GUIDELINES FOR AUTHORS

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The aim of IAHS Press is to publish papers which are clear, concise and uniformly presented, in a style readily understood by an international readership. Microsoft Word is the preferred word processing format. In brief:

- *write in English or French*
- *present the material simply and concisely; in particular cross-check details of references*
- *use double-spaced type, 12 pt font, on A4 paper (210 mm × 297 mm)*
- *put text first, followed by tables, figure captions and figures*
- *use figures and tables sparingly; plan their layout to use page space economically*
- *check that all the figures and tables are clearly legible*
- *either insert graphics files for all figures at the end of documents saved in Word, or provide graphics files of figures separately; check graphics files use only standard fonts; if non-standard fonts are used they must be embedded*
- *save the paper as a Word file and send by e-mail, or on a diskette or CD; also send a hard copy*
- *check that the number of pages of the double-spaced typescript, including figures and tables, does not exceed 12 for Red Book papers (or refer to instructions from the Editor) and 21 for Hydrological Sciences Journal. A charge may be made to HSJ authors whose papers exceed the specified limit. The current charge per excess page is £30 (excluding VAT) or US$48.*
- *files saved in LaTex or PDF cannot be accepted for word processing at IAHS Press*

Before sending your paper to IAHS Press, please note the instructions below; examples and/or explanations are given on the right:

Paper title no more than 16 words	**Perception of the risk of flooding: the case of the 1995 flood in Norway**
Authors (full names); use numbers to indicate affiliations if necessary	**IRINA KRASOVSKAIA**[1], **LARS GOTTSCHALK**[2], **NILS ROAR SÆLTHUN**[3] & **HALLVARD BERG**[1]
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Abstract / Résumé	**Abstract** This should present the main points of the paper and give the principal conclusions. It should be a single paragraph of no more than 150 words and follow on after the heading.
Key words / Mots clefs up to 10 key words /phrases, listed alphabetically: approach; geographical location; models used; techniques	**Key words** decision making; flooding; Norway; public perception; risk Note: for Red Book papers in **French** provide the key words in both French and English; for *Hydrological Sciences Journal* provide a translation of the key words in French under the heading **Mots clefs**.
Second title (HSJ only)	For *Hydrological Sciences Journal* papers in English/French, please provide a translation of the title, abstract and key words in French/English.
Notation	If many symbols are used, define these in an alphabetical list (Roman letters first, then Greek letters), beneath the heading NOTATION, immediately after the key words. There is then no need to repeat definitions within the text.
Body text sections should not be numbered. Use different levels of heading	**HEADING 1** Upper case, bold, start at left margin **Heading 2** Lower case, bold, start at left margin **Heading 3** Lower case, bold, indented; text run on

Language follow the spelling of the Oxford English Dictionary

Use -ize and -ization rather than -ise and -isation suffixes where either is permissible. However, use American spelling for computer terms such as "program".

See **Appendix** for commonly used IAHS house style expressions.

Lists

Listed points should begin with (a), (b), (c) ..., and further subdivisions denoted by (i), (ii), (iii) ...

Initial capitals

(a) proper names, e.g. River Amazon, Aswan Dam, the Earth;
(b) adjectives derived from proper names, e.g. Markov series, Arctic ice, Bayesian estimation;
(c) geological eras and formations etc., e.g. Cambrian, Holocene, Upper Greensand;
(d) references to tables and figures, e.g. "it is seen from Fig. 2 and Table 4 that ...".

Numerals

See **Appendix**

Units

(a) Use SI units or SI derived units.
(b) Do not abbreviate day, week, month, year.
(c) Multiplication of units should be indicated by a space, e.g. N m, and division of units by negative powers, e.g. kg km^{-2} day^{-1}, m s^{-1}.
(d) Prefixes such as G (giga = 10^9) and μ (micro = 10^{-6}) with units have no space between, e.g. μs, MW.

Abbreviations

See **Appendix**

Tables Generate a table using MS Word.
Put all tables after the reference list.
Include a short explanatory heading above each table. Use single spacing for the body of each table.

Example:

Table 1 Summary of water resources in each continent (estimated for 1995).

Continent	Population (10^3)	Q (km^3)	D (km^3)	I (km^3)	A (km^3)	W (km^3)	R_{ws} (%)
Africa	690 550	3616.5	13.9	9.1	136.1	159.1	4.4
Asia	469 180	9384.9	142.4	203.8	1697.4	043.7	21.8
Europe	688 143	2190.9	59.7	233.4	139.2	432.3	19.7
Oceania	28 164	1679.6	8.9	0.4	6.0	15.4	0.9
North America	454 926	3824.4	80.5	263.7	315.8	660.0	17.3
South America	319 214	8789.3	22.2	13.1	102.1	137.4	1.6

Q: annual water availability; D: annual domestic abstraction; I: annual industrial abstraction; A: annual agricultural abstraction; W: total annual abstraction ($= D + I + A$); R_{ws}: ratio of abstraction to availability.

Figures All diagrams and photographs should be referred to as figures.
A copy of each figure should be included at the end of the paper and a graphics file for each provided with the document file(s).
If reference is made to separate parts of a figure, label these (a), (b), (c), etc.

Legends the font used for legends and labels should be sans serif (e.g. Arial, Helvetica) and ≥8pt (1.5 mm).

Figure captions Each caption should be a brief but complete description of the figure it refers to. To avoid lengthy captions, include legends and appropriate labelling on the figures themselves

Example:

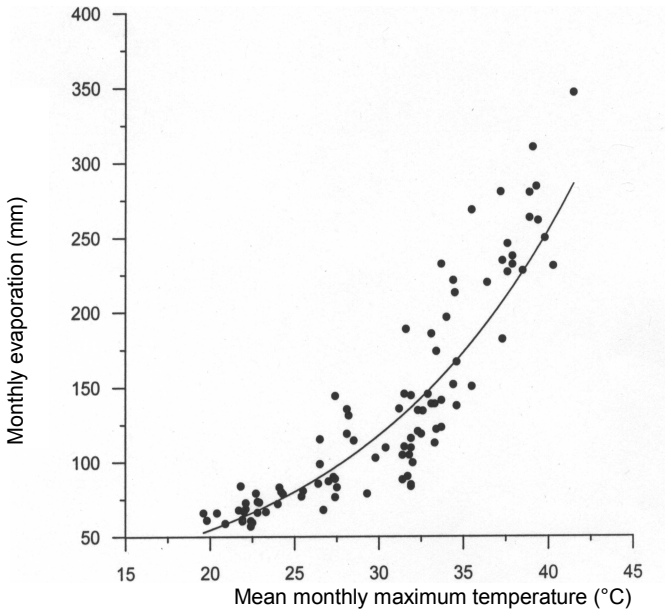

Fig. 1 Relationship between mean monthly maximum temperature and monthly pan evaporation at Bhakra.

Please also note the following points:

(a) Graphics files should be saved in a format that is compatible with Word; preferred formats are *.tif. *.gif and *.jpg.
(b) A printed copy of each figure must be included with the paper.
(c) *Authors must pay for colour printing* The price (2004) per colour figure is £300. Payment must be made to IAHS Press before the publication goes to press.

Unless colour printing is required, send figures in black and white only.

Mathematics All mathematics should be legible. Clearly position subscripts and superscripts.

Use MS Equation Editor to create multi-line expressions and put them on a separate line.

Number displayed equations in parentheses at the right-hand margin.

References in the text should be in the form: "... equation (10) ..."

Example:

$$r_{xy}(k) = \frac{C_{xy}(k)}{\sigma_x \sigma_y} \quad \text{with} \quad C_{xy}(k) = \frac{1}{n}\sum_{i=1}^{n-k}(x_i - \bar{x})(y_{i+k} - \bar{y}) \qquad (1)$$

Please also note the following points:

(a) For simple expressions in the body of the text, an oblique line (/) should be used to denote a fraction, rather than a horizontal line, e.g.

$(x + y)/2\pi = z$ *rather than* $\frac{x+y}{2\pi} = z$.

(b) Write complex exponential functions in the form: exp(...), e.g.

$\exp(a + by^2)^{½}$ *rather than* $e^{(a+by^2)^{½}}$.

(c) Place limits above and below integral and summation signs.

(d) Parentheses, brackets and braces are nested in the order {[()]}.

(e) Indicate vectors and matrices by characters in bold italic, e.g. $\boldsymbol{V}$.

(f) Do not punctuate displayed expressions with commas, full points, etc.

Acknowledgements Place between the end of the paper and the references

REFERENCES Every text citation must be listed at the end of the text and all entries in the reference list must be cited in the text.

In the text, references should be quoted in the form: "...Gelhar (1993), Nunes & Ribeiro (2000), Robson *et al.* (1998) [use *et. al.* when there are three or more authors] and Green (personal communication)...".

Please refer to the **examples** opposite.

An example list of journal abbreviations is given in the **Appendix**.

Other common abbreviations used in references are:
vol.
ed. (edited)
edn (edition)
PhD
MSc
Proc. (Proceedings of the)
Inst. (Institute)
Instn (Institution)
Symp.
Conf.
Tech. (Technical)

Journal:

Hrissanthou, V. (2002) Comparative application of two erosion models to a basin. *Hydrol. Sci. J.* **47**(2), 279–292.

Robson, A. J., Jones, T. A. & Reed, D. W. (1998) A study of national trend and variation in UK floods. *Int. J. Climatol.* **18**, 165–182.

Book:

Gelhar, L. W. (1993) *Stochastic Subsurface Hydrology*. Prentice Hall, Englewood Cliffs, New Jersey, USA.

Nunes, L. M. & Ribeiro, L. (2000) Permeability field estimation by conditional simulation of geophysical data. In: *Calibration and Reliability in Groundwater Modelling* (ed. by F. Stauffer, W. Kinzelbach, K. Kovar & E. Hoehn) (ModelCARE'99, Zürich, Switzerland, September 1999), 117–123. IAHS Publ. 265, IAHS Press, Wallingford, UK.

Edited book:

Yoshida, Z. (1963) Physical properties of snow. In: *Ice and Snow* (ed. by W. Kingery), 124–148. MIT Press, Cambridge, Massachusetts, USA.

Report:

Guo, W. & Langevin, C. D. (2002) User guide to SEAWAT: a computer program for simulation of three-dimensional variable-density groundwater flow. *US Geol. Survey Open File Report 01-434.*

Thesis:

Shane, R. M. (1964) The application of the compound Poisson distribution to the analysis of rainfall records. MSc Thesis, Cornell University, Ithaca, New York, USA.

APPENDIX

Commonly used IAHS Press house style expressions:

autocorrelation	drawdown	infrared	northwest	semiarid	sub-basin
baseflow	field work	interdisciplinary	raingauge	semi-axis	subsurface
bed load	flash flood	lag time	rain recorder	set-up	surface water
borehole	flood plain	lognormal	rainstorm	sheet flow	time series
cooperate	freshwater	meltwater	real time	snow cover	upstream
coordinate	groundwater	multidimensional	river bed	snowmelt	wastewater
cross-correlation	geochemistry	nongovernmental	runoff	storm water	water table
database	headwater	nonlinear	seawater	streamflow	worldwide

Example journal abbreviations:

Acta Geophys. Pol.
Adv. Water Resour.
Appl. Statist.
Bull. Am. Met. Soc.
C. R. Acad. Sci., Paris
Cah. ORSTOM
Can. J. Earth Sci.
Catena
Climatic Change
Earth Surf. Processes Landf.
Ecol. Modelling
Environ. Pollut.
Eos (AGU)
Geophys. Res. Lett.
Ground Water
Hydrol. Earth System Sci.
Hydrol. Processes
Hydrol. Sci. J.
Int. J. Climatol.
J. Agric. Engng Res.
J. Appl. Met.
J. Climate
J. Glaciol.
J. Hydraul. Div. ASCE
J. Hydroinformatics
J. Hydrol.
J. Hydrol. Engng ASCE
J. Hydrol., NZ
J. Irrig. Drain. Div. ASCE
J. Royal Statist. Soc.
J. Sanit. Engng Div. ASCE
La Houille Blanche
Limnol. Oceanogr.
Met. Gidrol.
Monthly Weather Rev.
Natural Hazards
Nature, London
Nordic Hydrol.
Photogramm. Engng and Remote Sens.
Quart. J. Roy. Met. Soc.
Remote Sens. Environ.
Rev. Sci. Eau
Trans. Am. Geophys. Union
US Geol. Survey Water Supply Paper
Vodohspod. Casopis
Water Int.
Water Resour. Bull.
Water Resour. Management
Water Resour. Res.
Water SA
Z. Geomorphol.
Z. Gletscherk. Glazialgeol.

General abbreviations:

(a) Commonly used abbreviations such as:

a.m.s.l.	above mean sea level	RMS	root mean square
BOD	biochemical oxygen demand	SD	standard deviation
DO	dissolved oxygen	TDS	total dissolved solids

need not be defined. Less obvious ones, such as ADCP (Acoustic Doppler Current Profiler), ANN (artificial neural networks) and PCA (principal components analysis), should be given in full when first used, followed by the abbreviation or acronym in brackets.

(b) Abbreviations such as FAO, IAHS, UK, USA, UNESCO, WMO, do not have full points.

(c) Use °N, °S, °E, °W when defining geographical locations by lines of latitude and longitude, but north, south, northeast, southwestern etc. otherwise.

(d) Dr, Mr, Engng etc. (which end with the last letter of the word they abbreviate) do not have a full point.

(f) For times of day use, 04:30 h or 04:30 GMT; 18.00 UCT.

(g) In the text cross-references to equations, tables and figures, use “equation” and “Table” in full, but “Fig.” for Figure and “Figs” for Figures.

(h) Use: i.e., e.g., etc., cf., viz., *c.*, *vs*

(i) Avoid starting a sentence with an abbreviation: spell out the abbreviation in full or rearrange the sentence.

Numerals

(a) Use numerals before units of measurement unless the number is at the beginning of a sentence, e.g. “Fifty-millilitre samples were taken every 10 s …”.

(b) Leave a character space between the number and the unit except before units like %, ‰, °C, °N.

(c) Numbers from one to nine should be spelt out, except where there are units or the number implies arithmetical manipulation, e.g. a factor of 7. The decimal sign is a full point (period) on the line (in both English and French). Numerals of five or more digits on either side of the decimal point are grouped in three-digit blocks by spaces, e.g. 25 421.9314, 0.421 09. Numbers less than one must have 0 before the decimal point, e.g. 0.37, –0.824.

(d) Ranges should be given in full, e.g. 1956–1963, pages 241–243; but units need not be repeated, e.g. 0–213°C, from 829 to 32 100 km^2, between 829 and 32 100 km^2.

(e) Spell out first, second, etc.

(f) Set out dates in the form 20–23 October 1980; the 1950s; 17th century.

Publication procedure

For books, please refer to book Editor’s instructions; papers are generally submitted to the book Editor, *not* to IAHS Press.

Please submit *Hydrological Sciences Journal* papers to:

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frances@iahs.demon.co.uk

All papers will be reviewed and edited (including language review). Authors may be asked to revise their papers according to the recommendations of the reviewer(s), and/or to answer queries raised by the Editor. Accepted papers will be edited and formatted in a standard style; figures will be adjusted if necessary and inserted within the text. The corresponding author will be sent a proof for correction, and asked to mark errors and other essential changes on this copy and return it very quickly. The papers will then be assembled and paginated in final publication order. (Note: final printed pages will be reduced to 87%).