

AUTHOR GUIDELINES TEMPLATE

JOURNAL OF THE AMERICAN WATER RESOURCES ASSOCIATION (AWRA)

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 (<https://mc.manuscriptcentral.com/jawra>).

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1. Submission and Peer Review Process

Once the submission materials have been prepared in accordance with the Author Guidelines, manuscripts should be submitted online at <https://mc.manuscriptcentral.com/jawra>

For help with submissions, please contact: jawra@awra.org

This journal does not charge submission fees.

PUBLICATION CHARGES

AWRA Article Processing Fee (APF)

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, an APF will be applied to subscription articles (NOT open access articles) accepted for publication. Papers are not published until the APF is paid in full. *Rates are subject to change and charges will be incurred at the prevailing rates at the time of acceptance.* Current rates are:

Article Type	AWRA Members*	Non-members
	Research Article/Literature Review	\$1,425
Technical Note/Commentary	\$750	\$1,000

Discussions	\$225	\$300
Errata	\$90	\$120

*To receive the 25% AWRA member discount, at least one author must be a professional, premier, or designated representative of a partner member when the paper is originally submitted and maintain membership through publication.

Open Access Article Publication Charge (APC)

JAWRA offers an Open Access option to authors. These 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. After an article's acceptance, authors are offered the option to pay an additional APC to make their article open access. **All standard publication charges will still apply; a member discount is not available for this option.** You can read more about open-access APCs and whether you may be eligible for waivers or discounts, through your institution, funder, or a country waiver for publishing your paper via the open access option. Open access articles with an APC are not subject to an AWRA APF (see above).

Read more about [APCs here](#).

Article Preparation Support

[Wiley Editing Services](#) offers expert help with English Language Editing, as well as translation, manuscript formatting, figure illustration, figure formatting, and graphical abstract design – so you can submit your manuscript with confidence.

Also, check out our resources for [Preparing Your Article](#) for general guidance about writing and preparing your manuscript.

If authors require a LaTeX template, we strongly recommend reviewing [Wiley's New Journal Design \(NJD\) Latex Authoring Template](#).

Free Format submission

JAWRA now offers [Free Format submission](#) for a simplified and streamlined submission process.

Before you submit, you will need:

- Your manuscript: this should be an editable file including text, figures, and tables, or separate files—whichever you prefer. All required sections should be contained in your manuscript, including abstract, introduction, methods, results, and conclusions. Figures and tables should have legends. **Figures should be uploaded in the highest resolution possible. If the figures are not of sufficiently high quality your manuscript may be delayed.** References may be submitted in any style or format, as long as it is consistent throughout the manuscript. **Supporting information should be submitted in separate files.** If the manuscript, figures or tables are difficult for you to read, they will also be difficult for the editors and reviewers, and the

editorial office will send it back to you for revision. Your manuscript may also be sent back to you for revision if the quality of English language is poor.

- An ORCID ID, freely available at <https://orcid.org>. (*Why is this important? Your article, if accepted and published, will be attached to your ORCID profile. Institutions and funders are increasingly requiring authors to have ORCID IDs.*)
- The title page of the manuscript, including:
 - Your co-author details, including affiliation and email address. (*Why is this important? We need to keep all co-authors informed of the outcome of the peer review process.*)
 - Statements relating to our ethics and integrity policies, which may include any of the following (*Why are these important? We need to uphold rigorous ethical standards for the research we consider for publication*):
 - data availability statement
 - funding statement
 - conflict of interest disclosure
 - ethics approval statement
 - patient consent statement
 - permission to reproduce material from other sources
 - clinical trial registration

Preprint Policy and Proceedings

Please find the Wiley preprint policy [here](#).

This journal accepts articles previously published on preprint servers.

Preprints. JAWRA will consider for review articles previously available as preprints on non-commercial servers such as ArXiv, bioRxiv, psyArXiv, SocArXiv, engrXiv, etc. Authors may post the submitted version of their manuscript to non-commercial servers at any time. Authors are requested to update any pre-publication versions with a link to the final published article.

Proceedings. Publishing a paper or abstract in a conference proceedings does not necessarily disqualify it from publication in JAWRA. Several factors considered are: (1) quality and completeness; (2) copyright; 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-in-chief (AWRA-EIC@awra.org) prior to submittal.

Data Sharing and Data Availability

This journal expects data sharing. Review [Wiley's Data Sharing policy](#) where you will be able to see and select the data availability statement that is right for your submission.

JAWRA recognizes the many benefits of archiving data for scientific progress and the concern with data availability is that any qualified researcher should be able to obtain your data to reproduce or check your results. JAWRA expects all datasets obtained from outside sources be identified with the text and all original datasets used in the paper be placed into an appropriate archive available to the public.

JAWRA also expects you to archive all the data from which your published results are derived in a public repository. The repository chosen should offer guaranteed preservation (see the registry of research data repositories at <https://www.re3data.org/>) and should help you make it findable, accessible, interoperable, and re-useable, according to FAIR Data Principles (<https://www.force11.org/group/fairgroup/fairprinciples>).

Read more about Wiley's Data Sharing policies [here](#).

JAWRA recommends using **HydroShare**, a domain-specific data and model repository established to advance hydrologic science by enabling individual researchers to easily share products resulting from their research, operated by CUAHSI hosted at www.hydroshare.org.

All accepted manuscripts are required to publish a data availability statement to confirm the presence or absence of shared data. If you have shared data, this statement will describe how the data can be accessed, and include a persistent identifier (e.g., a DOI for the data, or an accession number) from the repository where you shared the data. Authors will be required to confirm adherence to the policy. If you cannot share the data described in your manuscript, for example for legal or ethical reasons, or do not intend to share the data then you must provide the appropriate data availability statement. The journal notes that FAIR data sharing allows for access to shared data under restrictions (e.g., to protect confidential or proprietary information) but notes that the FAIR principles encourage you to share data in ways that are as open as possible (but that can be as closed as necessary).

If published, all statements will be included after the Conclusion and any appendices or supporting information.

Data Citation

Please review [Wiley's Data Citation policy](#).

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By submitting a manuscript to or reviewing for this publication, your name, email address, and affiliation, and other contact details the publication might require, will be used for the regular operations of the publication. Please review [Wiley's Data Protection Policy](#) to learn more.

Funding

You should list all funding sources in the Acknowledgments section. You are responsible for the accuracy of their funder designation. If in doubt, please check the [Open Funder Registry](#) for the correct nomenclature.

Authorship

All listed authors should have contributed to the manuscript substantially and have agreed to the final submitted version. Review [editorial standards](#) and scroll down for a description of authorship criteria.

Author List

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 [or *vice versa*]. Therefore, in the manuscript, under the title, list the author names in the **exact form and order** you want them to appear. *Form* means using initials versus whole names; as an English language journal, the format is First/Given Name Last/Family Name [e.g. T.S. Eliot, Tommy Eliot, Thomas S. Eliot, or Thomas Stearns Eliot]. Provide author names as an in-line list and do not include any titles or degrees [e.g. Dr. or PhD].

All authors of the manuscript are to be entered into ScholarOne during the submittal process; failure to do so will result in the paper being returned to the submitting author for correction.

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COVER LETTER

A cover letter briefly summarizing the new contributions the manuscript makes to water resources literature is optional. Use the cover letter to advise if there are any special conditions we should consider. This should be submitted in the space provided in ScholarOne Manuscripts. It is not necessary for the cover letter to repeat information already provided. If there is any change in authorship during revisions, an explanation MUST be provided in the cover letter.

Title Page

The title page should contain:

- i. A brief informative title containing the major key words. The title should not contain abbreviations (see [Wiley's best practice SEO tips](#));
- ii. A short running title of less than 40 characters;
- iii. The full names of the authors;
- iv. The author's institutional affiliations where the work was conducted, with a footnote for the author's present address if different from where the work was conducted;
- v. Acknowledgments.

Main Text File

The main text file should be in Word Document.

Your main document file should include:

- A short informative title containing the major key words. The title should not contain abbreviations;
- The full names of the authors with institutional affiliations where the work was conducted, with a footnote for the author's present address if different from where the work was conducted;
- Acknowledgments;
- Abstract structured (intro/methods/results/conclusion) or unstructured;
- Up to four keywords;
- Research Impact Statement (RIS)
- Main body: formatted as introduction, materials & methods, results, discussion, conclusion;
- References;
- Tables (each table complete with title and footnotes);
- Figure legends: At initial submission, figures can be included in the manuscript or can be submitted in separate files. Should your manuscript reach revision stage, figures and tables must be provided as separate files (see below).

Abstract

The abstract should briefly summarize, in **one paragraph limited to 1,500 characters including spaces and the label "Abstract:"**, the general problem and objectives, the results obtained, and the

implications. Mention place 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 the paper. Use and define acronyms only if they appear more than once in the Abstract itself.

When submitting your manuscript 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, upload the amended Abstract.

Recommended Format Example:

"ABSTRACT: This study develops and tests..." (notice the section label is in line with the text)

Keywords

At least five (5) keywords should be provided as an aid to information retrieval and selecting reviewers. Three or more of these 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. In addition to selecting key terms in the online system, list the Keywords on the manuscript directly following the Abstract. The preferred limit for keywords is 210 characters including spaces.

Recommended Format Example: (KEYWORDS: flooding; precipitation; stormwater management; urban areas.)

Research Impact Statement

The purpose of the Research Impact Statement (RIS) is to highlight one major insight or finding of broad interest to researchers, policy makers, practitioners, and the general public and should emphasize the paper's practical or policy significance. This information may be used to promote the paper on social media sites (*e.g.* Twitter, LinkedIn) and therefore, to the extent possible, should be jargon free.

The RIS will be required upon acceptance of a manuscript.

Recommended Format Example: Research Impact Statement: Standard Precipitation Index (SPI) is useful to initiate but not remove groundwater drought restrictions as the effects set in late but tend to persist longer in aquifers.

Reference Style

This journal uses Chicago Manual of Style 17th edition reference style. Review your [reference style guidelines](#) prior to submission.

Figures and Supporting Information

Figures, supporting information, and appendices should be supplied as separate files. You should review the [basic figure requirements](#) for manuscripts for peer review, as well as the more detailed post-acceptance figure requirements. View [Wiley's FAQs](#) on supporting information.

Peer Review

This journal operates under a single-anonymized peer review model. Except where otherwise stated, manuscripts are peer reviewed by ideally at least two anonymous reviewers and an Associate Editor. Papers will only be sent to review if the Editor-in-Chief determines that the paper meets the appropriate quality and relevance requirements.

In-house submissions, i.e. papers authored by Editors or Editorial Board members of the title, will be sent to Editors unaffiliated with the author or institution and monitored carefully to ensure there is no peer review bias.

Wiley's policy on the confidentiality of the review process is [available here](#).

Reviewer Suggestions

ScholarOne Manuscripts allows authors to name "recommended" (or "opposed") reviewers. We encourage authors to use the Reviewers area to list three potential proficient reviewers in their field, as finding available, expert reviewers often is difficult. The term "recommended" 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.

- 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.
- Authors should be careful not to plagiarize or infringe on copyrights; read Wiley's [Guidelines on Publishing Ethics](#) before submitting your paper.

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Authors may appeal an editorial decision if they feel that the decision to reject was based on either a significant misunderstanding of a core aspect of the manuscript, a failure to understand how the manuscript advances the literature or concerns regarding the manuscript-handling process. Differences in opinion regarding the novelty or significance of the reported findings are not considered as grounds for appeal. To raise an appeal, please contact the journal by email, quoting your manuscript ID number and explaining your rationale for the appeal. The editor's decision following an appeal consideration is final.

To raise a complaint regarding editorial staff, policy or process please contact the journal in the first instance. If you believe further support outside the journal's management is necessary, please refer to [Wiley's Best Practice Guidelines on Research Integrity and Publishing Ethics](#).

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Guidelines on Publishing and Research Ethics in Journal Articles

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This journal follows the core practices of the [Committee on Publication Ethics \(COPE\)](#) and handles cases of research and publication misconduct accordingly (<https://publicationethics.org/core-practices>).

This journal uses iThenticate's CrossCheck software to detect instances of overlapping and similar text in submitted manuscripts. Read [Wiley's Top 10 Publishing Ethics Tips for Authors](#) and [Wiley's Publication Ethics Guidelines](#).

Artificial Intelligence Generated Content (AIGC) tools—such as ChatGPT and others based on large language models (LLMs)—cannot be considered capable of initiating an original piece of research without direction by human authors. They also cannot be accountable for a published work or for research design, which is a generally held requirement of authorship (as discussed in the previous section), nor do they have legal standing or the ability to hold or assign copyright. Therefore—in accordance with [COPE's position statement on AI tools](#)—these tools cannot fulfill the role of, nor be listed as, an author of an article. If an author has used this kind of tool to develop any portion of a manuscript, its use must be described, transparently and in detail, in the Methods or Acknowledgements section. The author is fully responsible for the accuracy of any information provided by the tool and for correctly referencing any supporting work on which that information depends. Tools that are used to improve spelling, grammar, and general editing are not included in the scope of these

guidelines. The final decision about whether use of an AIGC tool is appropriate or permissible in the circumstances of a submitted manuscript or a published article lies with the journal’s editor or other party responsible for the publication’s editorial policy.

Author Contributions

For all articles, the journal mandates the CRediT (Contribution Roles Taxonomy)—more information is available on our [Author Services](#) site.

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-in-chief will add a neutral clarifying note.

2. Article Types

Article Type	Description
Research Article	This type of article presents the results of recent research, including case studies, or offers facts-based analysis of a timely and important topic. Most articles in JAWRA are Research Articles.
Technical Note	This is a short, narrowly-focused communication on a topic of interest. Examples of appropriate topics for a Technical Note would be to correct a common misperception about a sampling technique, add a recollection of an historical event, or report on an improvement to an existing modeling code or technique. Technical Notes are subject to the same word count and graphic limits as Commentary; see the Commentary section for details.
Literature Review	This type of article should synthesize recent literature on an emerging topic of significant interest to the broad water community. More details on this article type below.
Commentary	This type of article provides new insights or concepts relevant to a broad range of multidisciplinary water researchers and practitioners. More details on this article type below.
Discussion	A Discussion is a commentary on a Research Article or Technical Note recently published in JAWRA. It is limited to the material covered in the article in question and cannot add new research results not previously published.

Reply

A Reply is prepared by authors of a Research Article or Technical Note in response to a Discussion about their article. A timely Reply will be published in the same issue as the corresponding Discussion.

If you have a question as to the correct article type for your manuscript, please contact the Editor-in-Chief.

Special Article Types

Literature Review

JAWRA publishes Literature Review articles which synthesizes recent literature on an emerging topic of significant interest to the broad water community. Literature Reviews should not be just limited to summarizing existing literature but characterize significant research strands, provide critical insights, and identify crucial data and knowledge-gaps in the literature. Review articles must also address how current research is seeking to address broad questions of policy relevance and what new information or research foci are necessary to help policy makers create innovative policies and practices.

There is no word limitation on literature review articles but they must be written as succinctly as possible. The standard limits apply to the Title and Abstract; see relevant sections below. Literature review articles are treated as research articles and will be peer reviewed according to normal JAWRA practices and subject to standard publication fees.

Commentary

JAWRA publishes Commentaries which provide new insights or concepts relevant to a broad range of multidisciplinary water researchers and practitioners. Commentaries will build upon existing water-related research and will offer an opportunity for authors to present cutting edge ideas in a format not bound by restraints of traditional research articles.

A Commentary should be written in a style understandable to a broad multidisciplinary audience. The text is limited to 4,000 words, excluding the title page (title, author list, author information, abstract, key terms), Supporting Information description (if present), Acknowledgements, or Literature Cited; tables and figures are limited to a combined total of 5. The standard limits apply to the Title and Abstract; see relevant sections below. All manuscripts will be peer-reviewed according to normal JAWRA practices and subject to standard publication fees.

Discussion and Reply

All published research articles and technical notes are open for discussion for a period of 6 months from issue publication, unless the editor-in-chief extends this period. Discussions are limited to dealing directly and specifically with issues raised in the published 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.

Authors submitting a Discussion should reference the published paper a cover letter provide paper number and issue published; if on Early View state this instead) and should cite the paper within the Discussion manuscript.

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.

Publication Article Publication Fees apply to discussions; no Article Publication Fees are assessed for the reply.

3. After Acceptance

Acknowledgements

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

Acronyms

All acronyms are defined at first use within three distinct areas: (1) the abstract, (2) the body of the manuscript, and (3) the graphics [tables/figures]. In each area, acronyms are expanded at their first occurrence followed by the acronym in parentheses [e.g. water quality trading (WQT)].

1. The abstract is treated as a standalone piece and should only include acronyms if they are used more than once in the abstract itself.
2. The body of the manuscript should have acronyms defined at first use even if they were already defined in the abstract or a caption.
3. Acronyms are expanded at their first occurrence in either a table or figure caption, after which just the acronym may be used in all subsequent captions. This allows readers to understand the graphics without having to refer to the text

NOTE: Avoid using acronyms in the title. See the Title section for more details.

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Proofs

Authors will receive an e-mail notification with a link and instructions for accessing HTML page proofs online/with their proofs included as a pdf. Authors should also make sure that any renumbered tables, figures, or references match text citations and that figure legends correspond with text citations and actual figures. Proofs must be returned within 48 hours of receipt of the email.

Publication

JAWRA is published bimonthly (six times per year) and papers are generally published in the order in which they are accepted. Papers which are part of a *Special Issues* (see below) are published both in a regular issue and compiled as a group in a virtual collection exclusively for the topic. The Editor-in-Chief may advance the order of publication for a paper on a topic of current public interest.

JAWRA is published online, with the option to purchase a hard copy. See Wiley Online Library (www.jawra.org) for subscription and distribution information. AWRA members should email info@awra.org to request a hard copy.

With a few exceptions, papers are placed in Early View [online publication in advance of issue publication] as soon as they complete typesetting, the copyright form is received, and all charges are paid. This can take place several months before they are available in an issue. Once online in Early View, a paper is considered published in final form and may not be revised [this is the version

of record]; any corrections will require an erratum and may incur a publication charge per the rate schedule. Early View papers have a unique DOI (digital object identifier) and are fully citable.

AWRA is happy to cooperate with authors' organizations in issuing news releases about forthcoming JAWRA articles. Please contact the AWRA staff at info@awra.org.

Special Issues

A *Special Issue* is a group of three or more related papers on a specific topic organized by guest associate editors and published together in a virtual collection. Articles in a *Special Issue* will appear both in a regular issue and the virtual collection of the topic, reducing the time articles appear published online, and providing more visibility to the *Special Issue* articles.

Many *Special Issues* arise out of sessions at AWRA conferences. They are a great way of continuing the momentum of a conference session and producing a permanent record in the peer-reviewed literature. Some series are planned in advance of a conference, while others are organized after the fact. *Special Issues*, however, do not need to be tied to an AWRA conference. They can also be organized around a specific topic. For examples of our past special collections, please visit: <https://onlinelibrary.wiley.com/topic/vi-categories-17521688/virtual-issues/17521688>. If you are interested in organizing a *Special Issue*, please contact the JAWRA Editor-in-Chief.

Once the proposal for a *Special Issue* is approved, guest editors will recruit papers, either through individual invitations or a general call for papers (<https://onlinelibrary.wiley.com/journal/17521688/features/call-for-papers>). Papers are then submitted during a scheduled time period as determined by the editorial office in consultation with the organizing editors.

Authors participating in a *Special Issue* should submit during the time period stipulated by the guest associate editors. During the submission process, author can indicate their paper is part of a collection by selecting the collection name from a list of special issues. Papers in a special collection are held to the same high standards as regular JAWRA submissions and go through the full JAWRA review process. Invitation to submit a paper for possible inclusion does not guarantee acceptance. All standard processing fees apply.

Article Promotion Support

[Wiley Editing Services](#) offers professional video, design, and writing services to create shareable video abstracts, infographics, conference posters, lay summaries, and research news stories for your research – so you can help your research get the attention it deserves.

Diversity, Equity, and Inclusion

The Journal of the American Water Resources Association aims to foster inclusion and diversity that reflects disciplinary, human, and geographic diversity. We recognize that many groups are underrepresented in research, including women, people of color, and socio-economic disadvantages, we are committed to increasing diversity and inclusion in research and publishing from applicants of all

ethnicities, races, colors, religions, sexes, sexual orientations, gender identities, national origins, disabilities, ages, and/or other individual status.

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In cases where authors wish to change their name following publication, Wiley will update and republish the paper and redeliver the updated metadata to indexing services. Our editorial and production teams will use discretion in recognizing that name changes may be of a sensitive and private nature for various reasons including (but not limited to) alignment with gender identity, or as a result of marriage, divorce, or religious conversion. Accordingly, to protect the author's privacy, we will not publish a correction notice to the paper, and we will not notify co-authors of the change. Authors should contact the journal's Editorial Office with their name change request.

Correction to Authorship

In accordance with Wiley's [Best Practice Guidelines on Research Integrity and Publishing Ethics](#) and the [Committee on Publication Ethics'](#) guidance, *JAWRA* will allow authors to correct authorship on a submitted, accepted, or published article if a valid reason exists to do so. All authors – including those to be added or removed – must agree to any proposed change. To request a change to the author list, please complete the [Request for Changes to a Journal Article Author List Form](#) and contact either the journal's editorial or production office, depending on the status of the article. Authorship changes will not be considered without a fully completed Author Change form. [Correcting the authorship is different from changing an author's name; the relevant policy for that can be found in [Wiley's Best Practice Guidelines](#) under "Author name changes after publication."]

(1)

Figures

Figures are required to be submitted as separate files before final acceptance of the manuscript (submit multipanel figures {ex: 1a, 1b, etc.} as one file {ex: fig. 1}). Authors may embed figures in the manuscript text during the review process. When submitting separate figure files for initial review, include the figure numbers and captions within the file to aid the reviewers.

- Number figures consecutively and include a brief caption followed by an optional description so a reader can understand the figure without referring to the manuscript text.
- To assist those who may not be able to clearly see the figure, the title/description should explain the main point of the figure.
- Define any acronyms used in the figures in the first figure (or table) where it appears and then just the acronym may be used in any subsequent figures or tables.
- Submit only one version of each figure; color figures are the default for the journal. Examples:

Figure 1. Photograph showing bank erosion with severe undercutting on Mud Creek.

Figure 2. Graph of costs showing how cost increases exponentially with size.

Figure 3. Map showing the location of U.S. Geological Survey (USGS) stream gauge stations.

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 document 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_vdqj) are highly recommended, particularly those of minimizing ink and avoiding "chartjunk."

The University of Oregon, Data Graphics Research Program has developed attractive color schemes (<http://geography.uoregon.edu/datagraphics/>) 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.

Submit figures in one of the three preferred formats:

- Encapsulated Postscript (**EPS**)
- Portable Document Format (**PDF**)
- Tagged Image File Format (**TIFF**)

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Level II Section Head

Text under level II follows on next line.

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Appendices

Supporting Information Data Availability Acknowledgement