

Management of Water in a Changing World: Lessons Learnt and Innovative Perspectives

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Dresden, Germany



Instructions for Short Paper Preparation

1. File format

Please submit your short paper as a **PDF-file**. All figures should be embedded correctly positioned within files. When naming files it is strongly recommended that you incorporate the name of the first author into the filename. Please do not use generic names such as "IWRMpaper" or similar easily confused variants!

2. Preparation of the typescript

- 2.1 Papers should be typed on standard A4 metric.
- 2.2 Text should be typed **single-spaced** on one side of the paper only. Do not exceed the dimensions given above. Please use a 12pt Times justified typeface. The main body text should be typed flush left with no indents. Insert one line space between paragraphs, and two line spaces between paper title, authors' names, and addresses on the first page.
- 2.3 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.
- 2.4 **The maximum acceptable length of an article is 1000 words. Tables and figures are included in this word count.**

3. 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) **Keywords**: 3-6 keywords (in alphabetical order) which will enable subsequent abstracting or information retrieval systems to locate the paper.
- (3) **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.
- (4) **Conclusions**: a brief explanation of the significance and implications of the work reported.

- (5) **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).

4. Figures and Tables

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.

5. References: citations in text

- 5.1 Use surname of author and year of publication: Jones (2002) or (Jones, 2002).
- 5.2 Insert initials only if there are two different authors with the same surname and same year of publication.
- 5.3 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 (1999, 2002, 2003a, b).
- 5.4 Different references cited together should be in date order, for example: (Smith, 1959; Thomson and Jones, 1992; Green, 1999).
- 5.5 If a paper has been accepted for publication but has not been published the term "(in press)" should be used instead of a date.
- 5.6 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.
- 5.7 The abbreviation "et al." should be used in the text when there are more than two co-authors of a cited paper.

6. List of references

- 6.1 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.

- 6.2 Journal reference style:

Zeng R. J., Lemaire R., Yuan Z. and Keller J. (2004). A novel wastewater treatment process: simultaneous nitrification, denitrification and phosphorus removal. *Water Science and Technology*, **50**(10), 163-170.

Note that to unambiguously identify articles published in *Water Science and Technology* before 2008 the issue number as well as the volume number is needed.

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

- (i) McInerney M. J. (1999). Anaerobic metabolism and its regulation. In: *Biotechnology*, J. Winter (ed.), 2nd edn, Wiley-VCH Verlag, Weinheim, Germany, pp. 455-478.
- (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* (1998). 20th edn, American Public Health Association/American Water Works Association/Water Environment Federation, Washington DC, USA.
- (iv) Sobsey M. D. and Pfaender F. K. (2002). *Evaluation of the H₂S method for Detection of Fecal Contamination of Drinking Water*, Report WHO/SDE/WSH/02.08, Water Sanitation and Health Programme, WHO, Geneva, Switzerland.
- (v) Bell J. (2002). *Treatment of Dye Wastewaters in the Anaerobic Baffled Reactor and Characterisation of the Associated Microbial Populations*. PhD thesis, Pollution Research Group, University of Natal, Durban, South Africa.

Sample Layout: Title of Article Should Concisely and Accurately Specify Subject of Paper

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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.

Conclusion

A brief explanation of the significance and implications of the work reported.

Table 1. This is an example of table layout. It shows the dimensions of the text area to be used for *Water Science and Technology* articles and of international and US paper sizes (and the consequent recommended margin settings). Note that a minimum number of horizontal rules and (usually) no vertical rules are used.

| | 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 |

As a reference, authors should carefully review the format and content of papers recently published in *Water Science and Technology* and *Water Science and Technology: Water Supply*.