

INSTRUCTIONS TO AUTHORS

1. General

Submission of a manuscript implies that the work described has not been published before (except in the form of an abstract or as part of a published lecture, review, or thesis); that it is not under consideration for publication elsewhere; that its publication has been approved by all coauthors, if any, as well. Papers, books for review, offers to review, suggestions and commercials (advertising) should be submitted to the Editor-in-Chief or to the Managing Editor. All papers will be published in English. Non-English speaking authors should seek the advice of a professional language expert or an English speaker to help translate the paper.

2. Legal requirements

The author(s) guarantee(s) that the manuscript is/will not be published elsewhere in any language without the consent of the copyright holders, that the rights of third parties will not be violated, and that the publisher will not be held legally responsible should there be any claims for compensation.

Authors wishing to include figures or text passages that have already been published elsewhere are required to obtain permission from the copyright holder(s) and to include evidence that such permission has been granted when submitting their papers. Any material received without such evidence will be assumed to originate from the authors.

The author(s) are encouraged to transfer the copyright of the article to the publisher upon acceptance of an article by the journal, using the *Authors' Warranty and Assignment of Copyright* agreement. This transfer enables the Editor to protect the copyrighted material for the authors, but does not relinquish the author's proprietary rights. The publication of an article is conditioned by the signature of the author to whom correspondence should be addressed on this *Authors' Warranty and Assignment of Copyright* that is provided by the Editor.

3. Editorial procedure

The journal publishes Original Papers, Short Communications, Book Reviews. Advertising is also accepted with contractual payment forms. For original papers, maximum 3000 words are accepted (including Abstract, Keywords, References, Figures and Tables), processed with MS editing facilities. Manuscripts should be submitted in English, in 2 copies to the Managing Editor. Please be sure to include your full address, e-mail address and your fax number.

The manuscripts and the figures will not normally be returned. The author is responsible for the accuracy of the references.

Authors will be notified promptly about the acceptance of their contribution. Only those contributions, which conform to the following instructions, can be accepted for publication.

Please do not transmit electronic data to the publisher until your manuscript has been reviewed and accepted for publication. Please follow the instructions below.

4. Manuscript preparation

Manuscripts should be concise, in 1.5 line spacing, and should have 2 cm all over margins. The text should be typewritten on one side of the paper only. The font should be Times New Roman of size 12 points. Black ink must be used. The numbering of chapters should be in decimal form.

Title page will contain:

- A concise and informative title (Times New Roman bold, all caps of size 14 points); the maximum length of the title should be 50 letters and spaces;

The full name(s) of the author(s) (last name, then first name with Times New Roman bold 12 points) should be written below the title. The affiliation(s) and complete postal address (es) of the author(s) will be provided immediately after the full name of the authors and will be written with Times New Roman 12 points. When the paper has more than one author, their name will be followed by a mark (Arabic numeral) as superscript; for the corresponding author, an asterisk will be added.

Also, the full and e-mail addresses, telephone and fax numbers of the corresponding author will be provided in the footer of the first page.

- Abstract: each paper must be preceded by an abstract presenting the most important results and conclusions in no more than 150 words.

- Key words: three to five key words should be supplied after the Abstract for indexing purposes.

The text of the paper should be divided into *Introduction, Experimental, Results and Discussion, Conclusions, References* (for the *Environmental Management* papers and similar, the *Experimental* part can be replaced by *Case-studies* presentation).

Formulae, symbols and abbreviations:

Formulae will be typeset in Italics and should be written or marked for such in the manuscript, unless they require a different styling, The formulae should be quoted on the right side, between brackets:

$$a^3 = \frac{3M}{4N_A\rho} \quad (1)$$

The more complex Chemical Formulae should be presented as Figures.

Abbreviations should be defined when first mentioned in the abstract and again in the main body of the text and used consistently thereafter.

SI units must be used throughout.

Footnotes should be avoided.

References:

The list of References should only include works that are cited in the text and that have been published. References should be cited in the text in brackets (*Harvard style*) as in the following example: (Chisti, 1989), (Gavrilescu and Roman, 1996), (Moo-Young et al., 1999).

References should be alphabetically listed at the end of paper, with complete details, as follows:

Books: Names and initials of authors; year; article title; editors; title of the book (italic); edition; volume number; publisher; place; page number:

Mauch K., Vaseghi S., Reuss M., (2000), *Quantitative Analysis of Metabolic and Signaling Pathways in Saccharomyces cerevisiae*. In: *Bioreaction Engineering*, Schügerl K., Bellgardt K.H. (Eds.), Springer, Berlin Heidelberg New York, 435-477.

Faber K., (2000), *Biotransformations in Organic Chemistry – A Textbook*, vol.VIII, 4th Edition, Springer, Berlin-Heidelberg-New York.

Handbook of Chemical Engineer, (1951), (in Romanian), vol. II, Technical Press, Bucharest.

Symposium volumes: Names and initials of authors; year; article title; full title; symposium abbreviated; volume number; place; date; page number:

Clark T. A., Steward D., (1991), *Wood and Environment*. Proc. 6th Int. Symp. on Wood and Pulping Chemistry, Melbourne, vol. 1, 493.

Journal papers: Names and initials of authors; year (between brackets); full title of the paper; journal abbreviated in accordance with international practice (italic); volume number (bold); first and last page numbers;

Tanabe S., Iwata H., Tatsukawa R., (1994), Global contamination by persistent organochlorines and their ecotoxicological impact on marine mammals, *Sci. Total Environ.*, **154**, 163-177.

Patents: Names and initials of authors; year; patent title; country; patent number:

Grant P., (1989), Device for Elementary Analyses. USA Patent, No. 123456.

Dissertations: Names and initials of authors; year; title; specification (Ph. D. Diss.); institution; place: Aelenei N., (1982), *Thermodynamic study of polymer solutions*. Ph. D. Diss., Macromol. Chem. Inst. Petru Poni, Iasi.

All references must be provided in English with a specification of original language in brackets.

Papers which have been accepted for publication should be included in the list of references with the name of the journal and the specification "in press".

All illustrations should be provided in camera-ready form, suitable for reproduction, which may include reduction without retouching.

Photographs, charts and diagrams are all to be referred to as Figure(s) and should be numbered consecutively, in the order to which they are referred.

Figures may be inserted as black line drawings. They should be pasted on, rather than taped, since the latter results in unclear edges upon reproduction.

Proofs

Proofs will be sent to the corresponding author (mainly by e-mail) and should be returned within 48 hours of receipt. Corrections should be restricted to typesetting errors; any other changes may be charged to the author.

Article in electronic format:

Authors are asked to submit their final and accepted manuscript as attached *Word* document by e-mail.

5. Page charge

There is no charge per printed page.

6. Reprints

Authors are provided with one issue of the journal containing the paper as well as the electronic format of the article, free of charge. Further supplies may be ordered on a reprint order form, which will be sent to the author from the Editor's office. This request will be formulated when the final form of the manuscript (the electronic one) is provided by the author.