Guidelines for authors

Articles or Viewpoints should be written in British English. Authors with English as a second language may choose to have their manuscripts professionally edited before submission to improve the English, as papers with poor expression will not be accepted. There is no fixed length for articles but the number of words should be kept between 6,000 and 12,000 (including references and notes).

To reduce the costs of formatting and copyediting it is very important that authors carefully read and follow these guidelines. Manuscripts with inconsistent use of standard, in particular in reference lists, will be returned to the authors. Use this MSWord template to start your article. It contains all the standard formats and styles of the journal. In particular cases where contributors use another word processor the template should be imported and the final text saved in RTF format. In other cases, please contact the Managing Editor.

<Click here to download the template>

Checklist

Before you submit a paper, please thoroughly check consistency of your text with the following guidelines. In particular check:

- The text is created with the Water Alternatives template (saved as .doc or .docx)
- Format of the reference list has been checked [use the checklist below]
- The reference list matches the citations in the text
- No words are hyphenated through the automatic function of the word processor
- Tables are created within the text (not imported as images)
- Text in figures is legible (even after reduction by 50%)
- Figures are inserted in mode 'in line with text'
- The dynamic fields are removed (if you use EndNote or Zotero)
- Spelling is British English

Authors' contacts: The first page of the submission must include title of submission, detailed contact data and affiliation of co-authors, and acknowledgements. This page will not be communicated to reviewers.

Style: To create your article use the template provided in the website. Main paragraph styles include 'Title,' 'Heading1,' 'Heading2,' 'Heading3,' 'Normal,' 'biblio,' 'captions' for tables and figures.

Abstract: Start your article with an abstract of 200 words (or less). Opinions and Reviews do not require abstracts.

Acknowledgements: Acknowledgements must appear on the cover page, after authors' contacts (they will not be communicated to reviewers).

Keywords: Provide at least five keywords, including one geographic keyword (if relevant).

Body text is Verdana 10. The space between paragraphs is already included in the style (12 pt). The body text should be formatted by using the Normal style of the list.
**Length:** There is no fixed length for articles but the number of words should preferably be kept between 6,000 and 12,000 (including references and notes).

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**Formatting of the text**

**Abbreviations**

No full points within acronyms (e.g. UK or USA not U.S.A.; Washington, DC; "around 1500 BC"; PhD thesis), no full point after contractions. Exceptions include: et al., Ltd., Inc., Jr. (not Jnr.), Co., No. (for number). Note: i.e. and e.g. are not followed by a comma.


**Capitalisation**

**Geographic features.** Use: Nile river basin, Van Vieng province, Chitradurga district, Jordan valley, Mediterranean sea, Gezira irrigation scheme, lake Victoria, Hoover dam, etc. with capital letters only on the name itself; but the Middle East, West Africa, sub-Saharan Africa.

Cold War, World War II, the French Revolution, the Middle Ages, the World Bank, the Food and Agriculture Organization, but "the state".

Capitalise titles, positions, and names of divisions, departments, and offices in a government or an institution, when they are specific (Examples: the Government of Sri Lanka, the Director General, the Ministry of Agriculture) but use lower case for general use (Example: an irrigation engineer, the federal government).

**Comma**

Use a comma before "and" or "or" in a series of three or more words or phrases, especially when the penultimate phrase has "and" or "or" in it (Example: seeds, fertiliser and pesticides, and machinery).

**Dashes**

A spaced en dash (the character – with one space on each side) – rather than an em dash – is used to introduce parenthetical material or a positive phrase where commas might result in confusion (Example: The agent's promises – reallocation of land, equitable water distribution, and lower fees – never materialised). For page or date range, use normal hyphens.

**Dates**

Write the day, month, and year in this form: 24 December 1947, or 2 February 1951, with no commas in between. Do not use "st", "nd”, and "th" after figures in dates to indicate ordinals (January 23, not January 23rd).

Use slash marks for numerical dates in tables with day listed first, month second, and year last (Example: 24/12/93 for 24 December 1993).

**Figures**

Figures should be inserted in the Word document. Right click on the picture and use option "in line with text". Centre them or, better, use the ‘Figure’ style of the style sheet. Please ensure that all text in your figures is legible, even after a 50% reduction in size. Arial font should be used preferably. Before each figure add a brief descriptive caption (style: caption_figure) on a separate line.

Solid black bars in bar graphs tend to overwhelm other parts of the graph; use coloured, shaded, or hatched bars in preference to black ones. Colour figures are accepted, but...
authors should make sure that figures are also legible when viewed or printed in black and white.

If the figures imported into the text are too large, use the <compress> option: right-click on a figure, choose format figure/compress button/and select options: Apply to all pictures in document + change resolution: print.

In the text refer to the figure as follows: "... as shown in figure 3 and table 4 (see also table 5)" (no upper case).

Footnotes
Use automatic MSWord footnotes (on menu bar, go to Insert and then highlight footnote on dropdown menu), numbered sequentially throughout the text. You may change an endnote into footnote by right-clicking on it and selecting the adequate menu item.

When associated to a word that ends a sentence, the footnote number must be inserted after the period, as in: (...) was reported by various observers. ¹

Foreign words
Foreign words such as warabandi, subak, zanjera, mirab, junta, acequias, wadi, saquia, khettara, confederación, etc. and local names of growing seasons (maha, yala, rabi, boro, etc.) should be used in italics and defined at first use, and may not be italicised subsequently.

Common Latin words or expressions such as: a priori, a fortiori, de jure, de facto, status quo, etc. should not be italicised.

Headings
Use the headings pre-defined in the template. When selecting the styles "heading 1", "heading 2", "heading 3" from the list, your titles will adopt the styles included in the template. Use no more than three levels of headings.

Only the first word is capitalised.

Hyphenation
The rules governing the use of hyphens are not stable. In general, use hyphens as little as possible. Most words formed with the following prefixes are not hyphenated: anti-, ante-, inter-, macro-, meta-, micro-, mid-, mini-, multi-, over-, post-, re-, semi-, sub-, super-, supra-, trans-, ultra-, un-, under-. Examples: microanalysis, overexploited, multilevel, nonagricultural, underpricing, cooperation, etc. But: pre-eminence, counter-hegemonic, pre-existing, non-existent, in-depth, etc. In case of uncertainty refer to http://www.askoxford.com/dictionaries/?view=uk.

Compound adjectives (adj+noun, noun+adj, noun+noun, noun+verb -ing) are hyphenated (small-scale system, low-income groups, price-based incentives, site-specific mixes, state-level agencies, cost-recovery practices, etc.); but worldwide. "The decision-making process was transparent", but "Decision making can be a difficult process".

If two hyphenated compound adjectives modify the same noun, the second component of the adjective need not be written twice, but the first component retains the hyphen, followed by a space (Examples: low- and high-income groups, small- and large-scale farms).
If two prefixes that are not usually hyphenated are used with the same noun, the prefix standing alone carries the hyphen (Example: micro- and macroeconomics).

The combination of an adjective and an adverb ending in "ly" is not hyphenated (locally managed system, highly valued crop, mutually reinforcing).

Words with the prefixes listed above should be hyphenated if the prefix is combined with a proper noun (Example: non-Indian), with more than one word (Example: pre-World War II).

"Well" words are hyphenated when they precede their subjects (well-known varieties) unless they carry a modifier (very well known varieties). They are not hyphenated when they follow their subjects (This variety is well known among farmers).

"Self" words are also generally hyphenated (Examples: self-sufficient, self-contained; exceptions: selfish).

Hyphenate cardinal numbers with units of measurement when they precede a noun (Examples: four-year plan, seventy-hectare plot). However, percent is never preceded by a hyphen (Example: 14 percent increase).

Never use the hyphenation option of wordprocessors.

Numbers

In text spell out numbers up to ten, but use numerals for 11 onwards and in all cases where the number is followed by a unit of time, length, area, volume, or weight. Always use numerals when a unit is given (e.g. 7 ha). Use a comma as separator for a number with 5 digits or more (e.g. 12,500, but 7000).

Quotes

Quotation marks (" ") must be used for direct quotations. Short quotations should be embedded in the text but quotations of more than 45 words (4 lines and over) should be shown as separate indented paragraphs, without quotation marks (use the "long quote" predefined style). Single quotation marks (' ') are to be used for a quotation that occurs within another quotation, for words defined by the author, and words used in unusual contexts.

Note that commas or periods ending the quote are not included within the quotation marks, as in: (...) must be subject to the test of "reasonable use". In case the quote is followed by a reference, insert the reference before the full stop, as in: (...) and unfavourable research was ignored" (Banerjee et al., 2006).

When a part of the quote is not reported insert (...) where the quote is discontinued.

References

Before submitting the manuscript, check all citations in the text against the References to ensure that they match exactly. Delete references from the list if they are not actually cited in the text of the article.

All journal titles should be spelled out completely. In the titles of articles, capitalisation of the common names of organisms and the spellings of all words should agree exactly with those used in the original publication.

Provide the publisher's location and name.

When you cite symposia or conference proceedings, distinguish between the conference date and the publication date, if both are given.

Citations in the text

According to Smith and Coward (1995) and Powel's (2003) declaration,...

...as shown by recent research work (Mollinga, 1999; Sardoy and Hume, 2000; Svendsen et al., 2007) and surveys (Abott, 1998a, 1998b, 2000)... Note the chronological order of
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citations. Indicating page reference as in (Abott, 1980: 10) is not required. Use (Kibaroglu, n.d.), when the date of the document is unknown.

Use 'Smith and Powell, 2012' for two authors, and Smith et al. (2012) for three authors or more.

Personal communications should be cited as normal references (Harvey, 1999) and details given in the reference list.

When referring to a reference not on hand and cited in another document use normal entries, list the two reference in the bibliography and add "Cited in xxx" at the end, as in:


Use italics when referring to names of books, as in: In the Western hemisphere, deliberative democracy has been informed by Habermas’ Theory of Communicative Action.

References (in the reference list) (follow the styles defined below)

Article in a print journal


Article in an online journal


(Note: if there is no page range, the number of pages is indicated)

Books


Organisation as author or government publications


[in the text, refer to GWP (2000)]


Chapter in book


Conference papers (with proceedings)


Conference papers (no proceedings), unpublished reports

Reports

Theses

Newspaper articles
Middle East Times. 2006. Turkey, Israel scrap water project. 23 April 2006.

Others

Work accepted for publication but not yet published should be referred to as "in press".

Checklist for reference lists
- First and middle names are initialised; in case of multiple initials do not insert a space between them. Initials are followed by a period (full stop).
- Only the first word of a title, or the first word after a colon, is capitalised.
- In case of multiple authors, "and" must be added before the last author's name (note: there is no semicolon before the "and")
- For journal articles, there is no comma after the journal name, no space between volume and issue numbers ("12(4)"), but there should be a space between the colon and the page range [12(4): 12-24].
- Titles of books, published reports and published scientific journals must be italicised.
- For published documents, the reference ends with the place of publication, followed by a colon, and then by the name of publisher.
- (Ed), (Eds) with no full stop; "(Ed)." in titles, and "(Ed)," in book chapters.
- MSc, PhD thesis, (no full stop, no capital letter for 'thesis')
- (for documents accessed on the web): "accessed [no capital letter] on 2 May 2000" [no comma before, no full stop after; no 'http:///' if URL starts with www]
- For chapters in edited volume: give the page range after a coma following the book title. No colon after the 'In' (as in: 'In Molden, D. (Ed),...'). The book title must be italicised (no capital letters, except after colon).
- Name of publisher to be spelled out
- Check chronological order of multiple bibliographical references in the text.
Do not specify the total number of pages for books or reports;
Do not specify page of reference: (Smith, 2000), not (Smith, 2000: 234).

**Spellings**


**Tables**

Leave each table within the file and place it after the first paragraph that refers to it. Do not insert tables as graphics from other programs; please ensure they are in MSWord and not imported. Before each table add a brief descriptive caption (style: caption_tables) on a separate line. Tables should be numbered sequentially. Try to avoid tables which are very long or too short. Do not insert vertical lines. For large tables, select the table and choose the format "landscape" in the menu File/Page setup/. Use tabulations or MSWord tables with cells.

**Units**

Use SI (Système International) and metric units throughout. Leave a space between the numbers and units e.g. (56 ha, 56-78 ml). Use kg/m, not kg m⁻¹; but 75% (close up). 47-50 °C, not 47-50° C.

Billion is taken as 10⁹; use Mm³ and Bm³ for million cubic meters and billion cubic meters, respectively.

Fifteen thousand American dollars should be: US$15,000.

**Copyright**

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Technical problems or questions:
For all technical queries please contact Support.