EXAMINATION DETAILS

The course will be passed by the participants based on the following:

1) A 1 hour closed book test at the end of the course

2) A written/oral contribution

As indicated, two formats are available for part 2). Each student must pick one of the two:

(A) Delivery of an abstract and a presentation-file before the course, and, based on this, a short presentation one evening at the course venue. (12 students)

(B) Delivery of an abstract before the course. Based on this and what has been learned on the course, a short paper (in journal format) is delivered after the course. (20 students)

The topic is the same for both examination formats: How does the course relate to your research and how do you expect to implement the content in your research? We expect that this will give you a chance to present your own results/research topics and at the same time reflect on the course content/material. The presentations and abstracts will hopefully generate interaction between students during the course. All abstracts will be made available for all students.

Choosing examination form A will help you clarify your expectations for the course in relation to your research, and hence optimize your course participation. Choosing examination form B will help you clarify your benefits from having attended the course, and how to actively use what you have learned in your research.

Each student must e-mail their examination preference (A or B) to the RACS course secretary (Camilla Maymann Christiansen, cac@env.dtu.dk) no later than July 28th 2008.

Only 12 students will be able to choose examination form A (abstract + presentation), as we have a limited amount of time available for presentations in the evenings at the course venue. The 12 will be chosen on a first-come-first-served basis, so if you have a strong preference for this examination form don't wait too long to e-mail your preference.

The following pages give submission deadlines and outline the details of how to structure RACS abstracts, presentations and papers.

Deadline for submission: August 8th, 2008

Document settings:

Feature	Setting(s)
Margins	*A4 paper:* 3 cm left, 2.5 cm right, top and bottom
Header/Footer	Do not place any text in headers or footers.
Page numbering	None
Paragraph settings	*Alignment:* full justification (left and right aligned), except as explained below for title, author list, figures, tables, and equations. *Line spacing:* Single
Font	12-point Times New Roman (TNR) except for the title and within tables and figure labels, as explained below.

Elements of abstract:

- **Title.** Center and bold the title and begin it on the third line of the first page. ***For the title only***, set the point size at 14-point Times New Roman (TNR). The title is to be typed in title case—capitalize the first word and all subsequent significant words, but do not capitalize articles, prepositions, and conjunctions. Titles should be succinct, generally not exceeding 10 significant words.

- **Author presentation.** Immediately after the title, change back to 12-point TNR font and leave a blank line before beginning the author presentation, which is to be centered. Insert e-mail address after the name. After name and e-mail address, use parentheses to enclose your affiliation (employer name [department, division, etc.], city, state/province [if applicable], and country).

- **Text.** Leave one line blank after the author list before starting your abstract text, using 12-point TNR. Left and right margins should be aligned (full justification). The abstract should briefly introduce your topic of research, how it ties into the teachings of the course and how you expect to be able to implement the teaching into your research.

- **Length:** max 500 words (excl. title and author list).

Deadline for submission: August 8th, 2008

Elements of presentation:

- **Title slide (1 slide).** The title is to be typed in title case—capitalize the first word and all subsequent significant words, but do not capitalize articles, prepositions, and conjunctions. Titles should be succinct, generally not exceeding 10 significant words. Include author presentation (i.e. name, e-mail address, affiliation (employer name [department, division, etc.], city, state/province [if applicable], and country)).

- **Introductory slides** (1-2 slides)

- **Main slides** (8-12 slides)

- **Slide with main conclusions/perspectives** (1 slide)

- **Slide with references** (1 slide)

- **Duration of presentation:** 15 minutes (+ 5 minutes for questions)

- **Maximum number of slides:** 15

Deadline for submission: November 1ˢᵗ, 2008

Document settings:

Feature	*Setting(s)*
Margins	*A4 paper:* 3 cm left, 2.5 cm right, top and bottom
Header/Footer	Do not place any text in headers or footers.
Page numbering	None
Paragraph settings	*Alignment:* full justification (left and right aligned), except as explained below for title, author list, figures, tables, and equations. *Line spacing:* 1.5
Font	12-point Times New Roman (TNR) except for the title and within tables and figure labels, as explained below.

Elements of paper:

- **Length:** <u>max</u> 4000 words. Including references, figures (1 figure = 300 word equivalents), and tables (1 table = 300 word equivalents). Excluding title-page and abstract.

- **Title page.** Center and bold the title and begin it on the third line of the first page. ***For the title only***, set the point size at 14-point Times New Roman (TNR). The title is to be typed in title case—capitalize the first word and all subsequent significant words, but do not capitalize articles, prepositions, and conjunctions. Titles should be succinct, generally not exceeding 10 significant words.

- **Author presentation.** Immediately after the title, change back to 12-point TNR font and leave a blank line before beginning the author presentation, which is to be centered. Insert e-mail address after the name. After name and e-mail address, use parentheses to enclose your affiliation (employer name [department, division, etc.], city, state/province [if applicable], and country).

- **Abstract.** Leave one line blank after the author list and type "**ABSTRACT:**" (not indented), using 12-point TNR. The text of the abstract (one paragraph, 150 to 200 words) immediately follows the colon and a space. Left and right margins should be aligned (full justification). The abstract should summarize the paper concisely, stating key data and conclusions.

- **Body of Paper.** Begin on a new page. (This is where your max. 4000 words begin…) Use 12-point TNR. Use full justification, aligning both the left and the right margins. When using an acronym for the first time, give the expansion followed by the acronym in parentheses; thereafter, the acronym can be used instead of the expansion. Section headings have one blank line above and are bold, not indented, and all caps. Typical sections are **INTRODUCTION**, **CONCLUSIONS,** and **REFERENCES**. Subsections can be used if necessary to divide a section into two or more subtopics; any further breakdown should be avoided. Subsection headings are (1) preceded by one blank line space; (2) bolded, not indented, followed by a period, and run into the

text; and (3) typed in headline-style capitalization (initial letters of all significant words are capitalized).

- o **Tables.** Use 10-point Arial or other sans serif font in tables; the size may be reduced to 9- or 8-point when necessary to accommodate large amounts of text. Integrate tables with the text, so that each table follows its first mention in the text as closely as possible. Center the tables, number them (1, 2, 3, etc.), and refer to them by number in the text. Leave one blank line above and one blank line below each table. *Place captions above tables*; bold and center each caption, with the word **TABLE** (all caps) followed by table number and the caption in sentence-style capitalization (i.e., only first word and proper names capitalized), ending with a period. Bold column heads. Align text in each column as appropriate for the content.
- o **Figures/Photos.** Like tables, figures and photos should be integrated with the text, numbered (FIGURE 1, FIGURE 2, etc.), and referred to by number in the text. Wrap text around figures where possible; otherwise, center figures. Leave one blank line above and one below each figure. *Place captions under figures*; bold and center each caption, with the word **FIGURE** (all caps) followed by figure number and the caption in sentence-style capitalization (i.e., only first word and proper names capitalized), ending with a period. Be sure that photos and drawings display well on the screen. For graphs and drawings, print copies in black and white to be sure that distinctions between areas and graph lines will not be lost when printed by a reader; using different colors or pattern fills (e.g., diagonal lines or cross-hatching) will help distinguish areas. Use 8- to 10-point Arial or other sans serif font for labels.
- o **Equations.** Center equations horizontally and leave a blank line above and below. If more than one equation is used, number equations consecutively, placing the numbers within parentheses at the right page margin.
- o **Units of Measurement.** Express in Arabic numerals and standard abbreviations (e.g., 5 m), with units of measurement used consistently throughout the text, figures, and tables. It is preferred that measurements be expressed in metric units. Do not express concentrations of liquids or solids as ppm or ppb; instead, use metric. For liquids, express concentrations as mass per unit volume, such as mg/L or μg/L; for solids, express as mass per unit mass, such as mg/kg or μg/kg. Concentrations of gases may be expressed either on a volumetric basis (as a percentage or as ppm or ppmv, for parts per million by volume) or on a mass-per-unit-volume basis as mg/m3 or μg/L. Concentration units should be used consistently for a given media. That is, if μg/L is used to describe one aqueous sample or component, mg/L should not be used elsewhere.
- o **Bulleted and Numbered Lists.** Left-justify and indent 0.5 cm.
- o **References.** Cite references in text by author and year, and list all citations alphabetically by first author in the reference section at the end of the paper. Ensure that all references cited are included in the list and are complete. References should be typed with full justification and one line space between.