

INSTRUCTIONS TO AUTHORS for Manuscript Preparation – WasteSafe 2025

1. Manuscripts must be written in English on one side only of white A4 sized (210mm x 297mm) good quality paper. The use of a word processor in conjunction with a letter-quality or laser printer is desirable. All papers should follow the format given in the attached sample. The author must carefully check the manuscript so that there are no spelling or grammatical mistakes.

2. Use 10 pt Arial font and single line spacing for all text. All text should be left and right justified. Footnotes and underlines are not allowed. Left, right, top and bottom margins are 25 mm in entire manuscript.

3. **PAPER TITLE** not more than two lines using 12 pt Arial font should be all capitals, bold, centered on the top of the first page leaving 3 blank lines before and 2 blank lines after. **Author's Name** using 11 pt Arial font should be bold and centered followed by his/her affiliation (not bold) under it. Leave one line blank between names of authors of different affiliations; otherwise, they should be in line.

4. **An Executive Summary** (don't confuse the executive summary with the first Abstract!) should briefly research objectives, methodology, results and conclusions. The text should be typed and edited strictly in accordance with the instruction to authors and with the Executive Summary Sample. The length of the executive summary is 1 (ONE) page (EXACTLY) in A4 sized paper including figures and tables. It should not contain more than 5 keywords with NO REFERENCE.

5. An **ABSTRACT** (11 pt Arial all capitals, left justified and bold) of not more than 150 words should be given at the beginning of the paper using *10 pt. Arial and italic not bold*. Leave 2 blank lines before the **ABSTRACT** and 1 blank line after.

6. **MAIN HEADINGS** should be 11 pt Arial all capitals, left justified, bold and without numbering, leaving 1 blank line before and after. **Second Headings** if any should be Title Case, left justified, bold without numbering, leaving 1 blank line before and start text without line space but giving the indent of the first line by 5 spaces. Start new paragraph without line space but giving the indent of the first line of the paragraph by 5 spaces.

7. All **Equations** should be numbered (1, 2, 3 etc.), enclosed in parentheses and centered.

8. **Table** numbers and captions should be placed on top of the table and centered using 10 pt Arial without bold. Number tables consecutively and locates them close to where they are first referenced in the text. Leave at least one line between the table, caption & text.

9. **Figure** numbers and captions should be placed at the bottom of the figure and centered using 10 pt Arial without bold. Number figures consecutively and locates them close to where they are first referenced in the text. Leave at least one line between the figure, caption & text.

10. In the text, **References** should be quoted by the author followed by year of publication in parentheses. The list of references at the end of the main text should be arranged in alphabetical order. All references must be cited in the text. **Acknowledgement**, if any, should appear before reference, however it should not be more than 50 words.

11. Authors are also requested to submit the manuscript as an attached file (MS word and pdf files) to following e-mail addresses: wastesafe.bd@gmail.com. In case of hard copy, the original and 2 copies of your paper should be submitted.

Conference Secretariat

WasteSafe 2025 – 9th International Conference

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12. The manuscript of Full Paper & Executive Summary should reach us by **30 November 2024**.

13. Sample format of the first and subsequent pages of the manuscript of full paper is given below.

25 mm top margin

| 3 blank lines (title page only)

INSTRUCTIONS FOR AUTHORS FOR PREPARATION OF MANUSCRIPT OF THE PAPERS (12 PT ARIAL, BOLD, CENTERED)

| (2 blank lines)

Author 1 and Author 2 (11 Pt Arial, Bold, Centered, Full Name)

Affiliation 1 (11 Pt Arial, Centered)

| (1 blank lines)

Author 3

Affiliation 2

| (2 blank lines)

ABSTRACT

An Abstract (11 pt Arial all capitals, left justified and bold) of not more than 150 words should be given at the beginning of the paper using 10 pt. Arial and italic not bold. Leave 2 blank lines before the Abstract and 1 blank line after.

MAIN TEXT

Manuscripts must be written in English on one side only of white A4 sized (210mm x 297mm) good quality paper. The total length of the paper including figures (diagrams and photographs), tables and references must not exceed 10 pages and total pages should be even number. The use of a word processor in conjunction with a letter-quality or laser printer is desirable. All papers should follow the format given in the attached sample. The author must carefully check the manuscript so that there are no spelling or grammatical mistakes. The organizers will not attempt to edit or correct the submitted papers.

Use 10 pt Arial font and single line spacing for all text. All text should be left and right justified. Footnotes and underlines are not allowed. Left, right, top and bottom margins are 30 mm. Do not print page numbers. Use a pencil to write the page number in order at the right bottom corner of each page.

Equation and Figures

Paper title not more than two lines using 12 pt Arial font should be all capitals, bold, centered on the top of the first page leaving 3 blank lines before and 2 blank lines after. Author's Name using 11 pt Arial font should be bold and centered followed by his/her affiliation (not bold) under it. Leave one line blank between names of authors of different affiliations; otherwise, they should be in line. All equations should be numbered (1, 2, 3 etc.), enclosed in parentheses and centered.

EQUATION

(1)

Table numbers and captions should be placed on top of the table and centered using 10 pt Arial without bold. Number tables consecutively and locates them close to where they are first referenced in the text. Leave at least one line between the table, caption & text.

Table 1 Caption of the table

Year	Generation (tons/day)	Generation Rate (kg/capita/day)
2004	495	0.432
2005	520	0.456
2006	545	0.467

25 mm top margin

25 mm bottom margin

25 mm left margin

25 mm right margin

Figure numbers and captions should be placed at the bottom of the figure and centered using 10 pt Arial without bold. Number figures consecutively and locates them close to where they are first referenced in the text. Leave at least one line between the figure, caption & text.

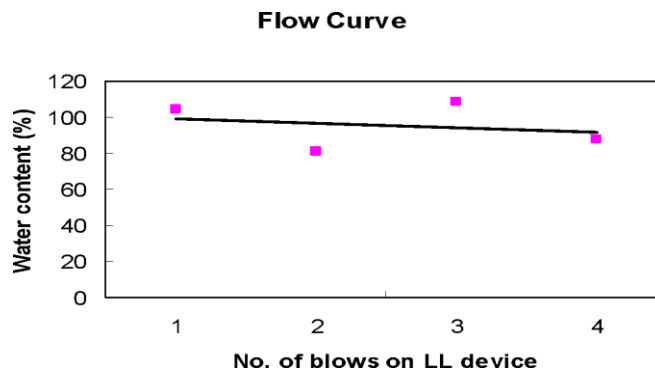


Figure 1 Caption of the figure

Main headings should be 11 pt Aril all capitals, left justified, bold and without numbering, leaving 1 blank line before and after. Second headings if any should be Title Case, left justified, bold without numbering, leaving 1 blank line before and start text without line space but giving the indent of the first line by 5 spaces. Start new paragraph without line space but giving the indent of the first line of the paragraph by 5 spaces.

CONCLUSION

In the text, references should be quoted by the author followed by year of publication in parentheses as Author (1998). The list of references at the end of the main text should be arranged in alphabetical order. All references must be cited in the text.

The manuscript of the paper should reach us by **30 June 2009**. Authors are also requested to provide a soft copy of the manuscript either by sending an e-mail with the file attached to wastesafe_kuet@yahoo.com and sazzad1999@yahoo.com or by sending a CD containing the manuscript. The file should be in MS-Word 98 format or higher version.

ACKNOWLEDGEMENT

The original and 1 copy of your paper should be submitted to the Secretary of the Seminar Organizing Committee. Write acknowledgment, if any, here in brief.

REFERENCES

Aaaaa, A. and Eeeee, A.B. 1996. *Name of Book in Italics*, Publisher, ISBN, Place of Publication.

Aaaaa, A. 1997. Title of Conference Paper, *Proceedings of Conference Title in Italics*, Conference Location, Month and Year, pp. 1-12.

Bbbbbb, B., Cccccc, C. and Dddddd, D.E. 1995. Name of Paper, *Name of Journal in Italics*, Vol., No., pp. 4-20.

25 mm bottom margin

For guideline only. Please do not print.