

# Notes for Editors-in-Chief of IAHS Proceedings

## (using Word or a Word compatible application)

(2001 edition)

### GENERAL INFORMATION

The dual role of each IAHS proceedings volume as both the proceedings of a scientific meeting and as a book in the series of IAHS publications that will be on sale internationally after the meeting, makes it very important that the papers included are peer reviewed and put into the best possible shape, scientifically, technically and linguistically before publication.

IAHS policy is not only to publish the best science, but also to encourage scientists from disadvantaged regions of the world in order to enhance communication between scientists—thus, even though a paper is not necessarily cutting edge science, but so long as it is internally consistent and provides an acceptable amount of new information, the paper will probably be worthy of acceptance. It is the editor's task to eliminate papers which contain bad science and to make the remaining papers more readable and understandable by suggesting appropriate restructuring and rewriting to the authors.

It is also important to remember that it is IAHS policy to encourage participation of professionals from all countries, and to allow publication of papers with a more practical orientation. All papers accepted for the proceedings should have a lasting value and should be:

- \* original
- \* relevant to one of the topics
- \* scientifically and technically sound
- \* clear and brief

Some poster papers may be accepted at the discretion of the Editor-in-chief/convenors.

The title of the publication should be short and easy to remember. If the title of the meeting is long, it may be better to choose a shorter title for the collection of papers comprising the proceedings.

**Distribution of papers** It is important that the publication contains papers from around the world, particularly from developing countries. To avoid a geographical imbalance, no more than a quarter of accepted papers should come from authors in the host country.

**Length of papers** The Instructions to Authors state a maximum number of printed pages for submitted papers. Usually this is 8 pages for oral presentations and 4 printed pages for poster presentations. Invited papers may be longer—but no more than twice as long as oral papers. Editors-in-chief are asked to advise authors of invited papers about the maximum length of these papers as this information is not included in the Instructions to Authors.

Whatever the stated page limit, it is a guide only. The Editor-in-chief may accept some papers that exceed the limit if they are good papers with no superfluous material. The stated page limit does enable the Editor-in-chief to demand that overlong not-so-good papers should be reduced in length.

**Length of proceedings** Only one volume of proceedings with a limited number of pages will be produced by IAHS Press. An agreement must be reached between the Editor-in-chief and IAHS Press on the approximate number of pages in the proceedings. The *maximum* number of oral papers included should not be more than 16 papers per day of oral presentations. In the case of pre-published proceedings, there are generally fewer papers than this ready in time for inclusion. The mix of oral and poster papers may be decided by the Editor-in-chief/convenors.

Meeting organizers may consider producing a supplementary publication with late papers etc. (see SUPPLEMENTARY PUBLICATION on the last page of these notes).

**Progress chasing** Because the publication schedule is tight (particularly in the case of pre-publication) please make every effort to attend to the papers immediately at every stage, and also please ask the reviewers to do so. The Instructions to Authors asks authors to provide information on means of quick communication. Therefore please use telephone, e-mail and fax when available. Give deadlines for replies from reviewers and authors and send reminders immediately deadlines have passed.

**Progress records** You may find it useful to establish a “booking in” procedure to record the progress of each paper along the production path. It is a good idea to mark the reverse of every folio, including figures and tables, belonging to a particular paper with an identifying name or code, and to double check that typescripts have page numbers.

### REVIEWING

All papers selected for the proceedings (including any poster papers) must be reviewed by one or more reviewers. Reviewers should be asked to comment constructively and specifically as authors cannot be expected to respond to vague general remarks. However there should be time for authors:

- \* to supply additional information for the text, tables, figures etc. that may make their paper more useful and complete
- \* to clarify any queries
- \* to provide better figures if any are inadequate
- \* to provide electronic files of revised papers.

It will help if reviewers can edit the language of papers they accept or recommend for revision. This will reduce the work of the Editor-in-chief later on.

### ELECTRONIC FILES

If an author has not provided an electronic file or files of his/her paper, then ask the author to send a file(s) on diskette/CD or by e-mail.

## PAPERS EDITED AND REVISED

The Editor-in-chief is asked see that each paper is edited scientifically, technically and linguistically. It is very important that papers from authors whose mother tongue is not English/French are edited linguistically by someone whose mother tongue is the same as the language used for the paper.

Typescripts with all the necessary changes clearly marked can be sent back to the authors for them to revise and to re-submit a revised version (both in electronic format and a hard copy). This will reduce the work of the Editor-in-chief. However the Editor-in-chief will need to correct all the papers that are not returned to the authors for revision. The Editor-in-chief will also need to have papers not in electronic form (or useable electronic form) retyped.

As mentioned in the later section on **FORMATTING THE PAPERS** if the Editor-in-chief can provide files of the revised papers in a Word compatible application, the final formatting of the papers can all be done at IAHS Press.

Please remember to use the Spell Checker to correct spelling mistakes. Use British English (unless an American Editor-in-chief is using American spelling in the proceedings) and Standard French spell checks.

Detailed information about editing follows in the next section.

## EDITING

**General** The Instructions to Authors give details of the IAHS house style. Please read the Instructions before editing the papers. It will help if you can edit for *both* content and IAHS house style, but editing for IAHS house style is not essential for papers in a Word compatible format. Inevitably not all author typescripts will be in the required form, but most will at least be double-spaced to allow for rigorous editing. Edit first for content and language, then for style.

Improving the English is very laborious and time consuming and often involves some calculated guesswork. Be bold because if *you* cannot understand a particular sentence or paragraph, it is unlikely others who are less expert than yourself will understand it. Publishing unintelligible material helps no one! Remember that the publication schedule allows for proofs to be sent to authors, and so gives them a chance to correct misinterpretations of their original meaning. *Most authors are extremely appreciative of the efforts made to improve their papers.*

**Title** An apt and short title is vital and the Editor-in-chief should aim for a similar degree of detail in the titles of all the papers. Check names of countries are given after names of little known rivers, basins, locations. Titles should not be longer than 16 words.

**Name(s) and address(es) of author(s)** Except for Chinese names, put family names (surnames) after given names (forenames) or initials. If authors choose to put forenames in full then do not abbreviate them. This one inconsistency of some authors having given names in full and others having only initials is therefore expected. However, if an author has more than one paper the name of that author should be the

same on all papers. Full postal addresses including the country should be given. If an address is not complete, can it be taken from the letterhead of any correspondence from the author? Do not abbreviate the names of states, counties, provinces etc., and remember no full points in USA, UK, etc.

If there is more than one paper from the same address, check the address is given in exactly the same way in all such papers.

**E-mail of the corresponding author** The e-mail address of the corresponding author should be given on a new line immediately below the address of that author.

**Abstract** The Instructions to Authors specify the abstract should be no longer than 150 words (about 12 lines). However, some authors may include disproportionately long abstracts considering the brevity of the papers themselves. These need to be shortened. The philosophical reasoning for instigating the research should be confined to the Introduction. It is IAHS house style to put abstracts as a single paragraph; therefore please run together separate paragraphs.

Generally, only *one* abstract (in the language of the paper) is required.

**Key words** To make the books in this series more user friendly, and facilitate abstracting, authors are now requested to provide key words with their papers. A key word index will be prepared at IAHS Press and included at the end of the volume. Editors-in-chief are requested to check that the key words reflect the content of the paper fully, and to consider what they might wish to search under if coming new to the book, e.g. technique, model, location etc. If necessary, Editors-in-chief should add or modify the key words.

**Headings** One or two ranks of heading should be quite adequate to divide short papers into logical sections. The Instructions to Authors allow three ranks of headings.

It is characteristic of some national styles to use too many headings; in such cases and particularly where more than three weights of headings have been used, please edit to eliminate superfluous headings. Conversely some papers may be in the form of a long essay, and such papers benefit from having the text divided into headed sections.

Because of the brevity of the papers, the numbering of sections is not necessary. Sometimes the numbering is superfluous, in which case it should be deleted. Where cross references have actually been made to numbered sections, quite often the titles of the sections can be substituted for the numbers and the numbering then deleted.

**Spelling** The IAHS house style is British spelling. However it is understood that Editors-in-chiefs and typists in the USA will find it easier to use American spelling. This is acceptable but remember if American spelling is chosen it must be used consistently throughout all papers in the proceedings.

There appears to be no logical system for putting commonly used terms and expressions as separate words, hyphenated words or as single words. It is most important to be consistent, and to help achieve this you may find it useful to supplement the list in

the Instructions to Authors with expressions recurring throughout your particular proceedings.

**Numerals, units, abbreviations** IAHS house style is given in the Instructions to Authors. Be particularly careful that tables and figures are edited with the same rigour as the text.

**Maths/equations** In addition to the points listed in the Instructions to Authors in the section on Mathematics, please check that if equations have been numbered then this has been done serially and no numbers have been missed out. If any changes are made to the numbering, e.g. because an equation has been deleted, then remember to renumber cross references to equations in the text. Multi-line expressions should be inserted using an equation editor (papers in Word) or equation boxes (papers in WordPerfect).

**References** Check that all references cited in the text have been given in the reference list; delete any in the reference list that have not been cited in the text. Look out for differences in the year of publication as cited in the text and as listed in the reference list, and for differences in the spelling of authors' names. Use initials for given names.

Make sure the entries in the list are (1) in alphabetical order according to the family name of the first author (single authors listed before two authors, and three or more authors follow all two-author entries), (2) in date order (earliest first).

The heading for the reference section must be REFERENCES (in both English and French papers).

Abbreviated titles for journals should be the same throughout the publication. You may find it useful to supplement the list of journals abbreviations given in the Instructions to Authors with others in the references of the papers in your proceedings.

**Tables** Carefully check that spellings in tables, particularly of foreign place names, agree with those cited in the text. Make sure units, which should be SI or SI-derived, are correctly abbreviated and are put in parentheses at the end of each column or line.

**Figure captions** Please note the points in the Instructions to Authors and check the content is consistent with the text and the figures themselves.

**Page numbers** Do check that the pages of each paper are numbered.

## FIGURES

**General** Information about preparing figures is given in the Instructions to Authors. If a figure is not adequate for publication, please contact the author immediately for a replacement. It will also be necessary to contact the author if there are inaccuracies or omissions in any of the figures.

Check that all figures are cited in numerical order, and that all are relevant. If you do delete a figure, remember to renumber subsequent figures and the cross references to them. As with tables,

check that spellings in figures agree with those in the text.

**If a Word compatible application is used** Ideally all figures should be provided as graphics files in a format that can be used in Word. In addition a clean hard copy of each figure with lines which are not faint or broken is needed. This is because accented characters and symbols do not always print from different printers as the author(s) intended, so a hard copy is necessary for reference.

**Colour printing** Authors must pay for any colour printing. If colour illustrations are submitted (hard copies of graphics files) please check that the author will pay for colour printing (£300 per figure with a possible reduction if there are several figures) or ask the author to send replacement black and white figures. Authors wanting colour reproduction will be invoiced by IAHS Press for the cost of any colour printing after the revised and edited paper has been received at IAHS Press.

## FRENCH PAPERS

Full papers in French should be checked scientifically, technically and linguistically. This means finding a native French speaker to check and correct the French language. Will the Commission Representative for France help? Is there anyone in the IAHS Commission(s) involved with the meeting who can help? If no suitable person can be found to undertake this task then please discuss the matter with IAHS Press.

The house style is *not* to have accents over capital letters.

It is French convention to put proper nouns all in capitals, but papers in the French language should be made to conform to the IAHS house style adopted for papers in English, and only the first letter of proper nouns should be a capital letter.

When changing from capitals to lower case letters remember that some lower case vowels will need accents!

Although it is French style to use a comma as the symbol for decimals, a full point (period) should be used in all IAHS papers.

## FORMATTING THE PAPERS

The required type area is 148 mm × 233 mm (Left and Right margins 3.1 cm and Top and Bottom margins also 3.1 excluding headers and page numbers). Use 12 pt Times as the main font (12/12 pt or single line spacing) and bold and italic are used. The precise margins and typeface do not matter if the papers are in a Word compatible application as the final formatting will be done at IAHS Press, but it will save paper if single spacing is inserted before the Editor-in-chief sends revised and edited papers to IAHS Press. At IAHS Press a range of type sizes is used (16 pt bold for the title; 10 pt for figure captions and tables; 9 pt italic for addresses of authors; 8.5 pt for reference lists); and a range of line spacing formats is also used (references, figure captions and tables have smaller spaces between the lines).

Please contact IAHS Press concerning any queries about the formatting of the papers.

## PROOF TO AUTHOR

The published papers are final therefore it is essential for authors to proof-read their papers before publication.

**If a Word compatible application is used** IAHS Press will prepare the final camera-ready copy for each paper and also send out author proofs to corresponding authors.

A covering letter sent with each proof will ask authors to check and correct the proof carefully, paying particular attention to the accuracy of tables, equations and references which have been corrected for style but not necessarily checked for accuracy. Authors will be informed that before acceptance, all the papers were edited and in some cases the text may have been considerably modified; and authors will be asked not to make further alterations to the text unless the intended meaning has been changed during the editing process.

In the same letter authors will be informed that IAHS does not provide offprints of papers published in proceedings. However, the following paragraph included at the front of the publication will allow authors to reproduce their papers for distribution to colleagues internationally:

*This publication may be reproduced in whole or in part in any form for education or nonprofit uses, without special permission from the copyright holder, provided acknowledgement of the source is made. As a courtesy the authors should be informed of any use made of their work. No use of this publication may be made for resale or other commercial purposes without the prior written permission of IAHS Press.*

Any queries will be marked on the proof and a deadline given for return of corrected proofs or receipt of a list of corrections.

## PRELIMS

Generally the prelims (or preliminary pages) for the complete volume of proceedings comprise:

- p. i the half-title page (this has the title of the publication)
- p. ii list of other titles published by IAHS
- p. iii the title page repeats the information on the front cover and includes additional information like the affiliation of the Editor(s), the names of the organizing and sponsoring bodies of the meeting itself, the name and logo of any sponsors of the publication
- p. iv publisher's name and address; ISBN (the number will be allocated by IAHS Press); acknowledgements concerning the production of the proceedings; details of where and how the papers were formatted; the printer's name and address
- p. v preface (this may occupy more than one page)
- p. vii contents (this usually occupies at least two pages)

Most volumes in this series of publications are proceedings of scientific meetings. However their eventual distribution will be much greater than simply among participants who attended the meeting (only 10%–25% of the total copies printed will go to participants). With this in mind Editors-in-chief are asked to consider the wider audience that the volume will reach. This is often possible through the preface which should be used as an introduction and useful overview of the topics covered, put them into the wider context, and refer to previous IAHS meetings on the subject.

The preface should be jointly prepared by the Editor-in-chief and any co-convenors/co-editors for the meeting (or at least approved by them!).

Do not forget hard-working secretaries and assistants when the acknowledgements are prepared. The names of the reviewers of the papers may be included.

The order of the papers in the contents list does not have to be same as in the programme for the meeting

The Editor-in-chief is asked to send the text for the title page, the preface, and for the acknowledgements on p. iv (in a Word compatible application or in ASCII) to IAHS Press by the deadline in the Publication Timetable. The order of the papers should be sent to IAHS Press at the same time.

Editors-in-chief may wish to give their volume greater coherence. In some cases it might be appropriate to prepare a separate more comprehensive introduction to the book, and/or to each section in the book. Convenors might be asked to do the latter, which is more feasible with post-published proceedings volumes, and enables the possibility of using feedback from discussions at the meeting.

## COVER

The artwork for the cover will be prepared at IAHS Press. Usually photographs or line illustrations are included on the cover to make the proceedings more attractive. If there is a special logo for the meeting then this may be used on the cover. If the Editor-in-chief can provide any suitable interesting photos/illustrations relevant to the subject of the meeting, please send these to IAHS Press as early as possible and no later than the deadline given in the Publication Schedule. Sometimes a figure in one of the papers makes a suitable cover illustration. With all possible illustrations please include a caption and the name and affiliation of the photographer/illustrator. Using photos/illustrations not published before will avoid problems with copyright.

The most suitable types of photograph are:

- \* Portrait shaped, i.e. to fill the front cover
  - \* Landscape with an uninterrupted skyline which can be used as the boundary between the photo at the bottom of the front cover and the plain red top part
  - \* Landscape with something of principal interest on the right-hand side. This type can be used to wrap around and fill both front and back covers
- Even though cover photographs are generally printed in black and white only on a red back-

ground, they can be produced from a colour slide, a colour photo or from a graphics file (graphics need to have as high a resolution as possible).

## REVISED AND EDITED PAPERS TO IAHS PRESS

Revised and edited papers should be sent to IAHS Press in several batches. The Editor-in-chief should send the *fax and 'phone numbers of corresponding authors* (the e-mail address should be included in the paper) with the first batch of papers.

**If a Word compatible application is used** By the deadline given in the Publication Timetable, for each paper accepted for the proceedings, the Editor-in-chief is asked to send the following to IAHS Press:

- \* A file of the final version of each paper on a PC formatted diskette or CD. A number of files may be included on a single diskette/CD. Files can be sent by e-mail, but as some take up a lot of memory and consequently take a long time to be received by e-mail, it is preferable to receive them (if necessary zipped) on diskette or CD along with the hard copy of each paper
- \* A hard copy of the text, tables including table headings in the standard style (several may be put on a single page), and figure captions in IAHS house style
- \* Either figures as graphics inserted at the end of the text or graphics files of figures; *and* best hard copies of figures provided by the authors
- \* A list of session/topic titles and a list of which papers belong to each session/topic with the *last* batch of papers.

## PAPERS ASSEMBLED AT IAHS PRESS

**If a Word compatible application is used:**

- \* Camera-ready copy will be prepared for the prelims and the cover and a proof sent to the Editor-in-chief
- \* The papers will be quickly read and formatted in IAHS house style
- \* Proofs will be sent to corresponding authors who will be asked to read their paper(s) carefully and send corrections quickly
- \* Final author corrections will be inserted. The size of the figures may be changed (to make the size of the labelling consistent throughout the proceedings) then figures and tables will be inserted in the text. The papers will be assembled in publication order and page numbers inserted
- \* Filler adverts may be inserted at the end of the publication to fill pages that would otherwise be blank.

The pages will be reduced to 87% of existing size before printing; and a photocopy of the complete publication for reference purposes will usually be sent to the Editor-in-chief.

## NUMBER AND DISTRIBUTION OF PRINTED COPIES

Usually between 500 and 800 copies will be printed. In the case of pre-published proceedings an adequate number will be airfreighted to the meeting venue for participants. The exact number is a "guestimate" based on the number of registrants about three weeks before the meeting starts. Registrants will be given a copy as part of the registration package, and participants may purchase additional copies during the meeting. The price to participants will be less than the full selling price after the meeting.

The Editor-in-chief and all co-editors will be given some free copies, and they may purchase additional copies at half the full price (please remember to ask for this discount at the time an order is placed).

Authors do not get a free copy. In the case of *pre-published* proceedings at least one author of each paper is expected to attend the meeting to present the paper orally and so obtain a copy of the proceedings with the registration package. In the case of *post-published* proceedings, participants will be sent a copy if their registration fee had included the cost of the publication.

The remaining copies will be on sale internationally from IAHS Press.

## FLYER

To help publicize the proceedings, a flyer will be produced and distributed. The flyer will outline the scope of the publication, list the contents and contain an order form. Often information on the scope of the publication can be taken from its preface. However, the Editor-in-chief may be asked to help compile the flyer. Copies of the flyer will be sent to all the Editors so that they can send a copy in response to any enquiries they receive about the proceedings.

Information from the flyer and abstracts of the papers will be put on the IAHS web site.

## SELLING AND MARKETING

It is important that after all the effort made to produce the proceedings, an equal effort is made to sell the proceedings. The following steps will be taken by IAHS Press to market the proceedings:

- \* Copies of the flyer will be sent to all the officers of the IAHS Commissions involved in the meeting, and to all IAHS officers
- \* Copies of the flyer will be sent to IAHS National Representatives for further dissemination
- \* A copy of the flyer will be sent to at least 200 addresses comprising journals, newsletters and organizations that publish book reviews and/or information on new books; publish abstracts or indexes of individual contributions in books; and other associations/organizations that disseminate information on new books
- \* A copy of the flyer will be sent to all individual members of IAHS interested in the topic of the proceedings

Increasingly dissemination is done by e-mail as well

or instead of sending hard copy information.

Suggestions by the Editor-in-chief and the co-editors on where to advertise the publication, which publications might welcome a review copy, and publicity generally for the proceedings will be appreciated.

***Sales figures for previous publications clearly show that Editors who send flyers or e-mail information to colleagues who they know will be interested in the proceedings get good results. So please distribute flyers to all your colleagues, both national and international.***

## PARTICIPANT INFORMATION

A final list of participants with addresses and contact details might be useful for marketing publications or for distributing information on future meetings with a similar subject. Therefore after the meeting please send this information to:

IAHS Press (Attn: Penny Kisby),  
Centre for Ecology and Hydrology (formerly Institute of Hydrology),  
Wallingford, Oxfordshire OX10 8BB, UK  
e-mail: [penny@iahs.demon.co.uk](mailto:penny@iahs.demon.co.uk)

## REPORT FOR THE NEWSLETTER

It is usual to publish a short report (of no more than 300 words) on scientific meetings organized by IAHS in the IAHS Newsletter (copy deadlines are published in each issue). The Editor-in-chief is asked to prepare this report or to ensure that a co-editor, convenor or participant will prepare the report. It should be written at the end of the meeting, or very soon after the meeting, when memories are still fresh. The report should include the topics covered by the programme; papers or topics that proved to be particularly interesting or provoked major discussion; and conclusions drawn from the discussions. Additional information on the number of participants, number of papers, number of countries represented may also be included. Do not forget to include details about the proceedings! Please send the report to:

Dr Pierre Hubert  
Secretary General IAHS  
L'Ecole des Mines de Paris,  
35 Rue Saint-Honoré,  
F-77305 Fontainebleau, France  
e-mail: [iahs@ensmp.fr](mailto:iahs@ensmp.fr)

## SUPPLEMENTARY PUBLICATION

Local Organizers may wish to publish poster papers and/or papers received long after the publication deadline for full papers. IAHS encourages the Local Organizers to provide a supplementary publication which includes any additional material they wish to distribute to participants. The cost of such a publication must be borne in full by the Local Organizers. The Local Organizers are also responsible for distributing the publication.

## SPONSORSHIP

For the financial health of the Association it is

important that financial sponsorship is sought for IAHS publications. Therefore if you can think of any company/organization, either national or international, that may provide sponsorship for the proceedings, then please approach these companies yourself or pass the information to IAHS Press.

In return for sponsorship, the logo of the company/organization will be included on the cover of the proceedings, and repeated on the title page. An example of a sponsored proceedings may be obtained from IAHS Press.

## THE TISON AWARD

The Tison Fund was established in 1982 to provide an annual prize of \$1000 (US) plus an annual subscription to *Hydrological Sciences Journal*. The Tison Award will be granted for an outstanding paper published by IAHS in the two-year period before the deadline for nominations. The rules are found on the IAHS web site:

<http://www.cig.ensmp.fr/~iahs>

***Nominations should be received by the Secretary General not later than 31 December each year. Candidates must be under 41 years old at the time their paper was published.***

Papers published in the series of IAHS Proceedings and Reports are eligible for this Award. ***Please send nominations for any papers in your publication that are suitable for this Award to:***

Dr Pierre Hubert  
Secretary General IAHS  
L'Ecole des Mines de Paris,  
35 Rue Saint-Honoré,  
F-77305 Fontainebleau, France  
e-mail: [iahs@ensmp.fr](mailto:iahs@ensmp.fr)

## QUERIES

These Notes are continually being updated. If you find errors, inconsistencies or have any queries please direct them to:

IAHS Press (Attn: Penny Kisby),  
Centre for Ecology and Hydrology (formerly Institute of Hydrology),  
Wallingford, Oxfordshire OX10 8BB, UK  
e-mail: [penny@iahs.demon.co.uk](mailto:penny@iahs.demon.co.uk)