the same format.

Title

1. Title should be informative, concise and specific, not to exceed two lines.
2. Avoid chemical formulae in title.

Name of author and affiliation

1. List each author's first, middle initial and last name, and affiliation.
2. Include the fax, telephone and e-mail address for the corresponding author in a footnote on page one.

Abstract

1. Maximum of 100 words should be used in the abstract, not to exceed 10-15 lines,

2. The purposes, methods, contents, conclusions, as well as new significant findings, should be summarized in the abstract.

Keywords

1. Include up to five keywords to facilitate literature searches.
2. Avoid duplicating words already contained in the title.

Introduction

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

Instrumentation and Method

Provide sufficient details 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. The discussion of the results should explore the significance of the work, not repeat them. A combined Results and Discussion section is often appropriate. 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 Results and Discussion section.

References

1. All references to literature in the text should be cited in the form Smith (1997) if there is one author, Smith and Jones (1997) for two authors, or Smith *et al.* (1997) if more than two authors. The manuscript should be carefully checked to ensure that the information given in the text is exactly the same as that given in the reference list.
2. References should be arranged in alphabetical order by the first author's last name.
3. Some examples for arranging the references:
(i) Journals:
Watson, J.G., Chow, J.C. and Chen, L.-W.A. (2005). Summary of Organic and Elemental Carbon/Black Carbon Analysis

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Methods and Intercomparisons. *South African Journal of Science*. 5: 65–102.

Charell, P.R. and Hawley, R.E. (1981). Characteristics of Water Adsorption on Air Sampling Filters. *Atmospheric Environment*. 42: 353–360.

(ii) Books:

Kerker, M. (1969). *The Scattering of Light*, Academic Press, New York.

(iii) Edited books:

Crittenden, B.D. and Long, R. (1976). In *Carcinogenesis—A Comprehensive Survey*, Vol. 1, Freudenthal, R.I. and Jones, P.W. (Eds.), Raven Press, New York, p. 209.

(iv) Conference proceedings, symposia, etc.:

Fissan, H.J., Franzen, H., Helsper, C. In Benarie, M.M. (Ed.) *Atmospheric Pollution 1978*, Proc. 13th Int. Colloq., Paris, France, 1978, Elsevier, Amsterdam, p. 263–266.

- Equations should be sequentially numbered in parentheses at the extremely right of the line, according to their appearance in the text.
- When referring to equations in the text, preface the number with the word “Eq.” or “Eqs.” and place the number within the bracket as Eq. (1), or Eqs. (1–4), etc.

Acknowledgements

Collate acknowledgements in a separate section at the end of the article before the references and do not, therefore, include them on the title page, as a footnote to the title or otherwise. List here those individuals who provided help during the research (e.g., providing language help, writing assistance or proof reading the article, etc.).

Tables and Figures

- Number tables and figures consecutively with Arabic numerals (Table 1, Figure 1, etc.) in order of citation in the text. You should refer to all tables and figures in your text discussion.
- Avoid excessive tabulation of data or large tables.
- Each table and figure should have a brief and self-explanatory title. The title should be above tables and below figures. Also provide a list of table and figure titles on a separate page.
- Tables should be presented in the simplest style. Vertical lines should not be used.
- In the text, refer to figures as “Fig. 1”, or “Figs. 1(a) and (b)”.

Units

The use of S.I. units throughout is highly recommended.

Symbols

- Define symbols (including Greek letters and other non-Latin symbols) at their first appearance in the text or in a separate list of notations.
- Use mathematics type if it is possible.
- At the first reference to a chemical compound, write the compound’s name in full, followed by its abbreviation in parentheses. Thereafter, use the abbreviation.
- Take care to clearly differentiate zero (0) and the letter (O), one (1) and the letter (l), times sign (×) and the letter (x).

Equations

- All equations must be clearly typewritten.
- Subscripts and superscripts should be clearly legible.
- The meanings of all symbols must be defined immediately after the equation in which they are first used.