

Aerosol and Air Quality Research (AAQR)

(abbr. name: *Aerosol Air Qual. Res.*)

<http://www.aaqr.org/>

Instructions for Authors

These instructions and template are provided to help authors prepare their manuscripts. Submitted papers should report new work or ideas.

Categories of Manuscripts

AAQR accepts *Original Articles*, *Technical Notes*, *Invited Reviews*, *Focus Articles*, Joint Publications with JAAST and KAPAR, and *Letters to the Editor*. Additionally, we publish *Special Issues* on topical themes.

1. **Original Articles:** Original articles report previously unpublished research or review published research. Reviews are expected to be in-depth critical pieces on specific subjects.
2. **Invited Reviews:** Invitations for these reviews are issued by the Editor(s)-in-Chief of *AAQR*.
3. **Technical Notes:** Technical Note articles cover topics which may be simpler in structure but are usually urgent matter. Technical notes may describe significant modifications to or adaptations of methods and tools. "Materials" and "Methods" should be concise, with routine instrumental methods placed in "Supplementary Materials."
4. **Focus Articles:** These brief personal reviews (4 pp. and 2 authors max.) assess the current status of a field and highlight recent key findings. Not intended to be comprehensive, text-only pieces are welcome; figs. should be simple and low in number (preferably 1).
5. **Joint Publications with JAAST and KAPAR:** Manuscripts published in *Eurozoru Kenkyu (Journal of Aerosol Research)* or *Particle and Aerosol Research* may be recommended by JAAST or KAPAR, respectively, for secondary publication in *AAQR*. Submissions must include the approval letter.

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 submitted on-line at <http://mc.manuscriptcentral.com/aaqr>. The system will convert the word file into pdf/html files for the review purpose only. Upon approval for the format and appropriateness of the submitted manuscript, the manuscript would be in review process. You must first create an account in the on-line submission system before you are able to submit the manuscripts.
3. The main text of the manuscript must be typed in 12 Times New Roman font, double-spaced on one side of A4 or 8.5" × 11" paper using appropriate margins. The font size of the title and sub-title is 16 and 14,

respectively. All pages should be numbered at the bottom of each page.

4. Authors are encouraged to write clearly and concisely. Page charges are increased for longer manuscripts and editors may return an article without review if it is too long for the amount of new results. Do not include extraneous information or tables that are not essential to the scientific analysis. The main manuscript should include all essential materials to understand the methods and interpretation and extra materials can be included in the supplemental section.
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. The Word documents of manuscripts in new and revised submissions must be clean. The 'tracked changes' tools should not be used.
7. Leave only one space after periods.
8. 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, appendices, references, list of table titles, tables, list of figure captions, and figures.
9. Download the submission template for manuscripts at <http://www.aaqr.org/> and follow the same format to prepare your manuscript.

Title

1. Title should be informative and specific, not to exceed 20 words.
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 300 words should be used in the abstract, not to exceed one-page, including list of authors, affiliation and keywords.
2. The purposes, methods, contents, conclusions, as well as new significant findings, should be summarized in the abstract.

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Highlights

1. Highlights are mandatory for AAQR, and should be submitted in a separate file through the online submission system. They will also be reviewed by reviewers and editors. Highlights should include 3 to 5 bullet points (maximum 85 characters, including spaces, per bullet point) to convey the essence of the research.
2. Highlights will be displayed in online search result lists, the contents list and in the online article, but will not (yet) appear in the article PDF file or print.

Keywords

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

References

1. All references to literature in the text should be cited in the form as Smith (1997) if there is one author, Smith and Jones (1997) for two authors, or Smith *et al.* (1997) if more than two authors. Some examples:
 - (i) This result was later verified by Smith and Jones (1997).
 - (ii) This phenomena has been described before (Smith, 1997).
 - (iii) This result is similar to the findings of many previous studies (Smith *et al.*, 1997; Cao and Huang, 1997).
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 methods and intercomparisons. *Aerosol Air Qual. Res.* 5: 65–102.
 - Charell, P.R. and Hawley, R.E. (1981). Characteristics of water adsorption on air sampling filters. *Am. Ind. Hyg. Assoc. J.* 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, pp. 263–266.

(v) Webpages:

- e.g., Aims and Scope of AAQR,
http://aaqr.org/Aims_and_Scope.php, Last Access: 2 July 2014.
4. The title of the cited journal should be abbreviated as in the *Word List of Scientific Periodicals*. For example, Aerosol and Air Quality Research should be abbreviated as *Aerosol Air Qual. Res.* Include the full title if the correct abbreviation is not known.

Tables and Figures

1. Submit each table and figure on a separate page.
2. 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.
3. Avoid excessive tabulation of data or large tables.
4. 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.
5. Explanations should be given in footnotes with superscript italic Roman letters (^a, ^b, ^c, etc.) at the bottom of the table, if it is necessary for the understanding of the table.
6. Figures should be clearly legible when reduced to a single-column width.
7. In the text, refer to figures as “Fig. 1”, or “Figs. 1(a) and 1(b)”.
8. Color figures will be considered for publication; however, the author will be required to bear the full cost involved in their printing and publication. The charge of color figure is US\$250 each page. Good-quality color prints or files should be provided in their final size.
9. The publisher has the right to refuse publication of color prints deemed unacceptable.

Supplementary Material

1. To avoid extra page charges, the text contents, appendices, Tables and Figures that are not crucial to the topic are suggested to move to a supplementary material file.
2. There is no specific format requirement on Supplementary material, but it needs to be a separated file from main manuscript.
3. Include a cover page in the Supplementary material file to clearly separate it from manuscript.
4. The types of Figure and Table numbers in the Supplementary material need to be different from those in the manuscript. Table Sx or Fig. Sx (e.g., Table S1, Figure S2) are suggested to be used in the Supplementary material.

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Units

1. The use of S.I. units throughout is required.
2. Other metric units may be used with advance permission from the Editor(s)-in-Chief.
3. Express derived units or other units in exponent form with spaces between the elements of the derived unit, e.g., $100 \mu\text{g m}^{-3}$ and $20 \mu\text{g m}^{-2} \text{day}^{-1}$.

Symbols

1. Define symbols (including Greek letters and other non-Latin symbols) at their first appearance in the text or in a separate list of notations.
2. Use mathematics type if it is possible.
3. 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.
4. Take care to clearly differentiate zero (0) and the letter (O), one (1) and the letter (l), times sign (\times) and the letter (x).

Equations

1. All equations must be clearly typewritten.
2. Subscripts and superscripts should be clearly legible.
3. The meanings of all symbols must be defined immediately after the equation in which they are first used.
4. Equations should be sequentially numbered in parentheses at the extremely right of the line, according to their appearance in the text.
5. 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

Write the acknowledgements briefly in a separate section just before the references.

Graphical Abstract

1. The graphical abstract is one single-panel figure that is shown in the contents list to more succinctly present the main findings of the article. Graphical abstract is optional, but authors are encouraged to submit as it helps readers quickly find articles relevant to their research interests, and improves their interpretation of the article.
2. Graphical abstract also goes through peer review. Authors willing to provide Graphical abstract need to submit it in a separate file through the online submission system in the beginning.
3. Although a key figure in the submitted article can also be submitted as a graphical abstract, authors should

submit a new and more creative figure or image that can encourage browsing and give readers a visual impression of the main findings of the article without including excess details.

4. When preparing the graphical abstract, the following general specifications should be adhered to:
Dimensions: 660×295
Preferred file types: JPG, TIFF, PDF or MS Office files.
Do not include a caption or explanatory texts in graphical abstract.
5. Graphical abstract will not appear in the article PDF file or print.

Accessibility of Materials and Data

1. To allow others to replicate, verify and build upon conclusions published in AAQR, authors are encouraged to deposit their data, such as microarray data, protein or DNA sequences, atomic coordinates and climate data, as much as possible in publicly accessible databases. The data library PANGAEA (<http://www.pangaea.de>) is recommended for authors to deposit their data. An accession number or a specific access address should be included in the published article. Sufficient detail on computer codes involved in the creation or analysis of data must be given, either within the paper or in the Supporting Information. After publication, the authors should make a reasonable effort to provide data and materials when requested by researchers for their own use. It is reasonable for authors to charge a modest amount to cover the cost of preparing and shipping the requested material.
2. Any restrictions on the availability of data, codes, or materials should be disclosed to Editor(s)-in-Chief upon submission.

Template for Manuscript Preparation

A template for manuscript preparation can be downloaded from the on-line submission webpage, or the AAQR website by clicking the icon "Instructions for Authors".

After the Manuscript is Accepted

Authors are requested to submit the original and revised manuscripts on-line. Upon acceptance, authors are requested to e-mail the signed copyright form, the reprint order form and the AAQR subscription form to the production center of AAQR for final processing and publishing. E-mail address: admin@aaqr.org. Mailing address: Production Center of AAQR, Department of Environmental Engineering and Management, Chaoyang University of Technology; No. 168, Jifeng E. Rd., Wufeng District, Taichung City 41349, Taiwan.

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5. The editors have the right to revise the content and modify the writing style of manuscripts.
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