

# INSTRUCTIONS FOR AUTHORS

## *Recycling and Sustainable Development (RSD) journal*

### Manuscript Submission Overview

#### **Types of Publications**

*Recycling and Sustainable Development (RSD) journal* has no restrictions on the length of manuscripts, provided that the text written in English is concise and comprehensive. Full experimental details must be provided so that the results can be reproduced.

Manuscripts submitted to *RSD* should neither been published before nor be under consideration for publication in another journal. The main article types are as follows:

- **Articles:** research manuscripts that report new evidence or new conclusions. The journal considers all original research manuscripts provided that the work reports scientifically sound experiments and provides a substantial amount of new information. Expanded and high quality **Conference papers** can be considered as articles if they fulfil the following requirements: the paper should be expanded to the size of a research article with unless 30 % of new data; the conference paper should be cited and noted on the first page of the submitted paper; authors are requested to attach to the submitted paper their relevant, previously published article; and authors are asked to disclose that it is conference paper in their cover letter and include a statement on what has been changed compared to the original conference paper (read the [Cover Letter](#)).
- **Reviews:** review manuscripts provide concise and precise updates on the latest progress made in a given area of research.

#### **Submission Process**

All correspondence, including the submission of manuscripts, notifications about the decision of the editor as well as the requests for revisions, will be done through the office e-mail address [rsdjournal@tfbor.bg.ac.rs](mailto:rsdjournal@tfbor.bg.ac.rs)

The corresponding author, is responsible for the manuscript during the submission and peer-review process. The corresponding author must ensure that all eligible co-authors have been included in the author list (read the [Authors' responsibilities](#)) and that they all have read and approved the submitted version of the manuscript.

When submitting the revision, the corresponding author must provide the statement of conflict of interests on behalf of all authors of the manuscript (read the [Authors' responsibilities](#)).

Recycling and Sustainable Development Journal **does not charge authors or any third party for publication**. Both manuscript submission and processing services, and article publishing services are free of charge. **There are no hidden costs whatsoever.**

#### **Accepted File Formats**

The Authors are recommended to use Microsoft Word to prepare their manuscript. All graphics (tables, figures, *etc.*) should be placed next to the relevant text in the article. Manuscripts prepared in Microsoft Word must be converted into a single file before submission. Supplementary files may be any format, but it is recommended that you use common, non-proprietary formats where possible.

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### **Cover Letter**

A cover letter must be included with each manuscript submission:

- Authors are asked to disclose that neither the manuscript nor any parts of its content are currently under consideration or published in another journal.
- Authors are asked to disclose that the submitted paper is original work or extended conference paper and if it is extended conference paper, provide summary explaining the improvements made in the journal version.
- The names, full affiliation (department, institution, city and country) and email addresses of potential and excluded reviewers should be provided here. Appropriate Reviewers should have no close connection with any of the authors. In addition, Reviewers should be from institutions (and preferably countries) other than those of any of the Authors (read the [Authors' and Editorial responsibilities](#)). The editors will not necessarily approach these referees.

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## Preparation of a Manuscript

### **General Considerations**

Papers must be prepared in Microsoft Word, font Times New Roman, font size of 12 pt, line spacing of double with the margin of 2.5 cm, A4 paper format. The text is to be prepared into a single-column format. All manuscript pages, Tables and Figures are to be marked with numbers (read the [Preparing Figures and Tables](#)).

- **Research manuscripts** should comprise [Front matter](#) (Title, Author list, Affiliations, Abstract, and Keywords), [Research manuscript sections](#) (Introduction, Materials and Methods, Results, Discussion, Conclusions), [Back matter](#) (Supplementary Materials, Acknowledgments) and [References](#).
- **Review manuscripts** should comprise the [Front matter](#), Literature review sections, the [Back matter](#) and [References](#).
- **Abbreviations** should be defined in parentheses the first time they appear in the abstract, main text, and in figure or table captions.
- **SI Units** (International System of Units) should be used. Imperial, US customary and other units should be converted to SI units whenever possible
- **Equations:** Please use either the Microsoft Equation Editor or the Math Type add-on. Equations should be editable by the editorial office and not appear in a picture format.

### **Front Matter**

These sections should appear in all manuscript types.

- **Title:** The title of your manuscript (block letters, font 14 pt bold), should be concise, specific and relevant.
- **Author List and Affiliations:** Authors' full first and last names must be provided (block letters, font 12 pt bold). The initials of any middle names can be added. Present the authors' affiliation addresses

(where the actual work was done) below the names (block letters, font 10 pt). Indicate all affiliations with a lower-case superscript letter (e.g. <sup>a</sup>, <sup>b</sup>) immediately after the author's name and in front of the appropriate address. At least one author should be designated as corresponding author. Provide the full postal address and e-mail address of corresponding author. Please read the [Authors' responsibilities](#).

- **Abstract:** The abstract should be a total of about 250 words maximum. The abstract should be a single paragraph and should follow the style of structured abstracts, but without headings: 1) Background: Place the question addressed in a broad context and highlight the purpose of the study; 2) Methods: Describe briefly the main methods or treatments applied. 3) Results: Summarize the article's main findings; and 4) Conclusion: Indicate the main conclusions or interpretations. The abstract should be an objective representation of the article: it must not contain results which are not presented and substantiated in the main text and should not exaggerate the main conclusions.
- **Keywords:** Three to six pertinent keywords need to be added after the abstract. We recommend that the keywords are specific to the article, yet reasonably common within the subject discipline, in order to make easier indexation and on-line search.

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### ***Research Manuscript Sections***

- **Introduction:** The introduction should briefly place the study in a broad context and highlight why it is important. It should define the purpose of the work and its significance, including specific hypotheses being tested. The current state of the research field should be reviewed carefully and key publications cited. Finally, briefly mention the main aim of the work and highlight the main conclusions. As far as possible, please keep the introduction comprehensible to scientists working outside the topic of the paper.
- **Materials and Methods:** They should be described with sufficient detail to allow others to replicate and build on published results. New methods and protocols should be described in detail while well-established methods can be briefly described and appropriately cited.
- **Results:** Provide a concise and precise description of the experimental results, their interpretation as well as the experimental conclusions that can be drawn. The number of illustrations, graphics and formulae should be reduced to minimum.
- **Discussion:** Authors should discuss the results and how they can be interpreted in perspective of previous studies and of the working hypotheses but without repeating the text from the introductory part. The findings and their implications should be discussed in the broadest context possible and limitations of the work highlighted. It is obligatory to give an adequate indicator about the level of experimental error as well as the statistical importance of results. Future research directions may also be mentioned. This section may be combined with Results.
- **Conclusions:** It should point out the important contribution of the paper to its application.
- **Patents:** This section is not mandatory, but may be added if there are patents resulting from the work reported in this manuscript.

### ***Back Matter***

- **Artificial Intelligence Tools:** If the manuscript was prepared using tools based on artificial intelligence tools (eg. ChatGPT), the authors are obliged to describe in the paper itself how and for what they used such tools (eg to improve the quality of the English text, etc.).
- **Supplementary Materials:** Describe any supplementary material published online alongside the manuscript (figure, tables, video, spreadsheets, etc.). Please indicate the name and title of each element as follows Figure S1: title, Table S1: title, etc. Citations and References in Supplementary files are permitted provided that they also appear in the reference list of the main text
- **Acknowledgments:** All sources of funding of the study should be disclosed. Clearly indicate grants that you have received in support of your research work.

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## References

- In the text use (last name, year) or when there are two authors type (last name and last name, year). In the case of three authors write (last name of the first author et al., year). When citing in the text more than one papers, separate the references with symbol ; . In the text show the cited references in the chronological order. References must be arranged according to the alphabetical order without numbers in the front and listed individually at the end of the manuscript. Show all the authors.
- Citations and References in Supplementary files are permitted provided that they also appear in the main text and in the reference list.
- Please ensure that every reference cited in the text is also present in the reference list (and vice versa).
- References should be described as follows, depending on the type of work:

### Reference List Example

#### Journal:

##### One author:

Mihajlov A., Sustainable use of natural resources and integrated waste management constituent: Recycling, Recycling and Sustainable Development, 3 (1), 2010, 1-8,

##### Two authors:

Trumic Z. M., Magdalinovic N., New model of screening kinetics, Minerals Engineering, 24 (1), 2011, 42-49,

##### More than two authors:

Stanisavljevic N., Vujovic S., Zivancev M., Batinic B., Ubavin D., Application of MFA as a decision support tool for waste management in small municipalities – case study of Serbia, Waste Management and Research, 33 (6), 2015, 550-560,

#### Book/Monograph:

Andric Lj., Trumic Z. M., Comminution by milling, University of Belgrade, Technical Faculty in Bor, Bor, 2013, pp. 202; ISBN 978-86-6305-013-6.

#### Thesis (Bachelor, Master, Dissertation):

Trumic S. M., Kinetic model of toner separation from fiber suspension, (Dissertation), University of Belgrade, Technical Faculty in Bor, Bor, Serbia, 2015, 173

#### Proceedings (Symposium, Conference, Congress):

Trumic S. M., Trumic Z. M., Muncan N., Radulovic D., Flotation separation of thermal heat treated ABS and PS plastics, Proceedings of International Symposium on Recycling Technologies and Sustainable Development, 12th ed., Bor, Serbia, September 2017, 128-134., Editors: Bogdanovic G. and Trumic Z. M., Publisher: Technical Faculty in Bor, University of Belgrade, ISBN 978-86-6305-069-3

#### Internet source:

United States Environmental Protection Agency, Landfill Gas Emissions Model (LandGEM) Version 3.02 User's Guide, 2005, 1-3, <http://www3.epa.gov/ttnecatc1/dir1/landgem-v302-guide.pdf>, overtaken 12.09.2017.

### In-Text Example

(Mihajlov, 2010),

(Trumic and Magdalinovic, 2011),

(Stanisavljevic et al., 2015),

(Andric and Trumic, 2013),

(Trumic, 2017),

(Trumic et al., 2017)

(US Environmental Protection Agency, 2005),

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### **Preparing Figures and Tables**

- File for Figures and schemes common formats are accepted, however, TIFF, JPEG are preferred.
- All Figures and Tables should be inserted into the main text close to their first citation and must be numbered following their number of appearance (Figure 1, Figure 2, Table 1, *etc.*).
- All Figures and Tables should have a short explanatory title and caption (block letters, font 8pt, bold). A short descriptive title should appear below each Figure with a clear legend and above each Table with a clear legend. All units in SI must be included.
- All table columns should have an explanatory heading. To facilitate the copy-editing of larger tables, smaller fonts may be used, but no less than 8 pt. in size (font 9pt, block letters is preferred). Authors should use the Table option of Microsoft Word to create tables.
- Authors are encouraged to prepare figures in color. There is no additional cost for publishing full color graphics.

This journal is being committed to high standards of research and publication ethics. All about **Research and Publication Ethics** and **Editorial Procedures** and **Peer-Review** you may read in Recycling and Sustainable Development Journal [Policy](#)



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