

# GUIDE TO AUTHORS

## AIMS AND SCOPE

This journal publishes refereed, original work in all branches of water science, technology, engineering and policy. This includes water resource development; the hydrological cycle; surface hydrology; geohydrology and hydrometeorology; limnology; salinisation; treatment and management of municipal and industrial water and wastewater; treatment and disposal of sewage sludge; environmental pollution control; water quality and treatment; aquaculture in terms of its impact on the water resource; agricultural water science; water policy; water as a social good; etc. The journal is published quarterly.

Contributions may take the form of a paper, a critical review, a short communication, a rapid communication, a technical note or comments on papers already published. A paper is a comprehensive contribution to the subject, including introduction, experimental information and discussion of results (Technical accounts involving application of well-known techniques, and situation assessment/observation/sampling papers reporting results of work not carried out as a research activity, cannot be considered). A review is an authoritative, critical account of recent and current research in a specific field to which the author has made notable contributions. A short communication is a concise account of new and significant findings to inform readers of preliminary or limited research results. A rapid communication is an original contribution which merits prompt publication to publicise the findings of very recent research with immediate significance. A technical note describes an original process or technique without necessarily including extensive data, theory or critical evaluation. Comments on papers already published are sent to the authors of the paper for reply and both the comments and the authors' reply will be published in the upcoming issue of *Water SA*. Preference is given to concise contributions.

## GENERAL

### Submission of manuscript

Each submission must be accompanied by a covering letter, stating the name(s) and title(s) and contact details of each author, as well as the author to whom correspondence should be addressed. The submission of a paper will be taken to indicate that it has not, and will not, without the consent of the Editor, be submitted for publication elsewhere. Manuscripts, in English only, have to be submitted in MS Word by E-mail to [ingridb@wrc.org.za](mailto:ingridb@wrc.org.za). The Internet address is <http://www.wrc.org.za>.

### Reprints

Ten free offprints of each paper will be provided.

### Abstracts

Papers have to be accompanied by an abstract and keywords. Abstracts have become increasingly important with the growth of electronic data storage. In preparing abstracts, authors should give brief, factual information about the objectives, methods, results and conclusions of the work. Unsubstantiated viewpoints should not be included. Do not cite references in an abstract.

### Refereeing

Manuscripts will be submitted to and assessed by referees. The evaluation of any manuscript is undertaken with the understanding that neither the substance of the article nor the figures or tables have been published or will be submitted for publication elsewhere during the period of review. Authors bear sole responsibility for the factual accuracy of their publications.

## Correspondence

State the name and address of the author to whom correspondence should be addressed on the title page.

## SCRIPT REQUIREMENTS

### Lay-out of manuscript

An MS Word script should be submitted by e-mail and must be accompanied by a covering letter. The title should be concise and followed by authors' names and complete addresses. Clearly indicate who the corresponding author is and provide a footnote on the title page with full contact details, i.e. e-mail address, telephone and fax numbers. A paper may be organised under main headings such as Abstract, Introduction, Experimental, Results, Discussion (or Results and Discussion), Conclusions, Acknowledgements and References.

### Contents of manuscripts

The International System of Units (SI) applies. Technical and familiar abbreviations may be used, but must be defined if any doubt exists. Always use a space between the last digit and the unit of measure, except for % and °, e.g. 10% and 5°C, but 13 MW. The scientific notation for litres is ℓ. *Water SA* uses UK English and at the point of submission the choice of font, font size, and line spacing is at the authors' discretion. The layout of accepted papers is done in *InDesign* in terms of the *Water SA* house style.

### Tables

Tables must be in MS Word and are numbered in Arabic numerals (TABLE 1). They should bear a short but adequate descriptive caption. Their appropriate position in the text should be indicated.

### Illustrations and line drawings

Electronic figures and photographs should be submitted in their original format (e.g. Excel, TIFF, JPG) and not be embedded in the MS Word document. Scanned figures of low resolution are not acceptable; resolution should be at least 300 dpi.

### Revised manuscripts

The final accepted and updated manuscript should be submitted on disk or by e-mail. MS Word is the preferred software format. Electronic figures and photographs have to be submitted in their original format (e.g. Excel, TIFF, JPG) as a separate file to facilitate electronic layout.

### References

Authors are responsible for the accuracy of references. References to published literature should be quoted in the text as follows: Smith (1982) or (Smith, 1982). Where more than two authors are involved, the first author's name followed by et al. and the date should be used.

All references are listed alphabetically at the end of each paper and not given as footnotes. The names of all authors should be given in the list of references. Titles of journals of periodicals are abbreviated according to Chemical Abstracts Service Source Index (Cassi).

Two examples of the presentation of references are the following:

GRABOW WOK, COUBROUGH P, NUPEN EM and BATEMAN BW (1984) Evaluations of coliphages as indicators of the virological quality of sewage-polluted water. *Water SA* 10 (1) 7-14.

WETZEL RG (1975) *Limnology*. WB Saunders Company, Philadelphia. 324 pp.