

March, 2023

Regulation for submission of contributions

1. Aim and Scope

This regulation aims to standardize the presentation of contributions to be submitted for publication in the journal Engenharia Sanitária e Ambiental (ESA, Sanitary and Environmental Engineering Journal).

Areas of current interest for the ESA journal are:

- ✓ Development of environmental technologies (water, sewage, solid waste, sludge and air)
- ✓ Management of solid, liquid and gaseous waste, sludge etc.
- ✓ Resource recovery (water, sludge, nutrients, energy, carboxylic acids etc.)
- ✓ Environmental monitoring and remediation (water, soil and air)
- ✓ Design, modeling and optimization of environmental systems (water, sewage, solid waste, sludge, air and soil)
- ✓ Rational use of water and energy
- ✓ Rural sanitation
- ✓ Public health and environmental microbiology
- ✓ Environmental analysis and assessment (environmental impact assessment, risk analysis, life cycle analysis, material flow analysis etc.)
- ✓ Social, economic and political aspects of environmental management and basic sanitation management

ESA journal does not accept manuscripts predominantly focused on the following aspects:

- ✓ Simulation/modeling oriented to mathematical subjects
- ✓ Chemical-oriented reactions/processes
- ✓ Materials synthesis
- ✓ Reuse of waste oriented to the area of soil science
- ✓ Application of renewable energy, without close connection with the area of sanitary and environmental engineering
- ✓ Species monitoring studies
- ✓ Any other contribution without a clear relation to the Sanitary and Environmental Engineering.

2. Language

All submissions must be written in English. Manuscripts submitted in another language will be rejected immediately.

2. Types of contribution

2.1. The forms of contribution are shown below:

- Technical-scientific Note (*short communication*)
- Scientific Paper
- Literature Review

2.2. The Technical-scientific Note (short communication) is a brief urgent communication or publication of preliminary data that need rapid dissemination in Sanitary and Environmental Engineering. It may also include some other pertinent summary approach, at the Editors' discretion.

2.3. The Scientific Paper is a complete and original exhibition, fully documented, interpreted and discussed, and that adheres to the current scope of the ESA journal. Manuscripts that are primarily primary data, technical reports, preliminary results etc., without well-defined hypotheses or adequate depth, will be rejected immediately by the Editors.

2.4. The Literature Review corresponds to a paper, in which the state of the art of a relevant and innovative topic that adheres to the current scope of the ESA journal is raised. The approach must be sufficiently critical and capable of identifying scientific advances, gaps and challenges in light of national and international literature. Systematic review and meta-analysis works can be included in this paper category. Before submission through the Scielo Scholar One system, authors must send the justification for the review together with the abstract, items or even the finalized paper to the e-mail: esa@abes-dn.org.br, for prior evaluation by the Editors. In case of acceptance, authors may submit it via the system. Papers submitted without this prior analysis will be returned to the authors. The review paper will be evaluated like any other contribution, without any guarantee of acceptance.

2.5. Reports, translations or papers already published or submitted for publication in other vehicles, or involving commercial promotion of a certain brand, product or company will not be accepted.

3. Submission of contributions

3.1. The registration of contributions will be made only through the Scielo Scholar One system, through the link <https://mc04.manuscriptcentral.com/esa-scielo>. Submissions of papers will not be accepted by any other form of submission.

3.2. Upon submission of the paper, the author will receive a confirmation email, along with an identification code.

3.3. The author will be able to follow the entire evaluation process through the Scielo Scholar One system.

3.4. Any and all additional questions can be made by e-mail: esa@abes-dn.org.br, always including the reference number of the submitted paper.

3.5. ESA journal charges a paper submission fee for submission and publication, which must be included in the act of submission as an attachment (complementary file that is NOT for evaluation). The evaluation process will only begin after the editorial team has verified the submission fee payment, which must be carried out within a maximum of 10 (ten) calendar days from the paper submission date. Submissions that do not meet this requirement will be removed from the system.

Fee	ABES members	Non ABES members
Submission	Free of charge*	R\$ 200,00
Publication	Free of charge	Free of charge

* Only if the 1st author or corresponding author of the paper is a member. Please attach (complementary file that is NOT for evaluation) the document containing the ABES or CPF registration number or equivalent and full name.

Note: The submission fee will not be refunded if the manuscript is rejected, not guaranteeing the acceptance of the paper, which will normally go through the evaluation process.

Itau bank

Agency: 0407, C/C: 11437-0

Corporate Name: Brazilian Association of Sanitary and Environmental Engineering - ABES

CNPJ: 33.945.015/0001-81

PIX KEY: abes@abes-dn.org.br

Note: Identify PIX transfer as “paper”.

Any questions, including international payments, please e-mail us at esa@abes-dn.org.br

Be filiated to ABES: <http://socio.abes-dn.org.br/>

4. Contribution format

4.1. Contributions must be prepared by the authors in “.doc” or “.docx” format open for editing using Microsoft Word's line numbering feature (File – Page Setup – Layout – Line Numbers – Number Lines – Continuous).

4.2. Manuscripts must be sent in “.doc” or “.docx” format by the Scielo Scholar One system. All other file formats, including compressed ones, will be blocked.

4.3. After the evaluation process, the contributions approved for publication may be corrected after being forwarded in their final version for layout.

4.4. Submitted papers must comply with NBR 14724:2020 - Academic Papers.

4.5. Figures, graphs and illustrations may be included, as long as the file size does not exceed 10 MB.

4.6. The full text of the paper cannot exceed 15 (fifteen) pages for Scientific Paper, 20 (twenty) pages for Literature Review, and 8 (eight) pages for Technical-scientific Note (short communication), in accordance with the format established in the following items. (Note: Full pagination counts with references).

4.7. All contributions must follow the following presentation sequence:

- Title (up to 200 characters) – must be included in the body of the text and not as a header.
- Abstract, from 100 to 250 words – must be included in the body of the text.
- Keywords – must be included in the body of the text.
- Brief title of the paper (up to 60 characters) for the header.
- Main text without division into columns.
- References.
- Note 1: Any “Acknowledgements” should only be included in the final version of the paper approved for publication.
- Note 2: The name(s) of the author(s), summary curriculum(s) of the author(s), mailing address (professional) must only appear in the Scielo Scholar One System, filled in at the time of registration. **IMPORTANT:** placing this information in the body of the text will result in the manuscript being returned to the authors, thus impacting the evaluation/publication time.
- Note 3: Contributions that do not comply with the elements defined in this regulation, such as format, maximum number of pages etc., will be returned to the authors, thus impacting the evaluation/publication time.

4.8. The text must be formatted following the following pattern:

- Page Size: A-4
- Margins: 3 cm for left and top, and 2 cm for bottom and right
- Spacing: 1.5, no previous or posterior spaces between lines
- Title font and size: Times New Roman, size 16
- Font and size of other text elements: Times New Roman, size 12
- Page numbering: Arabic numerals, positioned in the upper right corner

4.9. The body of publications in the form of Scientific Paper must contain the following structure:

- Introduction: it must clearly describe what is known, what are the gaps and, at the end, state the objective of the contribution.
- Methodology: it must be written in a detailed manner to allow a broad understanding of what was investigated, as well as its reproduction. Their division into items often helps a lot in organizing the materials and methods used.
- Results and Discussion: it should clearly and directly present the main results obtained, with the inclusion of discussions that help explain the data based on technical scientific literature.
- Conclusions: it must respond clearly and succinctly to the objective of the contribution, avoiding repetition of data already presented and discussed previously.
- References: current references (ideally published in the last five years) and easily obtained by others should be prioritized. The inclusion of publications in conferences, books etc., should be avoided, and the inclusion of papers published in indexed journals should be valued.

4.10. The writing must be done in an impersonal way, not using the first person singular or plural, and the style to be adopted must be objective and sober, compatible with what is recommended for a scientific text.

4.11. The subdivision of the text in a large number of subtitles or items should be avoided, admitting a maximum of third order headings, all with the use of Arabic numerals.

4.12. The content of the work must be submitted to a careful spelling revision.

4.13. Terms written in italics or bold may be used in the body of the paper.

5. Figures and illustrations

Figures and illustrations must meet the following criteria:

5.1. Figures and illustrations files, without surrounding borders, must be inserted in the text file, so that they can be edited using MS Word for Windows.

5.2. Texts and captions should not be too small or too large in relation to the figure.

5.3. Figures must be placed in the appropriate places and have a title.

5.4. Including photographs is not advisable; however, if the authors believe they are important to clarify relevant aspects of the paper, they should be inserted in a minimum resolution of 500 dpi, ideally 1000 dpi. Always pay attention to the quality of images.

5.5. All graphs, drawings, figures and photographs must be called “Figure” and numbered sequentially in Arabic numerals. Every figure must be mentioned and in the text.

5.6 The figure number and title must be placed in the center, immediately below the figure. The title must be clear and self-explanatory.

5.7 Below the title of the figure, indicate the source consulted (mandatory element, even if it is the author's own production), captions, notes and other information necessary for its understanding (if any).

5.8. The Journal's internal pages are printed in a single color, therefore, the adoption of colors in differentiating variables in graphics and diagrams is not allowed.

6. Tables

The tables must meet the following criteria:

6.1. It must be clear and objective, with no grid lines. Units corresponding to all terms used must be clearly identified.

6.2. It must be called “Table”, numbered sequentially in Arabic numerals. These elements must be mentioned and discussed in the text.

6.3. Each table, in addition to the numbering, must have a title. The number and title must be placed in the center, immediately above the table. The title must be clear and self-explanatory.

6.4. A table cannot be larger than an A-4 sheet.

6.5. Tables should preferably appear interspersed in the appropriate places in the text, at the author's discretion.

6.6. The Journal's internal pages are printed in a single color, therefore, the adoption of colors in differentiating variables in the tables is not allowed.

7. Equations

The equations can be edited by the team responsible for the layout. Therefore, the following criteria must be met:

7.1. Equations must be clear and legible, and written in the same font as the body of the text, without using italics or bold.

7.2. Equations and formulas should be called “Equation” and numbered sequentially in Arabic numerals. The numbering to the right of the equation must be in parentheses. All equations must be mentioned in the text.

7.3. All symbols used must be defined immediately after the equation (if not previously defined), including their units or dimensions.

8. Units

8.1. All units mentioned in the text, tables, charts and figures must be expressed in accordance with the International System of Units (SI).

8.2. Avoid using the fraction bar in the expression of units. Example: instead of mg/L or m³/s, it must use mg·L⁻¹ and m³·s⁻¹.

9. References

References cited in the text and listed at the end of the paper must comply with NBR 6023:2018. By way of clarification, some guidelines are presented:

9.1. References cited in the text must contain the last name of the author(s), in capital letters, followed by the year of publication, observing the following criteria:

9.1.1. When there is more than one work, the citations must be in alphabetical order.

9.1.2. Papers with more than three authors must be referenced to the first author, followed by “et al.” (in italics and dotted).

9.1.3. 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 carried out by Silva (1994a, 1994b) and by Machado et al. (1995a) revealed...; ... recent studies (SOUZA, 1993; SILVA, WILSON and OLIVEIRA, 1994; MACHADO et al., 1995b) revealed...

9.2. At the end of the work, a list of all references cited in the text should be presented, according to the following criteria, among others:

9.2.1. References must be listed in alphabetical order, according to the first author's last name.

9.2.2. All authors must be referenced (regardless of the number of authors) by last name followed by the initials of each author, separated by semicolons.

Example: SMITH, P.J.; WATSON, L.R.M.; GREEN, C.M...

9.2.3. The title of the referenced journal must be presented in italics. The volume, number and page indications must be identified by the initial letter (“v”, “n” or “p”), followed by a period. Quotation marks must not be used before and after the title of the work.

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, 1992, p. 756-65.

9.2.4. The title of the book must be presented in italics. The edition, location, publisher, number of pages and date must be included.

Example: FRANÇA, J.L.; VASCONCELOS A.C. *Manual para Normalização de Publicações Técnico-Científicas*. 8 ed. Belo Horizonte: Ed. UFMG, 2007, 255 p.

9.2.5. In book chapters and congress papers, the main work (book title or congress name) is referenced in italics and is preceded by the expression “In”.

Examples:

Anais - CAIXINHAS, R.D. Avaliação do impacto ambiental de empreendimentos hidroagrícolas. In: *Simpósio Luso-Brasileiro de Engenharia Sanitária e Ambiental*, Anais... Lisboa: APRH, 1992, p. 203-11.

Book Chapter - KUKOR, J.J.; OLSEN, R.H.; IVES, K. Diversity of toluene degradation following exposure to BTEX in situ. In: KAMELY, D.; CHAKABARTY, A.; OLSEN, R.H. (Eds.) *Biotechnology and Biodegradation*. Portfolio Publishing Company, The Woodlands, E.U.A.,1989, p. 405-421.

10. Paper Judgement

10.1. The Associate Editors may, in prior analysis, summarily reject any submitted paper if they believe that it does not present a contribution/originality or scope compatible with the journal's classification.

10.2. When the manuscript is original and of sufficient quality, it is forwarded to the evaluators designated by the Associate Editor, who are qualified ad hoc consultants for this function.

10.3. At any stage of judging the work, compliance with regulatory provisions, the relationship of the topic to the current scope of the ESA journal, adequacy of the title, abstract and keywords, existence of logical linkage, originality and quality of the contribution.

10.4. In the analysis by the Editors and the evaluators, the contribution will be classified according to one of the following categories:

- Accepted
- Revisions required (*major* or *minor*)
- Rejected

Rejection can take place in the following ways.

1 - Direct rejection by the editorial board.

- ✓ Non-compliance with current scope.
- ✓ By Editor's quality judgment, before or after the peer review process.
- ✓ Verification through anti-plagiarism program.

10.5. When the paper receives the classification of "Revisions required", the authors must make corrections based on the suggestions of the evaluators and eventually the thematic section Editor. When the manuscript is resubmitted in the Scielo Scholar One system (<https://mc04.manuscriptcentral.com/esa-scielo>), it must clearly show the inclusions/exclusions made in the document in “.doc” or “.docx” format, through change control tools, not allowing the inclusion of text boxes, comments, etc. Authors should prepare a separate file containing responses to questions from reviewers and/or thematic session Editor, which can be sent as an attachment or in the specific area of response to reviewers in the Scielo Scholar One system during the resubmission process.

11. Communication to authors

The main author will be informed of the result of the evaluation and in the case of rejected papers, they will receive the appropriate justifications.

12. Number of authors

The number of authors allowed for each submission is up to five. Exceptional cases send an email to esa@abes-dn.org.br for consultation.

13. Responsibilities and Rights

The content of the papers is the sole responsibility of the author(s), who declare that they are responsible for any claim by third parties regarding conflicts involving copyright, assuming and exempting ESA/ABES journal and its Editors from any dispute involving their publications. Authors who submit their papers cede their reproduction and/or publication rights to the journal ESA/ABES. Omitted cases will be resolved by the journal Editors.