

Timetable for Publication of the Hydrology 2020 Report

Propose that revised and edited chapters are sent to IAHS Press by 1 December 2004.

IAHS Press will prepare the volume for publication at the same time as the Foz de Iguassu volumes. It will be made ready to go to press in mid February 2005 so that it is printed by mid-March in time for dispatch of copies to Foz de Iguassu to arrive 1 April 2005, before the conference starts.

WORK UNDERTAKEN BY AUTHORS AND EDITORS

Chapters received by the editors

Editors, please check that copies of all the figures are legible. Colour figures will be included in this volume at no extra cost to the authors, but please only use of colour where it is effective.

Editor(s) to send papers (electronic files on a CD, plus a hard copy of each) to IAHS Press with:

- (a) The ORDER OF CONTENTS.
- (b) Full communication details for the corresponding author of each chapter (fax, 'phone and e-mail).
- (c) The Forward/Preface and acknowledgements for help with the volume.
- (d) Suitable graphics or photograph(s) to ILLUSTRATE THE FRONT COVER. Appropriate captions and acknowledgements to photographer/illustrator.

WORK UNDERTAKEN AT IAHS PRESS

- (a) Each chapter will be formatted and put into IAHS house style, i.e. standard style for headings, units, references etc. Small changes may be made to the language of the paper.
- (b) **Proofs to authors of chapters.** The published proceedings are final, therefore it is essential for authors to check and correct their formatted chapters before publication. Usually a page proof will be sent by email to the corresponding author. If that is unsuccessful we use fax or ordinary mail. For this volume, the Editor(s) may like to see the page proofs too.
- (c) Author corrections will be inserted; chapters arranged in final publication order; figures, tables and page numbers will be inserted within the text of each..
- (d) The prelims (Preface, Contents list etc.) will be prepared.
- (e) The cover will be prepared.

PDF files + hard copy sent to printer

Printed pages and then printer's printed sheets checked and corrected.

PROCEEDINGS PRINTED and DISTRIBUTED

An appropriate number of books will be sent direct to Foz de Iguassu, and the remainder will be delivered to IAHS Press in the UK.

AFTER PUBLICATION

PUBLICITY and MARKETING

IAHS Press will distribute information about the new volume to all IAHS members, to IAHS and other hydrological and related meetings where IAHS has a display, include advertisements in other publications, inform Whitakers, Bookdata, etc. of the publication, inform journal editors of the publication offering review copies, provide information about the volume for the IAHS website, and also information for publication in other electronic newsletters (e.g. EWMN, IAHR Newsflash).

However, the assistance of the Editors in promoting their book is welcome: ideas for meetings, and societies/associations to target, are helpful, and they can do much themselves by distributing flyers and referring to the volume. IAHS Press has good links to hydrological possibilities for promotion but assistance with promotion to other interested parties (e.g. geomorphologists, health experts, etc.) is very helpful. We can arrange to mail flyers to the members of other societies.