

# INSTRUCTIONS FOR AUTHORS

## Preparation of typescripts for CD proceedings

These notes are to help authors prepare papers for CD publication of the 11<sup>th</sup> International Specialised Conference on Watershed & River Basin Management, 4 – 5 September 2008, Budapest, Hungary.

### 1. Authors' responsibilities

- 1.1 Corrections cannot be undertaken by either the editor or the publishers, and **no proofs are provided**. Thus if your paper is not prepared in accordance with these instructions it may be omitted from the proceedings.
- 1.2 Papers should be in good, grammatically correct English. If English is not your native language you should seek the help of a colleague or professional translator.
- 1.3 Have your typescript read by at least two other persons to avoid typing errors.

### 2. Preparation of electronic versions

Articles should be provided in electronic form (and uploaded to the web site of the conference). This will help us to achieve more rapid publication and fewer errors, and enable your article's inclusion in electronic archives. Although we can cope with most formats, the following basic instructions should be kept in mind.

- 2.1. **Text files.** We recommend MS Word and PDF formats that the web site will accept. Authors should not add their own macros. Please supply only the final version of your file (with no hidden text) so as to avoid any risk of old versions of the text being used in error.

The main body text should be typed flush left with no indents, single line space using the wrap-around feature. Insert one return between paragraphs, and a double return between paper title, authors' names, and addresses on the first page.

- 2.2 **Graphic files.** These should be inserted into the text of the paper.

### 3. Preparation of the typescript

- 3.1 Papers should have a standard A4 metric white paper format. The text should be typed to occupy an area of **250mm depth × 170mm width**.
- 3.2 Text should be typed **single-spaced** only. Do not exceed the dimensions given above. Please use a Times 12 pt justified typeface.
- 3.3 The title of the paper, author's name(s), affiliation(s), author's full postal address(es) and e-mail, abstract and keywords should be set out following the example on p4 of these notes.
- 3.4 If any figures or tables should be fixed in their correct position in the text.
- 3.5 The conference organisers recommend you of the maximum acceptable length of article (normally 8 pages): please do not exceed this limit or your paper may be rejected.

### 4. Content

Papers should be well structured: i.e. they must comprise:

- (1) **Title**, author name(s), full postal and e-mail addresses for each author.
- (2) **Abstract**: no more than 200 words briefly specifying the aims of the work, the main results obtained, and the conclusions drawn.
- (3) **Keywords**: 3–6 keywords (in alphabetical order) which will enable a subsequent information retrieval system to locate the paper.
- (4) **Main text**: for clarity this should be subdivided into:
  - (i) *Introduction* - describing the background of the work and its aims.
  - (ii) *Methods* - a brief description of the methods/techniques used (the principles of these methods should not

be described if readers can be directed to easily accessible references or standard texts).

(iii) *Results and Discussion* - a clear presentation of experimental results obtained, highlighting any trends or points of interest.

Do not number or letter section headings.

(5) **Conclusions:** a brief explanation of the significance and implications of the work reported.

(6) **References:** these should be to accessible sources. Please ensure that all work cited in the text is included in the reference list, and that the dates and authors given in the text match those in the reference list. References must always be given in sufficient detail for the reader to locate the work cited (see below for formats).

## 5. Nomenclature and Units

5.1 Please take care that all terminology and notation used will be widely understood. Abbreviations and acronyms should be spelled out in full at their first occurrence in the text. In describing wastewater treatment processes authors should consult "Notation for Use in the Description of Wastewater Treatment Processes". *Water Research* **21**, 135-139 (1987).

5.2 SI units are strongly recommended. If non-SI units must be used, SI equivalents (or conversion factors) must also be given.

5.3 Write equations in dimensionless form or in metric units.

## 6. Figures and Tables

6.1 Figures and tables should appear in numerical order, be described in the body of the text and be positioned close to where they are first cited.

6.2 Make sure all figures and tables will fit inside the text area.

## 7. References: citations in text

7.1 Use surname of author and year of publication: Jones (1982) or (Jones, 1982).

7.2 Insert initials only if there are two different authors with the same surname and same year of publication.

7.3 Two or more years in parentheses following an author's name are cited in ascending order of year, and two or more references published in the same year by the same author are differentiated by letters a, b, c, etc. For example: Brown (1969, 1972, 1973a, b).

7.4 Different references cited together should be in date order, for example: (Smith, 1959; Thomson and Jones, 1982; Green, 1990).

7.5 If a paper has been accepted for publication but has not been published the term "(in press)" should be used instead of a date.

7.6 If a paper has been submitted but not definitely accepted the term "(submitted)" should be used. If the paper is still being prepared the term "(in preparation)" should be used.

7.7 The abbreviation "*et al.*" should be used in the text when there are more than two co-authors of a cited paper.

## 8. List of references

8.1 References should be listed alphabetically at the end of the paper. Although "*et al.*" is preferable in the text, in the list of references all authors should be given.

8.2 Journal reference style:

Asano T., Maeda M. and Takaki M. (1996). Wastewater reclamation and reuse in Japan: overview and implementation examples. *Wat. Sci. Tech.*, **34**(11), 219-226.

Note that to unambiguously identify articles the issue number as well as the volume number is needed.

8.3 Book reference styles - (i) article in compilation; (ii) multi-author work; (iii) standard reference; (iv) report; (v) thesis:

(i) Abell B. C., Tagg R. C. and Push M. (1974). Enzyme catalyzed cellular transaminations. In: *Advances in Enzymology*, A. F. Round (ed.), vol 2, 3rd edn, Academic Press, New York, pp. 125-247.

(ii) Henze M., Harremoës P., LaCour Jansen J. and Arvin E. (1995). *Wastewater Treatment: Biological and Chemical*

*Processes*. Springer, Heidelberg.

- (iii) *Standard Methods for the Examination of Water and Wastewater* (1995). 19th edn, American Public Health Association/American Water Works Association/Water Environment Federation, Washington DC, USA.
- (iv) Water Research Centre (1990). *Proposed Water Quality Criteria for the Protection of Aquatic Life from Intermittent Pollution*, Report PRS 2498-NM, Water Research Centre, Medmenham, UK.
- (v) Tamminen T. (1990). *Eutrophication and the Baltic Sea: Studies on Phytoplankton, Bacterioplankton and Pelagic Nutrient Cycles*. PhD thesis, Department of Environmental Conservation, University of Helsinki.

## Sample layout: title of article should concisely and accurately specify subject of paper

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### Abstract

This example is to demonstrate the layout of the first page of a "camera-ready" article for the Conference. The title, authors' names and addresses should be indented 1.5 cm from the left-hand margin of the text area; the abstract is indented 1.5 cm from both margins. The abstract itself, set in 10 pt type like the authors' addresses, should start about 9 cm down from the top of the text area. Please do not make reference citations in the abstract and please keep within the limit of 200 words.

### Keywords

Abstract; author details; example; headings; layout; title page

## MAJOR HEADINGS

Major headings are typed bold in 12pt upper case (capital letters), with two lines space above and none below. Text should be justified (extend to the right-hand margin) and be typed to fill the full depth of the text area. Please use a 12pt Times typeface. Do not indent the text paragraphs.

### Minor headings

Minor headings are in 12pt bold type, not indented, with one line of space above and none below. Do not number headings.

*Sub-headings.* Sub-headings are typed in 12pt italic (or underlined if italics are not available), not indented, with the paragraph running on after a full stop; there is one line of space above.

New paragraphs are not indented, but are preceded by a line of space. Also please avoid using footnotes or splitting tables over two (or more) pages.

**Table 1.** This is an example of table layout. It shows the dimensions of the text area to be used for the paper and of international and US paper sizes (and the consequent recommended margin settings).

	Text area (mm)	A4 paper		US (Imperial) paper	
		(mm)	(in)	(mm)	(in)
Depth	250	297	11.69	279.32	11.0
Top/bottom margin	-	25	1.0	15	0.6
Width	170	210	8.27	215.84	8.5
Left/right margin	-	20	0.8	23	0.9