
JOURNAL OF THE AMERICAN WATER RESOURCES ASSOCIATION (JAWRA)

INSTRUCTIONS FOR AUTHORS

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Message from the Editor . . .

HANDLING OF SUBMITTED MANUSCRIPTS AND EDITORIAL POLICY

The quality of a manuscript, and its appropriateness for publication in the *Journal of the American Water Resources Association* (JAWRA), is determined by four factors.

First, it must address a topic within the scope of water resources. JAWRA takes a broad definition of water resources to include all research that is directly pertinent to the quantity and/or quality of water resources.

Second, the manuscript must address a problem of substantial significance and therefore be of interest to more than a tiny audience of specialists.

Third, it must be scientifically sound and professionally presented. In particular, this means that methodologies used must be appropriate to the task and correctly applied. It also means that the methods used, results obtained, and significance of those results are explained in an understandable manner to as broad an audience as possible. In order to fulfill this latter goal JAWRA will be using a professional copy editor and, as editor, I will not refrain from asking authors to make significant revisions on accepted manuscripts where I feel that these revisions will improve the readability and accessibility of the published paper.

Finally, the manuscript must add something new to the ongoing “conversation” about how water resources are to be managed. While technical correctness and scientific soundness are of course necessary for publication, new ideas, concepts, and approaches to problem solving are just as important and should therefore be introduced to the community of water professionals to facilitate debate and to challenge the assumptions of conventional ways of doing things and conventional ways of conceptualizing issues.

PAGE CHARGES

After revisions are complete, manuscripts are sent to the AWRA Publications Office for typesetting and formatting. A galley proof is sent to the corresponding author from the Publications Office. At this time page charges are assessed. There is a page charge of \$60 (AWRA member) and \$70 (nonmember) per page for the first eight (8) pages. Each *Journal* page in excess of eight is billed at \$75 (AWRA member) and \$85 (nonmember) per page. The corresponding author will receive 100 free reprints of the paper. Additional reprints may be purchased at this time. Instructions for ordering additional reprints are sent with your galley proof.

SEND ALL PAPERS TO: E-mail: jawra@awra.org

ANY INQUIRIES SHOULD BE MADE TO: Phone & Fax: (775) 852-6370 or E-mail: jawra@awra.org

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AWRA

Community, Conversation, Connections

AMERICAN WATER
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GENERAL INFORMATION

The American Water Resources Association is a multidisciplinary organization dedicated to the advancement of research, planning, management, development, and education in water resources. Its principal outlet, the *Journal of the American Water Resources Association* (*JAWRA*), is dedicated to the publication of original papers that are characterized by their broad approach to water resources issues and high technical quality. All papers are refereed prior to publication. *JAWRA* is widely considered to be the outstanding journal devoted to water resources. *JAWRA* is published bi-monthly, beginning with the February issue. *JAWRA* is published in an 8-1/2 x 11-inch, 2-column format. Detailed instructions for preparing manuscripts are included in the following pages. The Editor of *JAWRA* invites contributions relating to all aspects of water resources. *JAWRA* publishes manuscripts of two types: (1) "Technical Papers" on physical, chemical, biological, and social science/policy aspects of water resources; and (2) "Discussion Papers," which are critiques of printed articles, and replies from the original author(s). Technical and Discussion papers should be submitted as electronic documents, as discussed further below.

PREPARATION OF MANUSCRIPT

Title

Since titles are often used for literature searches, or for indexing by libraries, they should properly reflect the contents of the article. The title should be **short, informative**, and **should not exceed 12 words in length** (including a, and, the, etc.).

Abstract

The abstract should be concise, and complete in itself, without reference to the text of the paper. It should state the general problem and objective(s), summarize the results, and state general implications. The abstract should be in **ONE** paragraph of **NO MORE THAN 200 words**.

Key Terms

A list of approximately six key terms or phrases **must** be listed following the abstract as an aid to information retrieval and in selecting reviewers. Two or more **must** be selected from the following list, with the primary key term from the list underlined.

Acid Deposition
Agricultural Hydrology

Aquatic Ecosystems
Aquatic Toxicology
Civil Engineering
Climate Change
Drainage
Drought
Economics
Environmental Conflict Resolution
Environmental Engineering
Erosion, Sedimentation
Evapotranspiration
Forest Hydrology
Geographic Information Systems
Ground Water Hydrology
Hazardous Waste Management
Hydraulics
Infiltration and Soil Moisture
Instrumentation
Irrigation
Land Use Planning
Meteorology/Climatology
Modeling
Nonpoint Source Pollution
Oceanography
Recreation Management
Remote Sensing
Snow and Ice Hydrology
Social and Political
Software
Statistical Analysis
Stormwater Management
Surface Water Hydrology
Urban Water Management
Waste/Sewage Treatment
Water Conservation
Water Demand
Water Law
Water Management
Water Policy/Regulation/Decision Making
Water Quality
Water Resources Education
Water Resources Geography
Water Resources History
Water Resources Planning
Water Treatment
Watershed Management
Wetlands

Footnotes

Footnotes are allowed **ONLY** to list the title and complete address of each author on the first page of the manuscript. All other material must be incorporated into the text.

Text

The manuscript text should be typed **double spaced with line numbers**. The text should be written so that it will be of interest to persons in the wide variety of disciplines represented by AWRA's membership. Complex sentences and the excessive use of disciplinary jargon are prime offenders in detracting from readability and should be avoided. Extensive use of "bulleted" text is also discouraged.

Acknowledgments

These are included in a separately titled section, following the text.

Literature Cited (References)

Cite references to published literature in the text by author(s) and date; for example, Black (1984) or (Black, 1984). **Do not use a numbering system.** List all references in alphabetical order in a **LITERATURE CITED** section. Give the complete title of the reference and the source. **Please Note: Use the typesetting formats shown below – all reference titles should be in Initial Caps.**

Book:

Fritts, H. C., 1976. *Tree Rings and Climate*. Academic Press, London, England.

Monograph:

Peterson, D. F. and A. B. Crawford (Editors), 1978. *Values and Choices in the Development of the Colorado River Basin*. University of Arizona Press, Tucson, Arizona, 337 pp.

Journal Article:

Butler, Stanley S., 1979. Deterministic-Systemic Relationships in Overland Flow Analyses. *Journal of the American Water Resources Association* 15(2):519-529.

Chapter in Book or Paper in a Proceedings:

Rickert, D. A., W. G. Hines, and S. W. McKenzie, 1975. Implications of Dissolved Oxygen in the Willamette River, Oregon. *In: Urbanization and Water Quality Control*, William Whipple, Jr. (Editor). American Water Resources Association, Minneapolis, Minnesota, pp. 70-84.

Web Page:

CalFed Bay-Delta Program, 1999. *CalFed Bay-Delta Program Ecosystem Restoration Plan, Strategic Plan for Ecosystem Restoration*. Available at http://www.calfed.water.ca.gov/ecosystem_rest.htm. Accessed in May 2001 (or Accessed on May 21, 2001).

References to unpublished work should not be listed under Literature Cited unless it has been fully approved for publication. Unpublished results and other such materials should be included in the text within parentheses. These include personal communications, theses or dissertations that do not have a microfilm number, and other materials not normally included or catalogued by libraries. If in doubt, use articles in recent issues of *JAWRA* to locate appropriate examples.

Tables

Tables should be carefully prepared and be used to replace text, not duplicate it. They should be numbered consecutively and include a brief but descriptive title. Avoid using vertical and horizontal lines; align decimals and use commas in numbers with four digits or more. Use a separate page for each table, and include all tables after the **Literature Cited** section. Tables must be typed **double-spaced** and each table must have a descriptive title. Mark in the margin of the text where each table is first noted in text. The table will appear in the manuscript as soon as possible after it is first mentioned in the text unless there is a place specified by you that you would prefer it be placed.

Figures

Use a separate page for each figure. Type all figure titles on a single page. All illustrations should be identified by the author's name and numbered consecutively. Mark in the margin of the text where each figure is first noted in text. The figure will appear in the manuscript as soon as possible after it is first mentioned in the text unless there is a place specified by you that you would prefer it be placed. For closely related material, use Figure 1a, 1b, 1c, and a single caption rather than three repetitious captions. Color figures can be printed only at author's expense. See further discussion of figures under manuscript submission.

Equations

Equations should be numbered consecutively with a numeral in parentheses to the right of the equation. Prepare equations and mathematical symbols in the simplest form possible. If the length of an equation is likely to exceed one-column width (3-1/2 inches), indicate where the equations can be broken. Try to avoid extensive mathematical equations within the text copy.

Appendices

All appendices must have a title. The Appendix is placed at the end of the text before the Acknowledgments and Literature Cited sections.

Author Information Sheet

Please provide all of the information requested on this form (the form may be duplicated, if needed).

Author Agreement Form

EACH AUTHOR is required to complete an Author Agreement Form. The form can be found on pg. 7 and duplicated as needed. Assignment of copyright does not restrict authors in using materials from their paper for future personal use. Our request for copyright transfer is for the purpose of complying with Public Law 94-553 and to protect both AWRA and the author(s) from unauthorized third-party use.

MANUSCRIPT SUBMISSION

Authors must submit manuscripts electronically. Electronic submission of manuscripts expedites the process of submission, review, editing, and publication. This section describes the protocol for doing so.

Manuscripts should be submitted to jawra@awra.org as an e-mail attachment with a cover letter in the primary e-mail indicating that this is a submission to **JAWRA** and that the work being submitted is not under consideration for publication elsewhere. Additionally, authors should provide the names, affiliations, and e-mail addresses of three potential reviewers having no conflict of interest. An Author Information Sheet and one Author Agreement Form for each author also should be submitted as attachments. These forms can be e-mailed to you upon request or can be accessed at the AWRA Website (www.awra.org). Text should be in MS Word, Word Perfect, or Adobe Acrobat (.pdf). Title Page, Abstract, Key Terms, Literature Cited (References), Tables, and Figures should all be gathered in a single document. All attachments to the cover letter e-mail message should be compressed into a single attachment using a common compression application. Alternatively, manuscripts may be submitted by uploading them to the AWRA website at http://www.awra.org/jawra_submission.html. If using this option, please note that you must first obtain a user name and password by contacting jawra@awra.org.

When the manuscript is accepted, authors will be asked to provide figures in separate files at a resolution of 300 dpi, or higher, and in a standard portable graphics format (e.g., TIFF or EPS for drawings and JPEG for photos). AWRA cannot make changes or corrections to figures. It is the author's responsibility to supply figures that can be sent directly to the printer to be printed as is, or ones that can be reduced to fit into copy dimensions (figures should approach, but not exceed, 3-1/2" or 7-3/8" in width – maximum length is 8-3/4"), to fit **JAWRA's** one-column or two-column format, respectively. If the author is not able to provide usable graphics files, hard copy figures will be scanned at a cost to the author of \$15 per figure. Color figures can be printed only at author's expense (contact AWRA's Director of Publications Production for specific charges). These charges will be assessed to you when you receive the final galley proof of your paper.

PROCEDURE FOR HANDLING MANUSCRIPTS

Manuscripts submitted to the Editor are handled in the following manner:

1. Each paper is given a reference number. An e-mail message acknowledging receipt of the manuscript is sent to the corresponding author. **THIS REFERENCE NUMBER MUST BE USED IN ALL CORRESPONDENCE OR TELEPHONE INQUIRIES CONCERNING YOUR PAPER.**
2. The Editor will evaluate each manuscript for appropriateness. The Editor will determine if the manuscript will be put through a review or returned to the author. A manuscript may be returned to the author if the manuscript is inappropriate for **JAWRA's** audience or if key elements are missing. The Editor assigns each manuscript to an Associate Editor who recommends additional reviewers.
3. Papers are sent out for a minimum of three reviews. Reviewers are asked to evaluate manuscripts according to their technical soundness, originality, contribution to knowledge in water resources, and how well they communicate across disciplinary boundaries.
4. Reviews are sent to the assigned Associate Editor who then recommends a course of action to the Editor.

5. The Editor, based upon reviews and the Associate Editor's recommendation, determines the fate of the submission. At this stage manuscripts may be (a) rejected, (b) given further consideration following major revisions, or (c) accepted after revision. In rare cases papers may be accepted without revision. If major revision is required, then the authors should use the reviews to modify the paper prior to resubmission.

6. Upon acceptance, authors are asked to include the final version of their manuscript in MS Word format (Word Perfect and ASCII will also be accepted). Accepted papers are copy edited and sent to the Publications Office for composition and formatting. At this point the Editor has no further contact with papers and all inquiries should be directed to the AWRA Publications Office in Huntsville, Alabama.

7. A galley proof is sent to the corresponding author from the Publications Office. At this time page charges are assessed. There is a page charge of \$60.00 (AWRA member) and \$70.00 (nonmember) per page for the first 8 journal pages. Each journal page in excess of 8 is billed at \$75.00 (AWRA member) and \$85.00 (nonmember) per page. For example, a 20-page, double-spaced, typed manuscript, including tables and figures, will approximate 8 pages. The senior author will receive 100 free reprints of the paper. Additional reprints may be ordered. An approximate publication date is also provided.

8. Discussions of papers will be accepted for six months following publication, as indicated at the bottom of the title page for each paper. They should be as brief and concise as possible. Discussions of papers will be refereed and page charges apply (see item 7 above). Authors of papers being discussed will be given an opportunity to reply in the same issue as the discussion paper.

9. All manuscripts will be destroyed nine months after publication.

Send all manuscripts and correspondence to:

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