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 11,000 (excluding references and abstract).

To reduce the costs of formatting and copyediting it is important that authors carefully read and follow these guidelines. 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)
☐ use our template or the fonts indicated below
☐ Format of the reference list has been checked [use the checklist below]
☐ The reference list matches the citations in the text
☐ Tables and Figures are created and inserted 'in line with 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, 'Long quote', 'Figure'.

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 11. 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 11,000 (excluding references and notes).

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 coma.

In the 1960s, mid-1970s, 18 January 1967, on the 18th, on 18 January, 'from 1997 to 2002' not 'in the last 5 years', 1967-1969 (not 1967-69), 1991/2 and 1989/90 (for financial year, growing season, etc.), 19th century.

Capitalisation

Geographic features. Use: Nile River Basin, Van Vieng Province, Chitradurga District, Jordan Valley, Mediterranean Sea, Gezira Irrigation Scheme, Lake Victoria, Hoover Dam, etc. 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

Do not use a comma before "and" or "or" in a series of three or more words or phrases, unless the propositions are long and it helps clarify meaning.

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

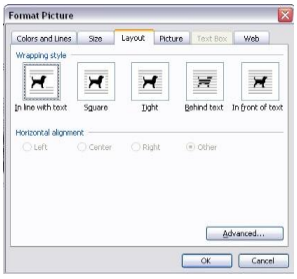
Write the day, month, and year in this form: 24 December 1947, or 2 February 1951, with no commas in between. Do not use "st", "nd", and "th" after figures in dates to indicate ordinals (January 23, not January 23rd).

When using numerical dates use the day/month/year format (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)" (upper case).

Indicate the source in a separate paragraph below the figure, not in the caption.

Footnotes

Use automatic MSWord footnotes (on menu bar, go to Insert and then highlight footnote on dropdown menu), numbered sequentially throughout the text.

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

Straight double quotation marks (" ") are used for direct quotations. Short quotations should be embedded in the text and are not italicized, 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

Also use double quotation marks for words defined by the author, and words used in unusual contexts, or given a special meaning.

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.

Provide the book publishers' 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 citations (not mandatory). Indicating page reference as in (Abott, 1980: 10) is welcome but not mandatory. 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:

Rhodes, R. 1997. The new governance: Governing without government. *Political Studies* 44(4): 652-667. Cited in Bell and Quiggin (2008).

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, or the EndNote style provided above))

Article in a print journal

Malano, H.M.; Bryant, M.J. and Turral, H.N. 1999. Management of water resources: Can Australian experience be transferred to Vietnam? *Water International* 24(4): 307-315.

Article in an online journal

Cumming, G.S.; Cumming, D.H.M. and Redman, C.L. 2006. Scale mismatches in social-ecological systems: Causes, consequences, and solutions. *Ecology and Society* 11(1): 14, www.ecologyandsociety.org/vol11/iss1/art14/

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

Books

Mollinga, P. and Bolding, A. (Eds). 2005. *The politics of irrigation reform. Contested policy formulation and implementation in Asia, Africa and Latin America*. Ashgate.

Organisation as author or government publications

GWP (Global Water Partnership). 2000. Integrated water resources management. TAC Background Paper No. 4. Stockholm: Global Water Partnership.

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

World Bank. 2003. World Bank water resources sector strategy: Strategic directions for World Bank engagement. Washington, DC: The World Bank.

Chapter in book

Molle, F. 2003. Allocating and accessing water resources: Practice and ideology in the Chao Phraya delta. In Molle, F. and Srijantr, T. (Eds), *Perspectives on social and agricultural change in the Chao Phraya delta,* pp. 45-70. Bangkok: White Lotus.

Conference papers (with proceedings)

Heyns, P.S.H. 2004. Strategic and technical considerations in the assessment of transboundary water management with reference to southern Africa. In *Proceedings of the International Expert Workshop on Water, Development and Cooperation*, pp. 120-134. Bonn, Germany, 27 February 2004.

Frederick, K.D. 1993. Adaptive responses to climate change: Demand management. In Ballentine, T.M. and Stakhiv, E.Z. (Eds), *Proceedings of the First National Conference on Climate Change and Water Resources Management*, pp. IV/54-60. Alexandria, VA, USA: Institute for Water Resources.

Conference papers (no proceedings), unpublished reports

Meinzen-Dick, R.; Mendoza, M.; Sadoulet, L.; Abiad-Shields, G. and Subramanian, A. 1994. Sustainable water user associations: Lessons from a literature review. Paper presented at World Bank Water Resources Seminar, Lansdowne, Virginia, USA, 13-15 December 1994.

NIA (National Irrigation Administration). 1986. Irrigation water management: Precluding activities, requirements and practices. Quezon City, The Philippines: NIA. Mimeo.

Reports

Keller, A.; Keller, J. and Seckler, D. 1996. *Integrated water resources systems: Theory and policy implications*. Research Report No. 3. Lanka: International Irrigation Management Institute.

Theses

Smith, J. 2000. Water politics in the Middle-East: New threats and opportunities. MSc (or PhD) thesis, University of Queensland, Brisbane, Australia.

Newspaper articles

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

Kenon, H. 2003. Deal to buy water from Turkey finalized. *Jerusalem Post*, 23 July 2003.

Others

Harvey, J.H.M. 1999. Personal communication. By email. 12 October 1999.

FAO. 2001. The challenges after Rio. www.fao.org/ag/magazine/0102sp1.html (accessed 2 September 2002) [There is no need for 'http://' before www]

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.

√ (Ed), (Eds) with no full stop; "(Ed)." in titles, and "(Ed)," in book chapters.

√ (for documents accessed on the web): (…), https://myURL. Org (accessed on 2 May 2000) (no tailing full stop)

√ 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).

√ "GWP (Global Water Partnership). 2000" [not Global Water Partnership (GWP). 2000]

√ Do not specify the total number of pages for books or reports;

Spelling

Use British spelling: "labour", not "labor", "behaviour", not "behavior", "centre", not "center", and "organisation", not "organization", "calibre", not "caliber", "fuelled", not "fueled", "fulfil", not "fulfill", modelling" not "modeling", "programme", not "program". Use –ise/isation endings rather than –ize/ization: characterise, maximise, legitimise, supervise, organize, analyse.

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 10^9; use Mm^3 and Bm^3 for million cubic meters and billion cubic meters, respectively.

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

Copyright

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