



# Journal of the American Water Resources Association (JAWRA)

## Instructions for Authors

JAWRA's style and policies are updated periodically and all authors are advised to read these instructions **BEFORE** submitting a manuscript, even if they have previously published in JAWRA.

*All submissions and reviews are processed through **ScholarOne™ Manuscripts** (<http://mc.manuscriptcentral.com/jawra>).*

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## NEW!

Here are some of the latest critical changes you ought to know about:

- [Literature Cited](#) now distinguishes between formal citations and informal references. Data sets now are considered informal references, and are not listed in Literature.
- “Groundwater” is now treated as one word. This use conforms to the global trend as underscored by a recent change in USGS practice.

- Information has been added regarding [color selection](#) if you choose to show color figures online but print in black-and-white.
- Text has been added concerning [manuscripts which have been previously published](#) in proceedings.
- There are new instructions for including online [supplemental materials](#) to papers.

## Part I – Policies and Procedures

### Page Charges

JAWRA recognizes an obligation to the water community and to its authors to distribute the knowledge contained within its pages as widely as possible. To accomplish this in an economically sustainable manner, page charges partially covering the costs of producing JAWRA are assessed at the time galley proofs are sent to the author. Current rates are:

AWRA Members*	\$75 per page
Non-members	\$100 per page
Color Pages**	At cost [ <b>additional</b> per page of color]
OnlineOpen	\$3,000 <b>additional</b>

\*To receive the AWRA member discount, an author must be a member when the paper is submitted and maintain membership through printing.

\*\*Current cost of color pages is \$600 in addition to regular page charges.

To estimate page charges, multiply the number of double-spaced pages by .4 and round up to the next whole number. A 20 page, double-spaced, typed manuscript [including tables and figures] will be approximately 8 journal pages.

### *Relief from Page Charges*

Authors who are International Electronic Members

(<http://www.awra.org/memberservices/membership.html>) will receive relief from their **proportionate** share of page charges. For example, if there are two authors and one is an International Electronic Member, page charges will be halved. The author seeking relief must be or become an International Electronic Member in the year the paper is submitted and maintain membership through printing.

Please note there is no relief from charges for printed color pages [figures]. See below, for a way to avoid color charges.

### *Color and Black-and-White Figures*

By default, if a paper contains color figures, we will assume the authors want to show color figures in both the printed and online versions of the paper. Authors may avoid charges for color figures by requesting, in the submittal letter or at acceptance, the figures be printed in black-and-white; the online version may continue to show color at no charge.

The University of Oregon, Data Graphics Research Program (<http://geography.uoregon.edu/datagraphics>) has developed attractive color schemes which will show well in black-and-white printing. The common red-yellow-green “stoplight” colors will not work properly!

## **Copyright**

**Every author listed on a manuscript** is required to sign a Copyright Assignment Form (CAF) ([http://mc.manuscriptcentral.com/societyimages/jawra/CAF\\_JAWRA.pdf](http://mc.manuscriptcentral.com/societyimages/jawra/CAF_JAWRA.pdf)) assigning copyright to AWRA. Please note the provisions for U.S. Government employees. The CAF allows, under certain conditions, for sharing the paper with colleagues and placing versions of the paper on a private website – **but NOT on a public website**. Please read the CAF carefully, as we expect authors to adhere to its provisions.

Our publisher, Wiley-Blackwell, goes to considerable trouble to make sure JAWRA papers are properly indexed by search engines. Placing unauthorized copies online interferes with this effort by confusing search engines and may actually hurt the chances of your paper being cited.

Access to JAWRA is available free online within institutions in the developing world through the AGORA initiative with the FAO. For information, visit: [www.aginternetwork.org](http://www.aginternetwork.org)

## **OnlineOpen (Open Access)**

OnlineOpen (the Wiley-Blackwell term for open access) is available to authors who wish to pay an additional fee to make their article freely available to non-subscribers upon publication. OnlineOpen articles are treated the same as any other article. They go through the journal's standard peer-review process and will be accepted or rejected based on their own merit. The OnlineOpen option is offered only to those authors whose articles have been accepted for publication, and only at the point when the article is accepted, to ensure the OnlineOpen option has no influence on the peer review and acceptance process. The accepted articles are prepared for publication in the usual manner and are posted online on Wiley InterScience. Further details may be found at <http://www3.interscience.wiley.com/authorresources/onlineopen.html>.

All standard page charges and any color page charges will also apply. The publication fee is charged on acceptance of the article and should be paid within 30 days. Payment must be received in full for the article to be published OnlineOpen. Please see the page charges section above for current rates. Authors wishing to publish their papers OnlineOpen should notify the journal administrator at the time their paper has been accepted for publication.

## **Review and Publication Process**

All papers are reviewed by at least 2 (usually 3) reviewers selected from names suggested by authors, a list of reviewers maintained by AWRA, and other experts identified by the associate editors. Names of the selected reviewers are not disclosed to authors. The editor and associate editor(s) evaluate reviewer comments. A list of questions reviewers are asked is available for viewing at <http://www.awra.org/jawra/reviewquestions.html>. The review process is outlined as follows:

1. Author submits paper via ScholarOne™ Manuscripts. Journal administrator reviews submission for completeness.
2. Editor reads the paper and assigns it to an associate editor or returns unsuitable papers without review. (Papers not on a suitable subject or that have little chance of receiving a favorable recommendation from reviewers will not be reviewed.)
3. Associate editor identifies at least 2 (usually 3) reviewers, or returns unsuitable papers.
4. Reviewers evaluate the manuscript using the online JAWRA score sheet. (See Reviewer Guidance at <http://www.awra.org/jawra/reviewquestions.html> for more detail.)
5. Associate editor evaluates all reviews and the manuscript and makes a recommendation to the editor.
6. Editor evaluates the reviews and the recommendation and makes a decision:
  - Reject - the paper is rejected for publication in JAWRA.
  - Major Revision - return to author for major revisions which will require further review (step 4, usually with the same reviewers if available).
  - Tentative accept - return to the author for minor revisions to be reviewed by one or both editors.
  - Accept - the paper is accepted for publication in JAWRA.
7. Author revises paper as required and it is reviewed accordingly. This process repeats until the editor either rejects or accepts the paper for publication; usually no more than two rounds of revisions are allowed.
8. Papers accepted for publication are reviewed by the journal administrator for completeness and conformation to JAWRA style and publication details are provided to the author.
9. The author is notified once the manuscript has been sent to the publisher for copyediting. Electronic proofs are sent to the author for approval and page charges are assessed. At this point, authors may track production through author services (<http://www.blackwellpublishing.com/bauthor/>).
10. Once layout is complete and page charges are paid, the paper is published online in Early View prior to print publication.

**Tip!** One of the best things you can do to improve your manuscript's chances of acceptance is to have your draft copyedited BEFORE you submit it to us! This is particularly important if English is not your first language or your writing skills are weak. Manuscripts with non-standard grammar tend to score poorly with reviewers.

For papers submitted in 2008: 43% were accepted; 16% were rejected after review, or were withdrawn after review; and 41% were returned without review. Time-to-first-decision for reviewed manuscripts was a median 84 days, with 92% decided within 120 days. Nearly all manuscripts returned without review were returned within 30 days. Prospective authors should realize these are past statistics, and that obtaining meaningful reviews for an informed decision will always take precedence over schedule.

Published papers will include the date of first submission and the date of final acceptance.

### ***Publication***

Approximately 18 papers are published in each bimonthly issue, generally in the order in which they are accepted. Papers which are part of a *featured collection* (see below) are published as a group in an agreed-upon issue. The editor may advance the order of publication for a paper on a topic of current public interest.

JAWRA is published in both hardcopy and online versions, with the online version being the version of record. See Wiley InterScience (<http://www3.interscience.wiley.com/journal/118544603/home>) for subscription and distribution information.

Most papers are placed in Early View [online publication in advance of print publication] as soon as they complete copyediting and all charges are paid. This can take place several months before they are available in print. Once online in Early View, a paper is considered published in final form and may not be revised.

AWRA is happy to cooperate with authors' organizations in issuing news releases about forthcoming JAWRA articles. Please contact the editorial staff at [jawra@awra.org](mailto:jawra@awra.org).

### ***Discussion and Reply***

All published technical papers are open for discussion for a period of 6 months from print publication, unless the editor extends this period. Discussions should be limited to dealing directly and specifically with issues raised in the JAWRA paper. Discussions should not introduce new information heretofore not published in a peer-reviewed forum (e.g., JAWRA or a similar journal). Discussions should be as brief and concise as possible.

Discussion/Reply manuscripts follow a similar review process as for original papers, but reviewers will be assigned only if needed to adjudicate a technical matter. A copy of the draft discussion will be provided to the authors of the paper under discussion to prepare a reply. Timely replies will be printed in the same issue as the discussion. However, discussions and replies will be placed in Early View as soon as each individually completes production.

We realize the exchange of Discussion and Reply can be stressful and contentious for those concerned. While we make every effort to allow viewpoints to be aired, we also hold authors to strict standards of [professionalism and civility](#). See the relevant section below.

Page charges apply to discussions, with a minimum charge of one page. No page charges are assessed for the reply.

### ***Featured Collections***

A *featured collection* [formerly known as a Special Issue] is a group of 3 or more related papers on a topic organized by a guest associate editor[s] and published together in an issue. Papers in a featured collection are held to the same high standards as ordinary JAWRA submissions, and go through the full JAWRA review process and standard charges apply.

Featured collections often arise out of sessions at AWRA conferences. The guest associate editor carefully chooses papers and authors to cover the subject in breadth and depth. The guest associate editor recruits authors, identifies reviewers, and helps keep all involved on schedule. If you would like to propose a featured collection, please contact the JAWRA editor ([editor@awra.org](mailto:editor@awra.org)).

### ***Preferred Reviewers***

ScholarOne™ Manuscripts allows authors to name preferred (and non-preferred) reviewers. We encourage authors to list three potential expert reviewers in their field, as finding good reviewers often is difficult. The term 'preferred' is assigned by the system and does not suggest bias; JAWRA views these names as suggestions only. The editorial team may or may not accept any of the recommendations, the only criteria being fairness, objectivity, and knowledge.

## **Professionalism and Civility**

All papers must comply with the following principles of professionalism and civility.

- Conclusions or claims must be based upon observable or documented facts. Speculation or personal opinion, if present at all, must be clearly identified.
- It is permissible to criticize ideas, writings, and actions, but not to make personal attacks upon individuals or organizations.
- Except for relevant, factual content (e.g., attributable quotes, pictures showing some condition), language and figures must not offend a person of ordinary sensibilities.
- All authors of a paper are expected to have contributed substantially to its production and to be knowledgeable about the entire paper. (Minor contributors should be mentioned in the acknowledgments section.)
- Authors must disclose any interests or affiliations that could be perceived as creating a conflict of interest.
- Commercial products or activities may be mentioned for informational purposes only and without giving the appearance of endorsing or promoting them.

### ***Reviewing Papers***

Professionalism involves not only writing papers, but helping to review the work of others. ScholarOne™ Manuscripts will, by default, register authors as reviewers (<http://www.awra.org/jawra/becomereviewer.html>). However, reviewers are always free to decline an invitation to review a paper.

### ***Digital Photo Manipulation***

It is critical for digital photos within papers to accurately represent what they claim to portray. Photos may be cropped and adjusted for normal photographic controls such as exposure, contrast, and color balance, but may not be "cloned" or similarly manipulated to falsify the content. Exceptions to this rule must be mentioned in the figure caption; in such cases, we suggest including the original photo as an electronic attachment.

### ***Contested Place Names***

The names of geographic locations and even countries are not always universally accepted. In these cases, **JAWRA policy is to use the name preferred by the author.** Where necessary to avoid confusion, the editor will add a neutral clarifying note.

### ***Prior Publication in Proceedings***

Publishing a paper or abstract in a conference proceedings does not necessarily disqualify it from publication in JAWRA. Several factors we consider are: (1) quality and completeness; (2) copyright; (3) disclosure; and (4) level of prior exposure. Authors who wish us to consider work based upon proceedings are encouraged to discuss the matter with the JAWRA editor ([editor@awra.org](mailto:editor@awra.org)) prior to submittal.

## **Part II – Preparing a Manuscript**

### **Abstract**

The abstract should briefly summarize, in **one paragraph limited to 1,500 characters including spaces**, the general problem and objectives, the results obtained, and the implications. Mention place names and program names if they are important to the study. Do not include citations. Do not include details of methods, sampling, etc., unless they are the main point of your paper.

When submitting your manuscript for consideration in ScholarOne™ Manuscripts, be sure to copy and paste the Abstract into the field provided as this is not automatically completed. If changes are made in revisions, the amended Abstract should be uploaded.

**Tip!** Many JAWRA readers do so electronically. On the Web, you have only a few seconds to grab the attention of a reader. Do not waste the first sentences of your abstract with introductory material. Get right to the point of telling what **you did** and what **you found!**

## Acknowledgments

Acknowledgements are included in a separately titled section, directly before the Literature Cited. This also can be an appropriate place for disclosing any affiliations that could be perceived as influencing the objectivity of the work (See [Professionalism and Civility](#)) and for adding disclaimers required by your employer.

## Appendices

All appendices must have a title. Appendices are placed before the Acknowledgments and Literature Cited sections.

## Author Information

Although author information is listed in ScholarOne™ Manuscripts, the names may not be in the format you prefer and are not automatically transferred to the manuscript. Therefore, in the manuscript, under the title, list the author names in the **exact form and order** you want them to appear.

We have discussed with Wiley-Blackwell the possibility of showing author names in native characters. However, at this time we cannot guarantee such characters would be printed accurately, therefore we do not presently offer this service.

The JAWRA style is to include, in a footnote, a position title and affiliation for each author (e.g., "Associate Professor, Department of Basketball, Enormous State University, Bigten, Ohio"), and the full mailing and email addresses for the one designated corresponding author. The example below presents a common situation, but you should examine a recent issue of JAWRA for other examples.

<sup>1</sup>Respectively, Associate Professor, Department of Basketball, Enormous State University, 123 Court Street, Bigten, Ohio 20190; Graduate Student, Smalltime University, Littletown, Ohio; and Senior Scientist, Acme Consultants, Moneyville, Ohio. (Email/Smith: smith@bigten.edu).

Sometimes authors change their affiliation after preparing a paper. In this case, you may give past, present, or both affiliations as you prefer: "Associate Professor, Enormous State University at the time this paper was prepared, now Chief Advisor, Acme Consultants." A better approach, though, is to list your current affiliation, and give credit to your former employer in the Acknowledgements.

## Citations within Text

Proper citations are critical not only as a matter of professional courtesy, but make it easier and faster for reviewers to check a paper's references. All sources of data and information not original to the paper should be described, either as *published literature* or as an *informal reference*. It is important to recognize how these classes are defined and treated.

- **Published Literature**, or formal citations, includes published materials available to future researchers. All entries have an author/compiler/editor/manager (person or organization), a date

of publication, and title and publishing information to uniquely identify the materials. Contractor reports to a public agency fall in this category if they can be clearly and uniquely identified.

- **Informal References** include everything else: personal communications (letters, notes, and conversations), unpublished reports, legal citations, and databases.

### ***Published Literature***

Refer to published literature within the text by author(s) and date; for example, Black (1984) or (Black, 1984). Do not use a numbering system. Use letters to differentiate citations in the same year, as Black (1984b). Though using the author's surname normally is sufficient, an initial or given name should be included when referencing multiple authors with the same surname: Black, P. (1984) and Black, A. (1984).

Every published literature reference within the text must have a corresponding entry in the [Literature Cited](#) section. Please check this, as it is one of the most common errors found in copyediting.

### ***Informal References***

Letters, memos, similar non-published materials, and references to databases are **not** included within Literature Cited. They should be referenced as fully as possible in parentheses within the text, e.g.: (Memo from AWRA Executive Vice President K.D. Reid to JAWRA Editor K.J. Lanfear, September 15, 2005, Subject: Wasn't that great water?)

Data sources should be specified with enough detail to lead a qualified researcher to an appropriate starting point in the database. Dates of access may be given approximately or as a range to help resolve any future updates in the source. Some examples of common databases are given below. You may designate a "default" source for groups of data, as in the second example:

(U.S. Geological Survey, National Water Information System. Accessed December 8, 2008, <http://waterdata.usgs.gov/nwis>.)

(U.S. Geological Survey, National Water Information System. Accessed June, 2007 - December, 2008, <http://waterdata.usgs.gov/nwis>. Unless otherwise noted all streamflow data in this paper are from this source.)

(U.S. Environmental Protection Agency, 2008. STORET. Accessed December, 2008, <http://www.epa.gov/storet/>.)

Unpublished data citations should follow this example:

(Moe Smoe, USEPA, 1999, unpublished data)

Unpublished report citations should follow this example:

(Acme Consulting, "Design Solutions for the Main Street Water Works", unpublished report for MegaWater, Inc., 2006.)

Legal citations should include sufficient information for the reader to identify the appropriate statute or case: (33 U.S.C. §403)

## Computer Code

Except for short fragments, computer code should not be included within the text of a manuscript. Computer code may be submitted as separate files to accompany the online version of the paper, so users can download the code as a text file (see [Supplemental Material](#) below).

## Cover Letter

ScholarOne™ Manuscripts allows you to include an optional cover letter with your submittal. Use the cover letter to advise us if you are submitting a multi-part paper, part of a featured collection, etc., or if there are any other special conditions we should consider. It is not necessary for the cover letter to repeat information already provided in ScholarOne™ Manuscripts. If you have color figures you want printed in greyscale, indicate this here.

## Data Sets

All data sets obtained from outside sources must be identified within the text. We strongly recommend all original data sets used in the paper be placed into an archive available to the public. The concern with data availability is any qualified researcher should be able to obtain your data to reproduce or check your results. JAWRA allows authors to include data sets with the online version of their paper. See [Supplementary Material](#) below for details.

See the examples under Citations within Text/Informal References for how to reference a data set.

## Dates and Times

The preferred date format is either, Month Day, Year (e.g. August 6, 2005), or the ISO Standard 8601 form, YYYY-MM-DD (e.g., 2005-08-06). Alternative forms, such as 6 August 2005, 6Aug05, may be used in figures if graphics programs or space requirements do not allow the preferred form. Use of non-ISO numerical forms, such as 6/8/05 or 8/6/05, is discouraged because of confusion between American and European notations.

The preferred time format is 24-hour notation, or 20:15, not 8:15 PM. All times are assumed to be local, unless indicated as UTC (Coordinated Universal Time) or a specific time zone. We recommend a complete date and time follow the ISO Standard 8601 form.

## Equations

Equations should be numbered consecutively with a numeral in parentheses to the right of the equation [aligned to the right margin]. Prepare equations in the simplest form possible and define all variables, including their units. If the length of an equation is likely to exceed one column width (3-1/2 inches), provide the equation on multiple lines, breaking it where the break will cause the least ambiguity.

## Figures

Figures are required to be submitted as separate files before final acceptance of the manuscript. Authors may embed figures in the manuscript text during the review process. When submitting separate figure files for initial review, it is best to include the figure numbers and captions within the file to aid the reviewers.

Figures should be numbered consecutively and include a brief title followed by an optional description. To assist those who may not be able to clearly see the figure, the title/description should explain the main

point of the figure. Examples: "FIGURE 1. Photograph showing bank erosion with severe undercutting on Mud Creek." or "FIGURE 2. Graph of Costs showing how cost increases exponentially with size."

A figure will appear in the text as soon as possible after it is first mentioned, unless a specific place is indicated by note, "[INSERT FIGURE 1 HERE]."

Figures should clarify a point or documenting some condition, and should add to the text, not duplicate it. The concepts of Edward Tufte's "The Visual Display of Quantitative Information" (ISBN 0961392142, [http://www.edwardtufte.com/tufte/books\\_vdqi](http://www.edwardtufte.com/tufte/books_vdqi)) are highly recommended, particularly those of minimizing ink and avoiding "chartjunk."

The University of Oregon, Data Graphics Research Program (<http://geography.uoregon.edu/datagraphics/>) has developed attractive color schemes which show well in black-and-white printing and will be easily viewable by readers with impaired color vision. The common red-yellow-green "stoplight" pattern, for example, is almost incomprehensible when rendered in black-and-white.

There are three preferred formats for digital artwork submission: Encapsulated PostScript (EPS), Portable Document Format (PDF), and Tagged Image File Format (TIFF). We suggest line art be saved as EPS files. Alternately, these may be saved as PDF files at 600 dots per inch (dpi) or better at final size. Tone art, or photographic images, should be saved as TIFF files with a resolution of 300 dpi at final size. For combination figures, or artwork containing both photographs and labeling, we recommend saving figures as EPS files, or as PDF files with a resolution of 600 dpi or better at final size. More detailed information on the submission of electronic artwork can be found at [www.blackwellpublishing.com/authors/digill.asp](http://www.blackwellpublishing.com/authors/digill.asp).

## Footnotes

Footnotes are not used except for the author information. Include all explanations within the text. In rare cases where footnotes are necessary for proper exposition, authors should use their [cover letter](#) to request permission to use footnotes.

## Key Terms

At least four (4) key terms must be listed as an aid to information retrieval and selecting reviewers. Three or more of these terms must be selected from the JAWRA list of key terms (<http://www.awra.org/jawra/keyterms.html>). This list is available online during the submittal process in ScholarOne™ Manuscripts. The preferred limit for key terms is 210 characters including spaces.

## Literature Cited (Formal References)

Proper citations are critical as a matter of professional courtesy and because search engines such as Google Scholar™ recognize them and infer linkages. Cite references to published literature by author(s) and date, as in the examples provided below. Do not use a numbering system. **Each entry in Literature Cited must have at least one corresponding reference in the text.**

**Tip!** Correcting citations is, by far, the biggest source of questions in copyediting. The most common errors are: (1) Different dates or name spellings between the text and the Literature Cited section; and (2) Citations missing volume, number, pages, etc.

References to an unpublished work should not be listed under Literature Cited unless it has been fully approved for publication. Please see the "[Citations within Text](#)" section for a description of what qualifies for Literature Cited.

The basic form for names is: First author: Surname, followed by initials. Each subsequent author: Initials followed by surname.

Publications by the same author(s) shall be ordered oldest to newest.

<p><b>Book</b> Please give the ISBN if known. You can often find this on amazon.com.</p>	<p>Fritts, H.C., 1976. <i>Tree Rings and Climate</i>. Academic Press, London, United Kingdom, ISBN-13: 978-1930665392</p>
<p><b>Book chapter, or paper in a Proceedings</b></p>	<p>Rickert, D.A., W.G. Hines, and S.W. McKenzie, 1975. Implications of Dissolved Oxygen in the Willamette River, Oregon. In: <i>Urbanization and Water Quality Control</i>, William Whipple, Jr. (Editor). American Water Resources Association, Middleburg, Virginia, pp. 70-84.</p>
<p><b>Journal article</b> Please pay particular attention to how the journal prefers to abbreviate its name, and how it identifies a particular article. Include the digital object identifier (DOI) whenever possible.</p>	<p>Robbins, Jesse Lance and Lynne Y. Lewis, 2008. Demolish It and They will Come: Estimating the Economic Impacts of Restoring a Recreational Fishery. <i>Journal of the American Water Resources Association (JAWRA)</i> 44(6):1488-1499. DOI: 10.1111/j/1752-1688.2008.00253.x</p>
<p><b>Thesis or Dissertation</b></p>	<p>Cosgrove, D.M., 2001. Response Functions for the Conjunctive Management of Water in the Eastern Snake River Plain, Idaho. Ph.D. Dissertation, University of Idaho, Moscow, Idaho.</p>
<p><b>USGS Report</b> Each <u>USGS report</u> is uniquely identified by its series and number. Many USGS reports now are stored online in the USGS Publications Warehouse (<a href="http://pubs.er.usgs.gov/">http://pubs.er.usgs.gov/</a>), and should be cited with the URL found in the Publications Warehouse.  Please note <u>USGS databases</u> are treated as <u>informal references</u>.</p>	<p>Lanfear, K.J., 2005. A Near-optimum Procedure for Selecting Stations in a Streamgaging Network. U.S. Geological Survey Scientific Investigations Report 2005-5001, 14p. <a href="http://pubs.er.usgs.gov/usgspubs/sir/sir20055001">http://pubs.er.usgs.gov/usgspubs/sir/sir20055001</a> .</p>
<p><b>Online Report</b> Please use the most persistent URL available.</p>	<p>CalFed Bay-Delta Program, 1999. CalFed Bay-Delta Program Ecosystem Restoration Plan, Strategic Plan for Ecosystem Restoration. <a href="http://www.calfed.water.ca.gov/ecosystem_rest.htm">http://www.calfed.water.ca.gov/ecosystem_rest.htm</a>.</p>
<p><b>Web Page</b></p>	<p>(Other than online reports, web pages should not be included in Literature Cited because they are subject to change or updating and should be treated as an <u>Informal Reference</u>.)</p>
<p><b>Wikipedia</b></p>	<p>(We do not consider Wikipedia to be an authoritative source to be included in Literature Cited. Please treat Wikipedia as an <u>Informal Reference</u>)</p>

## References

(See [Literature Cited](#) or [Citations with Text](#))

## Style Guide

You may see our detailed instructions to copyeditors in the JAWRA Style Guide (<http://www.awra.org/jawra/JAWRAStyleGuide.doc>).

## Submitting a Manuscript

All submissions currently are processed through **ScholarOne™ Manuscripts** (<http://mc.manuscriptcentral.com/jawra>). Please note ScholarOne™ Manuscripts has a total file size limit of 100 Mb for manuscript submissions.

## Supporting Information (Supplemental Material)

If there is supplemental material that will be available online but not with the print version of the paper, include a *Supporting Information* section directly before the Acknowledgments and Literature Cited. There should be one sentence as provided below. The descriptive text should be kept very short.

“Supplementary materials mentioned in the text <provide a very brief description of the supplemental material> are available as part of the online paper.”

## Tables

Tables may either be included at the end of the manuscript file or uploaded as separate files before final acceptance of the manuscript. Authors may embed tables within the manuscript text during the review process. When submitting separate table files for initial review, it is best to include the table numbers and titles within the file to aid the reviewers.

Tables should be used to replace text, not duplicate it. They should be numbered consecutively and include a brief but descriptive title; the title may be followed by up to several lines of explanation. Use a minimum amount of horizontal or vertical lines to separate rows and columns. A table will appear in the text as soon as possible after it is first mentioned unless a specific place is indicated by note, "[INSERT TABLE 2 HERE]."

## Text

Text should be written so it will be of interest to readers in the wide variety of disciplines represented by AWRA's membership. The manuscript may be written in the first or third person. Excessive use of bulleted or numbered text is discouraged. Rare is the manuscript that cannot be shortened!

If help is needed with English translation, our publisher, Wiley-Blackwell, has provided a list of suppliers of editing services at [http://www.blackwellpublishing.com/bauthor/english\\_language.asp](http://www.blackwellpublishing.com/bauthor/english_language.asp). Authors must make their own arrangements to use this service and are responsible for all costs. Authors are not required to use this service.

## Title

Titles must be limited to 130 characters including spaces and should succinctly reflect the contents of the article.

## Units

For units of measurement, System International (SI) units are required, as defined by the National Institute of Standards and Technology (<http://physics.nist.gov/cuu/Units/introduction.html>). Other units

may be given only when they derive from source materials, as in, "The ordinance allowed the diversion of 1,000 acre-ft (1.23 Mm<sup>3</sup>) of water," and should include the SI equivalent in parentheses. In rare cases, the Editor will authorize use of non-standard units for policy subjects to make them more understandable to their main audience.

The preferred unit for large volumes of water is cubic meters, m<sup>3</sup>, prefixed as needed by million (Mm<sup>3</sup>) or billion (Gm<sup>3</sup>). There is no direct metric equivalent for acre-feet, such as hectare-centimeters; rather, one should use cubic meters.

## Word 2007

Please note Word 2007 [.docx] is not yet compatible with journal production systems. Unfortunately, the journal cannot accept Microsoft Word 2007 documents until such time as a stable production version is released. Therefore, use the 'Save As' option to save your document as a .doc file type.

## Word Conventions

The following are two words when used as a noun, and hyphenated when used as an adjective:

base flow	flow path	storm flow
bed load	flow rate	time scale
decision maker	ground watershed	water body
field work	policy maker	

The following are treated as one word:

bankfull	groundwater	stormwater
database	hillslope	streambank
dataset	instream	streamflow
floodplain	overpredict	underepredict
freshwater	snowmelt	wastewater