

# INSTRUCTIONS FOR PREPARING CONFERENCE PROCEEDINGS PAPERS

Papers, subject to acceptance, peer review, and editorial standards, will be published in a Conference Proceedings in a CD format to be distributed at the time of the AWRA conference. Your manuscript is the part of your presentation that continues to be in the audience's eye as it will appear in these Proceedings. Proceedings are often used as reference material by conference attendees and other individuals and organizations who purchase a copy in lieu of attending the meeting. All papers should begin with an 'Abstract' paragraph of no more than 250 words. Your paper should be informative and concisely summarize the article by providing readers with a broad overview of the reported research. **ALLMANUSCRIPTS MUST BE SUBMITTED VIA THIS WEBSITE.**

- **Total Length of Paper.** Limited to 6 pages (including tables and figures).
- **Font.** Use a 10 point font (Times New Roman is the preferred font, but a similar font is acceptable).
- **Title Line. (ALLCAPS). Limited to a maximum of 10 words. This line starts 1-3/4 inch from the top of the page.**
- **Author Line. Start this line 2 returns after the title line.** Author(s)' names ONLY go on this line – do not put titles (e.g., Dr., Ph.D., Consulting Engineer., etc.) as part of this information. It is your choice whether you list full names or initials only for each person's first name (if you or your coauthors are submitting more than one abstract or paper, please be consistent with the use of either full names or initials). **End this line with an asterisk (\*).** The asterisk will refer readers to your footnote on the bottom of this page that lists all titles, affiliations, addresses, phone and fax numbers, and email addresses for all authors.
- **Abstract Copy. Start this paragraph 2 returns after the author line.** The abstract paragraph should be followed by **no more than six (6) key terms or phrases** (see sample).
- **Headings.** There are 3 levels of headings: (1) ALL CAPS CENTERED, (2) Upper and Lower Case Centered, and (3) Upper and Lower Case Flush Left).
- **Body Copy. Paper must be SINGLE SPACED.** Justify text if possible. Indent all paragraphs 1/4-inch and do not leave space between paragraphs. Pages 2-4 must start 3/4-inch from the top of the paper. **There should be a 3/4-inch margin on the left, right, and bottom of ALL pages. Type page numbers (centered) 1/2-inch from the bottom on all pages.** If you are using English or Metric Units within your paper, use the system you are most comfortable with. For Metric Units, please use the "SI" system.
- **Footnotes.** Only allowed on pg. 1 and only to indicate the author(s)' affiliations and complete addresses, phone and fax numbers and email addresses (see sample). Begin this line with an asterisk (\*) and the word "Respectively" (if there is more than one author in the listing). The last line of your "footnote paragraph" should be 3/4-inch from the bottom of the page.
- **Acknowledgments. (Please note the correct spelling of this word.)** If using, place under the appropriate #1 heading just before the references (see sample).
- **References.** Incorporate into the text and list in the 'References' section (see sample). Cite references to published literature in the text by author and date [for example, Black (1979) or (Black, 1979) depending upon sentence structure]. Place your list of references under the appropriate #1 heading at the end of your manuscript. List references in alphabetical order in the format shown below:

Breen, K.J., 1988. Geochemistry of the Stratified-Drift Aquifer in Killbuck Creek Valley West of Wooster Ohio. American Water Resources Assoc., Monograph Series 11, pp. 37-40.

Eberley, L.D. and T.B. Stanley, 1978. Cenozoic Stratigraphy and Geologic History of Southwestern Arizona. Geological Society of America Bulletin 89(6):921-940.
- **Figures and Tables.** Place directly in the text as soon as possible after they are cited. **Figure Captions** should offer a brief description/identification and be placed below the figure. All company names or logos should be removed from figures. **Table Captions** should be placed above the table. Horizontal and vertical lines may be used. The text of the table may be typeset in a smaller font size if necessary to fit within the allotted space. If figures or tables must be placed sideways on the page, captions should be at the bottom (figures) or at the top (tables) **running vertically** on the page.
- **Equations and Formulas.** Indent 1/2 inch from left-hand margin and leave one line of space above and below each equation.
- **Copyright Release Form. (Included as part of the Instructions.)** **ALLAUTHORS** listed on the paper must sign and return a copy of this form (duplicate form as necessary) to the AWRA Headquarters Office. This form must be signed and returned **BEFORE YOUR PAPER CAN BE PUBLISHED.**

## HELPFULHINTS . . .

1. **Organize and present text material in a logical manner with well defined objectives, discussions, applications, and conclusions that are easily understood.**
2. **Use subheadings, especially in long sections, to enhance the overall quality of your manuscript.**
3. **Avoid complex sentences and excessive use of disciplinary jargon – it detracts from readability.**
4. **If a paragraph must be broken, never leave one line of a paragraph alone on a page or carry just one line of a paragraph over to the next page (2 lines minimum in each instance is the required format).**
5. **Never end a page with a heading dangling all alone, carry it over to the next page.**

## NOTES ON WRITING YOUR PROCEEDINGS PAPER

### **What Reviewers Will Be Looking For**

Proceedings papers will be reviewed by one reviewer assigned by the editors. Basically, the reviewer will be looking to see that the paper meets the following four requirements on subject, length, readability, and professionalism:

1. The paper must generally match its previously accepted abstract.

Since abstracts are submitted well ahead of writing the paper, we give the authors considerable leeway in developing their ideas. However, a paper will be rejected if it no longer fits within its designated session. Simply put, you can't propose one thing and write about another.

2. The paper will be limited to 6 pages in length.

A good guideline for an oral presentation is a four-page limit. We allow some extra length if an author needs to include formulas or tables of data that would supplement the presentation, or if there are a lot of figures. The most common cause of excess length is attempting to cover too much material. The reviewer will reject a paper if there is no possibility of covering everything within a 20-minute talk.

3. The paper must be readable.

Although obvious, this is the hardest guideline to meet. Most minor issues of copy editing now can be handled with word processors, but the paper still must clearly present the author's thoughts. Many papers can benefit from suggestions to rearrange the flow of ideas, or to drop unneeded explanations.

Reviewers may give technical comments if they feel qualified. As mentioned previously, the time schedule does not permit a full technical review, so you should not count on your reviewer catching your mistakes!

Some authors simply are unable to express themselves clearly in the written English language. This is one reason AWRA does not require a proceedings paper. AWRA provides reviewers, not ghost writers! A paper will be rejected if the quality of thought or use of language is so bad that it is an embarrassment.

4. The paper must comply with the following principles of professionalism and civility.

- Conclusions or claims must be based upon observable or documented facts, and speculation or personal opinion 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), language and figures must not offend a person of ordinary sensibilities.
- Authors must disclose any interests or affiliations that could be perceived as influencing the objectivity of their writings.
- Commercial products or activities may be mentioned for informational purposes only, without giving the appearance of endorsing or promoting them.

### **What To Do If Your Proceedings Paper Needs Corrections**

It's not the end of the world! Only about half of the presenters actually have papers in a typical proceedings. Very few papers are rejected outright. More commonly, the reviewer suggests such extensive modifications that the author decides to withdraw the paper from the proceedings. If this is the case, simply notify AWRA headquarters and we will remove it from the system. In either case, we're still looking forward to hearing your talk or seeing your poster!

If you feel your paper has been unfairly or inappropriately reviewed, you should contact Pat Reid, ([pat@awra.org](mailto:pat@awra.org)) and advise her of the details.

### **The Next Step to Submit the Paper**

Now, please read the following Formatting Instructions and Samples for Proceedings Papers. After you review the instructions, proceed to <http://www.awra.org/tools/abstracts/papers.php> to upload your paper for review.

FIRST LINE OF TEXT - PAGES 2 TO LAST PAGE (3/4-inch down)

TITLE OF PAPER ON FIRST PAGE ONLY - 1-3/4 IN. FROM TOP (10 words max.)  
2 space (single spaced)

Author(s) name(s) 2 spaces (double spaced)

ABSTRACT:

KEY TERMS:

**7 inches vertical / 9-1/2 inches horizontal for body copy  
3/4-inch margin left and right and top and bottom**

2 spaces between the end of the abstract and key terms  
to the beginning of the body copy or to the first heading

INTRODUCTION

(1st-level heading / centered / ALL CAPS – 2 spaces before and 1 space after

Supplement to Annex 3

(2nd-level heading / centered / Initial Caps – 1 space before and 1 space after)

New York

(3rd-level heading / flush left / Initial Caps – 1 space before and 1 space after)

(FOOTNOTES GO ON FIRST PAGE ONLY TO GIVE AUTHOR(S) AFFILIATION(S),  
ADDRESS(S), PHONE #, FAX #, E-MAIL ADDRESS)

Last line of this information should be 3/4-inch up from the  
bottom of the page.

**TEXT ON EACH PAGE SHOULD END A MINIMUM OF 3/4-INCH FROM THE  
BOTTOM TO ALLOW FOR YOUR PAGE NUMBERS**

**page numbers should be typed here – centered (1, 2, 3, etc.) (1/2-inch from bottom)**

## FORMAT EXAMPLE

(page 1 of all papers)

This sample has been typeset with a New Century Schoolbook 10-point font.

### NORTH CAROLINA REFERENCE STREAM CHANNEL MORPHOLOGY RELATIONSHIPS

Daniel Clinton, Greg Jennings, William Harman, Jan Patterson,  
Louise O'Hara, and Jon Williams\*

**ABSTRACT:** Reference stream channel morphology relationships are valuable tools for engineers, hydrologists, and biologists involved in stream restoration and protection. They can be used by designers to determine appropriate stream channel dimension, pattern, and profile for various stream types and watershed conditions. This paper presents empirical relationships for reference stream channel morphology developed from field measurements in western North Carolina. Nine stable rural reference reaches in the Piedmont and Mountains were selected to represent Rosgen stream types B, C, and E. These reaches were surveyed to determine detailed channel dimension, pattern, and profile. Empirical relationships were developed for such parameters as pool cross-sectional area to riffle area, maximum pool depth to bankfull width, and riffle length to bankfull width. These relationships are essential for use in designing restoration or stabilization of unstable reaches in similar hydrophysiographic areas. Techniques for reference reach selection, field measurement, data management, and data analysis are described.

**KEY TERMS:** stream restoration; bankfull; reference reach.

#### INTRODUCTION (1st level heading)

Successful stream restoration requires understanding the causes of degradation, specific knowledge of the stream's present state, and understanding the stream's most stable dimension, pattern, and profile based on its present valley type and flow regime. Quantitative knowledge of stable streams is desired to determine the most stable dimension, pattern, and profile. Reference reaches provide the numerical template for unstable reaches. "A reference reach is a stable river segment that represents a stable channel within a particular valley morphology" (Rosgen, 1998). The reference stream is not necessarily "pristine" or completely unimpaired, but instead is a reach that characterizes a stable morphology within its setting. Factors that effect reference reach selection include watershed land use, valley and stream morphology, and flow regime.

This paper describes geomorphic relationships for North Carolina reference streams. Nine reference reach streams from the Blue-Ridge/Piedmont physiographic regions of North Carolina were surveyed to determine their dimension, pattern, and profile for addition to the North Carolina reference stream database.

#### Study Area (2nd level heading)

Reference reach study reaches were selected if they (1) were unchannelized, (2) lacked evidence of severe bank erosion, and (3) had a consistent land use over the past 60 years (Figure 1). A "stable" stream is defined by Rosgen (1996): "A Stream that over time and present climate transports the flows and sediment produced by its watershed in such a manner that the dimension, pattern, and profile are maintained without either aggrading nor degrading." Although it is not possible to quantitatively determine if a stream

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meets the definition on a single visit, these criteria were used along with Pfankuch channel stability rating system to verify channel stability (Pfankuch, 1975).



Figure 1. Locations of Reference Streams. (caption placed below the figure/centered)

### Methods (3rd level heading)

After selection as a reference stream, differential level surveying techniques were used to collect reach data. Field measurement included longitudinal profile, cross-section, bed materials, and pattern measurements. Table 1 summarized the classification data for the nine reaches examined in this study.

Table 1. Reference Reach Classification Data. (caption placed above the table/centered)

| <b>Stream Name</b>        | <b>Drainage Area (sq mi)</b> | <b>Stream Type</b> | <b>Bankfull X-Sectional Area (sq ft)</b> | <b>Bankfull Width (ft)</b> | <b>Bankfull Mean Depth (ft)</b> | <b>Water Surface Slope (ft/ft)</b> | <b>D50/D84 (mm)</b> | <b>Flood Prone Width (ft)</b> | <b>Sinuosity (ft/ft)</b> |
|---------------------------|------------------------------|--------------------|--|----------------------------|---------------------------------|------------------------------------|---------------------|-------------------------------|--------------------------|
| Stackrock Creek           | 1.1                          | B3a                | 27.9                                     | 24.2                       | 1.2                             | 0.0549                             | 100/3870            | 51.5                          | 1.1                      |
| Steels Creek              | 9.2                          | B3c                | 95.1                                     | 54.0                       | 1.8                             | 0.0159                             | 135/512             | 74.0                          | 1.2                      |
| Craig Creek               | 1.8                          | B4                 | 32.7                                     | 28.8                       | 1.1                             | 0.0331                             | 33/370              | 39.0                          | 1.1                      |
| Mitchell River Headwaters | 6.5                          | B4c                | 62.5                                     | 29.2                       | 2.1                             | 0.0095                             | 40/210              | 64.2                          | 1.1                      |
| Lost Cove (Edgemont)      | 24.8                         | C3                 | 218.0                                    | 64.9                       | 3.4                             | 0.0088                             | 144/512             | 200.0                         | 1.2                      |
| Basin Creek               | 6.8                          | C4                 | 57.4                                     | 30.7                       | 1.9                             | 0.0141                             | 38/130              | 85.0                          | 1.02                     |
| Sal's Branch              | 0.2                          | E4                 | 10.4                                     | 8.7                        | 1.2                             | 0.0109                             | 9.5/30              | 163.0                         | 1.1                      |
| Spencer Creek             | 0.5                          | E4                 | 10.6                                     | 8.7                        | 1.2                             | 0.0132                             | 8.6/77              | 228.5                         | 1.1                      |
| Mill Creek                | 4.7                          | E4                 | 46.7                                     | 24.5                       | 1.9                             | 0.0080                             | 40/110              | 415.0                         | 1.7                      |

### ACKNOWLEDGMENTS (1st level heading)

The following individuals provided technical support for this study: Angela Jessup, Dick Everhart, Jean Spooner, Carolyn Mojonier, Rachel Smith, and Neil Woerner. I would also like to express my appreciation to those who reviewed this paper for AWRA.

### REFERENCES (1st level heading)

Pfankuch, D.J., 1975. Stream Inventory and Channel Stability Evaluation: A Watershed Management Procedure. USDA-FS, Northern Region, R1-75-002, Government Printing Office, Washington, D.C.  
 Rosgen, D.L., 1998. The Reference Reach – A Blueprint for Natural Channel Design. Proceedings for ASCE Wetlands Engineering and River Restoration Conference in Denver, Colorado. ASCE, Reston, Virginia.

**Format Example, pgs. 2 to end of manuscript.**