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## ■ Types of Manuscripts

The journal accepts **original articles**, **research reports**, **reviews** and **perspectives** that have not been published before. All these papers are open access and peer-reviewed.

- **Original articles** may be anywhere from 2,500 to 10,000 words in length (not including references).  
\*Up to 15,000 words are allowed as a result of peer review.
- **Research reports** are limited to 10,000 words maximum (not including references), and restricted to straightforward presentations of research results.
- **Reviews** cover contemporary trends and topics relating to the sanitation value chain.
- **Perspectives** intend to provide models, ideas, and future directions for sanitation from a personal viewpoint to stimulate discussion and new experimental approaches. They are more forward looking and speculative than Reviews.

✓ Make sure to select the appropriate article type from the list of options when making your submission.

## ■ Submission and Peer-Review Process

Submissions are double-blind peer-reviewed. Manuscripts must be submitted as Word documents in electronic format using the [submission form](#) on this website. Submissions will be immediately acknowledged, but due to the review process, acceptance may take up to approximately six months.

Submissions are first evaluated by the editors. If felt to be suitable for publication, manuscripts will move into the double-blind review process. Following the advice of reviewers, the editors will write a report on the review results of each manuscript and decide whether the piece a) is appropriate to be published with minor or no changes; b) needs to be revised and resubmitted; or c) is to be rejected.

## ■ Formatting Details

### Title and Abstract

Each article should be accompanied by a title page that includes: all authors' names, institutional affiliations, and postal address and email address of the corresponding author. \*The corresponding author should be designated.

The title should be less than 140 characters (including subtitle and spaces), with up to six keywords. Abstracts should be no more than of 300 words. All major words in the title and subtitle are capitalized (except for definite/indefinite articles, conjunctions, and prepositions).

### Main Text

#### • Headings

Up to three heading levels are allowed. The first two heading levels must be numbered.

1. Heading 1: Section (As an exception, Introduction and Conclusion are not numbered.)
  - 1.1. Heading 2: Sub-section
    - (unnumbered) Heading 3: Sub-subsection

#### • Text

- All tables and figures must be cited consecutively.
- All references must be cited.
- Reference citations are to be given in running text either with author name(s) and year of publication in parentheses or with numbers in brackets.

Funamizu (2017: 56)  
(Funamizu 2012: 21, 33-35; 2017: 11; Yamauchi et al. 2017)  
(Kazama and Otaki 2011)  
(Mara et al. 2007; Schönning et al. 2007; Maimon et al. 2010)  
(ex. Funamizu 2012; Yamauchi et al. 2017)

- Digits are to be used for all numbers larger than ten.
- Abbreviations must be spelled out the first time used with the abbreviation in parentheses.

#### • Footnotes

Footnotes are to be always placed at the bottom of the page (not at the end of the chapter). They may give additional information, but should never include the bibliographic details of a reference. They should also not contain any figures or tables.

### References

Each article have a reference list. Entries must be listed alphabetically. The rules for alphabetization are:

- first, all works by the author alone, ordered chronologically by year of publication,
- next, all works by the author with a coauthor, ordered alphabetically by coauthor,
- finally, all works by the author with several coauthors, ordered chronologically by year of publication.

References to articles “in press” are permitted, but the name of the journal where the manuscript will be published must be included. Personal communications in the format (A. Smith, personal communication) must be authorized in writing by the person who issued the communication.

✓ Refer to “Examples of References” for other rules and styles.

## Figures

Figures (including photographs) should have a brief title and be numbered. Photographs should be basically taken by the author(s), and should be specified as such.

ex.) Figure 1. A brief title or caption. (Photo by the author)

Image files should be submitted in JPEG (.jpg), TIFF (.tif/.tiff), PowerPoint (.ppt/.pptx), Illustrator (.ai) or PDF (.pdf) format. Lettering in the figures should be large enough to be clearly legible when the figures are reduced to fit the page or column width.

Rasterized images (i.e. with .tiff or .jpeg etc.) require a resolution of at least 300 dpi (dots per inch). Line art should have a minimum resolution of 800 dpi.

## Tables

Tables should be submitted separately as Excel files, should have a brief title, and be numbered.

ex.) Table 1. A brief title or caption.

## ■ Author Responsibilities

### Open Access

Every peer-reviewed research article appearing in this journal will be published with open access. This means that the article is universally and freely accessible via the internet in perpetuity, in an easily readable format immediately after publication. Authors do not have to pay any open access publication fee.

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## Authorship Statement

All persons who meet authorship criteria are listed as authors, and all authors must certify that they have participated sufficiently in the work to take public responsibility for the content, including participation in the concept, design, analysis, writing, or revision of the manuscript. Furthermore, each author must certify that the material or similar material has not been and will not be submitted to or published in any other publication before its appearance in *Sanitation*.

- ✓ Upon acceptance of the article, the corresponding author will be asked to submit a “**License Agreement**” and a “**Authorship Statement**.”

## Submission Checklist

Ensure that the following items are covered:

1. One author has been designated as the corresponding author with contact details:
  - Email address
  - Full postal address
2. All necessary files are included:
  - Abstract & Keywords
  - All figures (include relevant captions)
  - All tables (including titles, descriptions, footnotes)
3. Further considerations:
  - Manuscript has been spellchecked and grammar-checked
  - References are in the correct format for this journal
  - All references in the Reference list are cited in the text, and vice versa
  - Permission has been obtained for use of copyrighted material from other sources (including the Web)