INSTRUCTIONS FOR AUTHORS

of Articles Submitted to *Water Resources IMPACT*

Updated August 2017

1. Audience

Articles in *Water Resources IMPACT* are to be written for the practitioner, including landowners, consultants, community and NGO leaders, and government personnel who work directly with water management problems and programs.

The editorial mission of *Water Resources IMPACT* is "to advance understanding and integrated management of the use, protection, and restoration of water related resources. The provision of timely, solution-oriented articles will assure that *IMPACT* will be a source of reliable information related to emerging techniques and demonstration experience."

2. Content

Make sure that the information is practical and applied, useful and timely. Case studies and personal experiences provide the most interesting and informative stories about your subject. Material can often be most effectively presented with acronyms, bullet lists, sidebars, and itemized ideas that meet the demands of a utilitarian article. Keep lists short.

3. Format

- ***Organization:*** include in the introductory paragraph a statement of the problem and some indication of how the topic is being dealt with as well as the nature of the outcome. Get key points and facts in the first few paragraphs, with less important details following, for ease of cutting text if necessary.

- [*Associated Press (AP) style*](). We use AP style, in all but noted instances.

- ***Accuracy checks.*** We expect the author to check all names, titles, dates and facts for accuracy before the article is submitted.

- ***Style:*** use a conversational style and write for the lay reader, that is, without jargon. Write your story as personally as possible, using the first person if warranted. Readability is the byword.

- ***References*** *(preferred method)*: *IMPACT* prefers not to print references, bibliographies or footnotes. Citations should be made within the article when quoting or paraphrasing text. All book/article references must list author first and last name. When quoting or paraphrasing the spoken word please cite speaker first and last name, title and affiliation. Please use the following examples as a guide:

  o "I like the noise of democracy," said James Buchanan, U.S. president.

  o "Legal principles tell individuals the right way to act in order to live with one another, whereas ethical principles," according to Ralph Clark Chandler, in a 1998 *International Journal of Public Affairs* article titled "Conclusion: Exploring the Heart of Civic Darkness," "tell individuals the right way to act in order to live with their own consciences."

  o John Rohr, as stated in his book *Ethics for Bureaucrats: An Essay on Law and Values*, believes that the answer to the pressure to distort ethics does not lie in always doing the right thing.

- ***References*** (*if you must; 3 maximum*). All references must be noted in text and in the reference listing. Text reference is just name and date. The full reference (name, year, title, authors/editors, publishers, etc.) must be stated in the reference listing.

4. Article

- ***Length:* 800-1100 words. Articles grossly violating the length limit will be returned for revision.**

- Initial article drafts must be submitted via email to the guest editor at a deadline of their choosing. Article corrections and suggestions will be returned for modifications. The guest editor has control over content and how articles coordinate with one another.

- Final articles should be submitted via email in Word doc format. Final articles should contain (at the end of the article) the lead author's affiliation, full address, telephone number and email address. Email addresses should also be included for all co-authors. A short (1 to 3 sentence) biography should be given for the lead author only. Signed Author Agreement forms (for all authors) should be sent to the Guest Editor at this time.

- Detailed Guidelines for photos, charts and graphs for articles:

   o *Author <u>MUST</u> have permission* to use all photos, charts, graphs submitted and <u>MUST</u> include credit where required.

   o *All photos, charts, graphs should be in color if possible*, 300dpi, and at least 3" x 5"

   o *File types preferred for photos:* .jpg, .png, .pdf

   o *File types preferred for charts and graphs:* .tif, .eps, .pdf

   o ***Each photo, chart or graph <u>MUST</u> be emailed as a separate attachment*** (the designers refuse to pull files from Word docs because the quality is too low) and labeled with the lead author's last name and the order of presentation in the article, ie. McCrehinFigure1.eps, or McCrehinPhoto1.jpg, etc. Including photos, etc. along with captions/credit in the layout is very helpful. If you prefer not to put photos/captions in the article, then you must include caption/credit information in a separate document.

   o *Cover photo suggestions <u>MUST</u> be at least 8.5" x 11" and 300dpi.* We also MUST have permission to use before we can seriously consider the image. We prefer color, unless BW is more appropriate. A simple image with space for the designer to add the issue topic, masthead, etc. is always appreciated. Preferred file types: .jpg, .png, .pdf

- You may be asked to shorten your article or to remove some figures or tables. The final determination of what stays and what goes will be decided by the guest editor, our editor-in-chief and our managing editor.

Tips for Making Your Article More Readable

IMPACT editors edit all articles for style, tone and quality requirements. Poor writing can undermine the best of ideas, so authors should take great care in preparing their article. The tips below will assist authors in this regard:

- **Organization.** Articles should be carefully organized to facilitate readability. One of the most common deficiencies of submissions to *IMPACT* is poor organization. As such, before you sit down to write; take a moment to clarify exactly what the article must do in order to be successful. You may even want to compose a written objective statement. An objective statement will help you stay on track as you write and will give you a specific benchmark for evaluating your document after it is written.

   o Written documents typically consist of the following major components: **opening**, **body and closing**. Each of these elements is briefly discussed below.

      ▪ *Opening.* The opening should establish a connecting point between author and reader. This can be accomplished either directly or indirectly–by either diving straight into the heart of the matter or by easing into it through a short anecdote or other literary device. *IMPACT* generally prefers the direct approach. In either case, the opening should lay a logical groundwork upon which the author can build the rest of the article.

      ▪ *Body.* The body expands on the necessary details of the article. If applicable, it should use appropriate headings to break up text and to provide access to different sections. Paragraphs and sentences should be written effectively so as to promote coherence, conciseness and clarity throughout the article. Paragraphs and sentences are discussed in the following sections.

      ▪ *Closing.* After you have provided all of the necessary information, conclude the message. The concluding section may consist of a summary of the message's key points, a reaffirmation of the main thrust of the message, reasoned judgments based on the information presented or

recommendations for action. The closing should consist of at least one paragraph, but usually two or more.

- **Paragraphs.** Paragraphs break text into shorter chunks that appear more readable. The effective use of paragraphs can significantly improve the quality and aesthetic appeal of your article. Paragraph quality can be evaluated on the basis of these major attributes: **unity, development, organization, coherence and appearance**.

  o *Unity.* All sentences in a paragraph should relate to the same topic. Therefore, when you have said all you want to say about a particular topic, start a new paragraph. Otherwise, readers will assume that you are still writing about the same subject matter and will be offended when they discover that you are not. Extremely lengthy paragraphs (more than 13 or 14 lines) should be broken up even if all of the sentences relate to a single topic. However, the break should be made at the most logical point, not at the exact midpoint.

  o *Development.* A sentence contains a basic idea. A paragraph can be used to develop that idea more fully. As the writer, you have the responsibility to determine how much you develop an idea. This decision must be based on your analysis of each situation (i.e., how much information you want to convey and how much the reader needs or wants to know).

  o *Organization.* Most paragraphs can, and should, be organized with a topic sentence at the beginning.

  o *Coherence.* Words show relationships among the different content elements and explain how the text is organized. As a writer, you have the obligation to provide the appropriate text as well as to clearly reveal how all the text fits together. Without effective coherence, your writing will be nothing more than a list of ideas requiring the reader to figure out how they are organized and how they relate to each other.

  o *Appearance.* Paragraphs should be visually appealing. Keeping the paragraph height and width relatively short can enhance visual appeal. Because readers react negatively to long, uninterrupted passages of text, avoid paragraphs longer than seven or eight lines.

- **Sentences**. Use the active voice except where passive voice is more effective (ie. when the action or the recipient of the action is more important). Consider the following examples of active vs. passive voice:

  o ***Not:*** Sometime during the next month a recommendation will be generated by the planning committee. (passive)

  o ***But:*** The planning committee will recommend a new site next month. (active)

  o ***Not:*** I have hired Samantha Jackson to fill the vacancy. (active)

  o ***But:*** Samantha Jackson has been hired to fill the vacancy. (passive, but Samantha is more important than the person who hired her)

- **Sentences should flow logically from one to the next.** Avoid choppy writing. Also avoid excessive words and phrases and long, complex sentences. Break complex sentences into two or more sentences. Variety in sentence length is important, but the average sentence should be relatively short. In the end, the most important consideration is the clarity of the message. No one likes to have to read something twice to get the message. Although there is no single right way to express any thought, writers should try to achieve the following qualities in each sentence that they write:

  o Select effective words.

  o Keep sentences concise and simple. Omit unnecessary or weak words. Avoid complicated arrangements of words, phrases and clauses.

  o Maintain clear and consistent relationships among sentence parts. Make sure subjects and verbs agree in number, gender and person. Avoid ambiguous references and unclear modifiers.

  o Maintain parallelism. Make sure parallel ideas follow the same grammatical construction.

  o Maintain a consistent point of view concerning person and tense.

  o Make sentences forceful. Use active, rather than passive, writing.

  o Follow accepted standards of punctuation and number usage.