

# Appita Guidelines to Authors

## 1. GENERAL

### The Journal

*Appita Journal* publishes peer reviewed, original manuscripts related to pulp and paper industry and associated fields such as forestry and wood technology, packaging and printing as well as bioproducts and processing.

### Submissions

Papers should be submitted by email in Microsoft Word format to:

Dr Karen Stack  
Peer Review Editor  
*Appita Journal*  
Email: [Karen.Stack@utas.edu.au](mailto:Karen.Stack@utas.edu.au)

Or submitted to;

The Peer Review Editor, *Appita Journal*  
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Fax: +61 3 94679778  
Email: [admin@appita.com](mailto:admin@appita.com)

### Authors' Responsibilities

Authors are responsible for the originality of the work, permission to publish, permission to reproduce any cited figures, proof reading and for keeping Appita up to date with any contact details, particularly email addresses.

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To assist in covering costs a fee may be charged for processing manuscripts. **Appita members are exempt from paying any fee and authors who are not Appita members may join at the time of submitting their paper. Only one author of the paper needs to be an Appita member to gain the fee exemption.**

The submission fee is AUD 300.00 and this fee applies whether or not the paper is accepted through the peer reviewing process.

Papers larger than 6000 words and/or 12 figures may be subject to an additional fee to cover extra publication costs

### Publication Agreement

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Each paper submitted for peer review will be refereed by at least two reviewers, chosen by the Peer Review Editor from the field of experts, both national and international, relevant to the paper. Reviewers will make a critical appraisal of the content and structure of the paper and recommend whether it should be published taking into consideration the novelty of the content and its significance to the readership of the journal. After review the Peer Review Editor will advise the author of the reviewer's comments and whether the paper is accepted, rejected, or is still being considered awaiting revisions and a response from the author to the reviewers' comments. If the paper is finally accepted, it will be edited for printing and then published, generally in the order of final acceptance date.

## Publication

Authors will be advised when their paper is to be printed and will be sent a typeset proof for correction. Authors who will be absent when the proof is due should nominate someone to act on their behalf to review the proof.

The corresponding author will receive a complimentary PDF of their paper.

## Disclaimer

Appita does not accept any responsibility for the accuracy or otherwise of any information contained in manuscripts submitted.

## 2. MANUSCRIPT PREPARATION

The manuscript must be written in English and linguistically correct.

The manuscript should not exceed 6000 words and should contain no more than twelve figures.

### Manuscript Title

The title of the manuscript should clearly describe the content of the paper. It should be typed at the top of the manuscript in 16 point, bold, Arial font, and sentence case

### Authors

The authors should be listed under the title. Author's full name should be used; first name, initials and last name. A comma should be used to separate each author's name except for the last two names, then "and" used to separate the names without a comma. A subscript number (not symbols) should be used to reference the author's details. An asterisk symbol (\*) should be used to indicate the corresponding author. The authors names should be typed in 12 point, bold, Arial font and in upper case.

The authors' positions and company addresses should be shown on separate lines below the authors' names. The email address of the corresponding author should be included. The details should be typed in 10 point, normal, Arial font and in sentence case.

Example:

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## Summary

The summary of the manuscript should be approximately 150 words and no more than 200 words. It should appear below the Authors' details.

## Keywords

At least five keywords to help abstracting services to classify the paper should be provided. Authors should realise that abstracting services will not necessarily identify the paper as relating to pulp, paper, printing or packaging so keywords should be chosen carefully.

## Manuscript structure

The manuscript should be laid out in the following format:

1. **Introduction.** This should provide background material and review the literature. It should provide information to allow the reader to understand the context of the research, its significance and the motivation for the work. The aim of the study should be clearly stated.
2. **Experimental.** This section should outline all the details of how the work was undertaken. Sufficient description of the procedures and methods should be provided so that another researcher in the field would be able to repeat the work. All materials and equipment should be included and the details of the suppliers name for all chemicals, equipment and software given. All test standards used should be referenced and cited, including the year of publication. For example, TAPPI T 205 sp-02 (2002). Results should not be reported here.
3. **Results.** The results should be clearly and concisely presented. Authors are encouraged to use figures and tables to present the research findings. These figures and tables should be referred to in the text. Experimental methods should not be described here.
4. **Discussion.** This can be combined with the results section or can be a separate section. In both cases the discussion should be relevant to the results and provide a clear interpretation of the findings. The discussion should include , if appropriate, a discussion of the results in the context of previous published work
5. **Conclusions.** This should be concise and should not make reference to planned future work. It should not be a repeat of the summary.
6. **Acknowledgements.** Any financial assistance from grants, assistance with experiments, use of equipment, assistance with manuscript should be acknowledged here.
7. **References.**

## Headings

Only three types of headings should be used:

1. Main heading eg Experimental. These should be typed in 14 point , bold, Arial, Upper case
2. Sub Headings or shoulder headings eg Materials. These should be typed in 12 point, Times Roman, bold, sentence case.
3. Sub sub headings or run on headings. These should be typed is 12 point, Times Roman, italics, sentence case.

## Text

The main body of the text should be typed in Times Roman, 12 point font, single line spacing, 12 pt spacing after the paragraph, no indentation and paragraph justified.

## Tables

Tables should be inserted in the appropriate section of the manuscript. Ideally they should be placed after the paragraph they are first cited in. This may not be possible if space does not allow and causes the table to split across two pages. All rows of the table should fit on one page.

The title of the table should be placed directly above the table and should be typed in bold, Arial 10 point. The table title should clearly describe the data being presented. Each column and row (if appropriate) should be labelled so the reader clearly knows what the data in the table is referring to. The column headings should be in bold, 10 pt Arial font. All measured quantities should have the units included in the column/row label and the units should appear in square brackets ([ ]). The data in the body of the table should be centred in each column and typed in 10 pt Arial font.

**Table 1: Characterisation of pulp**

<b>Properties</b>	<b>Unrefined MHW pulp</b>	<b>Refined MHW pulp</b>
Colloidal charge [ $\mu\text{eq/L}$ ]	15.2	16.8
Steaming potential [mV]	-145	-160
pH	8.1	8.1
Drainage time for 800 mL [s]	7	15
Ash [%]	0.7	0.7
Brightness [% ISO]	84.2	83.1

## Figures

Figures should be inserted in the text, close to where they are first mentioned. All figures should be cited in the text. The figures should be numbered, and the title of the figure included below the figure. The figure title should be in 10 pt, Arial font with the Figure number in bold, for example ‘**Fig.1.** Filler content in Paper.’

The word ‘Figure’ should be spelled out when used in the text but abbreviated to ‘Fig.’ when mentioned in parenthesis or in the caption for a graph or image.

The axes of a graph should be clearly labelled, and units included on each axis after the axis label. The units should be placed in square brackets, for example [mm]. The axis label should be in bold, 10pt Arial font. The use of colour is encouraged but the figures must be prepared so that symbols and lines will be clearly differentiated in a black and white printout. If the data in a graph is an average, then error bars (standard deviation or standard error of the mean) should be included with each data point on the graph.

Images from microscopes, including electron microscopes, should include a scale bar and magnification.

The formatting of figures should be consistent throughout the manuscript. Figures should also be of a relatively high resolution. Editable copies of the figures will be requested and should be supplied as a separate file.

## Equations

Equations should be set on a separate line and numbered using square brackets around the number. On the next line the variables should be defined, and the units included in brackets. The variables should be typed in italics. The equation should be referenced in the text and referred to as *Eq X* (in italics, where X is the number used for the equation). For example: The energy (*E*) of the particle can be calculated according to *Eq 2*.

$$E = m.c^2 \quad [5]$$

where *m* is the mass of the particle (kg) and *c* is the speed of light (m/s).

## References

Only those references cited in the manuscript should appear in the reference list. The references should be numbered and in the order in which they are cited. All authors of a work must be listed as well as the volume number, issue number (if there is one), page number (first page only), and DOI (for journal articles).

Private communications and unpublished work cannot be used as references.

The following styles should be used when referencing. Please ensure that the same punctuation is used as in the examples; that is, the same use of capitals, lower case, commas, fullstops, brackets, colon and ‘-’. A list of abbreviations for journal titles can be found at <https://www.library.caltech.edu/journal-title-abbreviations>.

### *Journal article*

- (1) McLean, D.S., Stack, K.R. and Richardson, D.E. – The effect of wood extractives composition, pH and temperature on pitch deposition, *Appita J.* **58**(1): 52 (2005).

### *Book*

- (2) Coles, R., McDowell, B. and Kirwan, M.J. (Eds) – **Food Packaging Technology**. Blackwell Publishing, CRC Press, Oxford (2003)

### *Book Chapter*

- (3) Padanyi, Z.V. – Physical aging and glass transition: effects on the mechanical properties of paper and board, In Baker C.F. (Ed.) **Products of Papermaking**, Pira, UK, p51 (1993).

### *Conference presentation or preprint*

- (4) Lloyd, J., Allison, R. and Horne, C. – Laboratory kraft pulping with low dissolved solids concentrations, *Proc. 51<sup>st</sup> Appita Ann. Conf.*, Melbourne, p.565 (1997).

#### *Master's Thesis or Ph.D. dissertation*

- (5) Johnsen, I., *The impact of dissolved hemicellulose on adsorption of wood resin to TMP fines*, Ph.D dissertation, Norwegian University of Science and Technology, Trondheim, Norway, p. 53. (2007).

#### *Website*

- (6) Li, L. (2014), *Chinese scroll painting H533*, Australian Museum, <https://australianmuseum.net.au/chinese-scroll-painting-h533>. Accessed 20 February 2016.
- (7) World Health Organisation (2013), *Financial crisis and global health*, The United Nations, [http://www.who.int/topics/financial\\_crisis/en/](http://www.who.int/topics/financial_crisis/en/). Accessed 1 August 2013

#### *Patent*

- (8) Giezen, F. E., Jongboom, R. O. J., Feil, H., Gotlieb, K. F. and Boersma, A., Biopolymer Nanoparticles, *US Pat.* 6,677,386, (2004).

### **Citations in text**

References should be cited in the text using a number and should be numbered in the order they appear. The number should be in italics with round brackets, for example (7).

## **3. Writing Style**

### **Spelling**

Spelling should be according to the Macquarie Dictionary. The spelling dictionary in Microsoft Word should be set to English (Australian) to avoid US spellings ( *e.g.* 'fibre' should be used instead of 'fiber'.) English (Australian) allows the use of either 'z' or 's' in certain words such as 'maximise'. Our preference is to use 's'.

### **Sentences**

Sentences should not begin with abbreviations, acronyms or numbers. Sentences should be written in the third person and generally in past tense.

### **Capitals**

Avoid the use of capitals except for proper nouns. The names of parts of a mill or of operational details should not be capitalised, *e.g.* 'pilot plant' not 'Pilot Plant'. 'machine direction', not 'Machine Direction'.

### **Abbreviations**

Abbreviations other than units of measurement, should be confined to common terms (*e.g.*, *etc.*) and to easily recognised terms which are repeated. The term should be given in full when it first appears in the main body of the manuscript followed by the abbreviation in parenthesis. This also applies to acronyms.

### **Data and Units**

Units should be expressed as SI units. For paper and paperboard properties, density should be expressed in units of  $\text{g/cm}^3$ , bulk should be expressed in units of  $\text{cm}^3/\text{g}$ . The correct units for tear index are  $\text{mN.m}^2/\text{g}$ , for burst index  $\text{kPa.m}^2/\text{g}$  and for tensile index  $\text{N.m/g}$ .

A space should be placed between numbers and units (for example 24 g) except for % and °C. In the case of percentage and temperature, the unit symbol should follow the number directly without a space, for example 10% and 25°C. The per cent symbol ‘%’ should only be used in conjunction with numbers; otherwise ‘per cent’ should be used.

A list of frequently used abbreviations are:

ac	alternating current	approx.	Approximately
BOD	biological oxygen demand	CD	cross direction
cm	centimetre	cm <sup>2</sup>	square centimetre
cm/s	centimetre per second	conc.	Concentration
CSF	Canadian standard freeness (not mL or mL CSF)		
dc	direct current	g/L	grams per litre
gsm	grams per square metre	h	hour (not hr)
Hz	Hertz	Kappa No.	Kappa number
kg	kilogram	K	Kelvin
km	kilometre	kWh	kilowatt hour
L	litre (not l)	m/v	mass/volume
MD	machine direction	MG	machine glazed
min	minute	mL	millilitre (not ml)
mm	millimetre	M	molarity, moles per litre
rh	relative humidity	rpm	revolutions per minute
s	second (not sec)		
s.c.	stock concentration / stock consistency		
wt.%	percent by weight		

Units appearing in tables and figures should have square brackets around them, for example [mL].

Round numbers from to ten, when used in the text, should be spelled out, for example ‘four’ not ‘4’. When used in conjunction with other numbers or to designate specific quantities of units of measurement then they should be expressed in numerals.

Decimal values below unity should include the zero before the decimal point, for example ‘0.02’.

For numerals of large magnitude, commas should be used to separate thousands, for example 12,000,000. Do not use a comma to signify a decimal point- a fullstop should be used.

When a range of values is being expressed, do not use ‘ - ’. The values should be reported as 12 to 18 mm and not 12-18 mm. Similarly 12 by 18 mm should be used instead of 12 x 18 mm or 12 mm x 18 mm

## Taxonomic Names

Taxonomic names of genera and species should be italicised. A genus name should have a capital initial letter and the species name should be in lower case. The full species name (Genus /species) should be spelled out in full the first time it is used (for example *Pinus radiata*) and then it can be subsequently shortened by just using the genus capital letter followed by the species (for example *P.radiata*)

## Quotation Marks

Double quotation marks (“ ”) should only be used for direct quotations. In all other cases single quotation marks (‘ ’) are to be used, for example in conjunction with trade names or where a phrase or term is being used to have a special meaning.

## Chemical names and formulas

Names of chemical elements and compounds should be spelled out. Chemical symbols should not be used in the text unless there is a specific reason to do so. The IUPAC spelling should be used for elements such as ‘sulfur’ (not ‘sulphur’). The British spelling of ‘aluminium’ (not the US spelling of ‘aluminum’) should be used.

## Special characters and phrases

Use the ‘insert symbol’ function in Word to add symbols that will match the font being used.

Use  $\mu$  (e.g.  $\mu\text{m}$ ) instead of u (e.g. um).

Latin phrases and contractions should be italicised. For example *et al.*, *etc.*, *e.g.*, *i.e.*, *vs.*, *versus*, *via*, *circa*, *in situ*.