

- Microsoft Word 2010 (.docx), Microsoft 2007 or Microsoft 97-2003 (.doc) files, only
- English preferred. French papers should include an English translations of the title
- 11 pt Times New Roman font (body text), paper size A4 (21 × 29.7 cm)
- Length: maximum 2 pages, single spaced 11pt, including figures and tables
- For equations, use the Microsoft Equation 3.0 (11 pt) equation editor
- Insert tables and figures at appropriate points and cite in numerical order
- Check all figures and tables are clearly legible; colour figures are charged at 300 GB pounds per page
- Embed graphics for all figures, saved in Word, or provide graphics files of figures separately; use only standard fonts in graphics files; if non-standard fonts are used they must be embedded

Detailed instructions below; examples and/or explanation are given

Paper title Ensure the title reflects the content of the paper. 16 words maximum, e.g.

Perception of the risk of flooding: the case of the 1995 flood in Norway

Authors First and second names; numbers indicate affiliations, e.g.

IRINA KRASOVSKAIA¹ & LARS GOTTSCHALK²

Affiliation Full addresses, plus e-mail of the corresponding author, e.g.

1 Norwegian Water Resources and Energy Directorate, NVE, PO Box 5091, Maj., N-0301 Oslo, Norway

irina.gottschalk@telia.com

2 Institute of Geophysics, University of Oslo, PO Box 1022, Blindern, N-0315 Oslo, Norway

Body text Sections should have headings of up to three levels.

HEADING 1

Upper case, bold, left justified

Heading 2

Lower case, bold, left justified

Heading 3 Lower case, bold, indented 0.7 cm; text run on

Language set to English (UK) in Word, or follow *Oxford English Dictionary* spelling

See **Appendix** for commonly used IAHS house style expressions.

Lists

Should begin with (a), (b), (c) ..., further subdivisions denoted by (i), (ii), (iii) ...

Initial capitals

- (a) proper names, e.g. River Amazon, Aswan Dam, the Earth;
 - (b) adjectives derived from proper names, e.g. Markov series, Arctic ice, Bayesian estimation;
 - (c) geological eras and formations, etc., e.g. Cambrian, Holocene, Upper Greensand;
 - (d) referring to tables and figures, e.g. “see Fig. 2 and Table 4 ...”.
-

Units

- (a) SI units or SI-derived units, not italicised
 - (b) Do not abbreviate week, month or year. Use s, min, h and d for second(s), minute(s), hour(s) and day(s), respectively.
 - (c) Use L for litre; use hm³ for million cubic metres (not Mm³, which means 10¹⁸ m³).
 - (d) Multiplication of units should be indicated by a space, e.g. N m, and division either by negative exponents (e.g. m s⁻²) or by use of the solidus (e.g. m/s²); do not use repeated solidus (e.g. m/s/s). Be consistent.
 - (e) Prefixes of units such as M (mega = 10⁶) and μ (micro = 10⁻⁶) have no space between (e.g. μs, MW). Note that any power to a unit also applies to the prefix.
 - (f) All units should be in Roman font, **not** italic or bold.
-

Tables Generate rows and columns of tables using Word features; avoid using text separated by tabs, or graphics of tables. Put a short explanatory caption above each table and, if necessary, an explanation/legend below it, e.g.

Table 1 Summary of water resources in each continent (estimated for 1995).

Continent	Population (10 ³)	<i>Q</i> (km ³)	<i>D</i> (km ³)	<i>I</i> (km ³)	<i>A</i> (km ³)	<i>W</i> (km ³)	<i>R</i> _{ws} (%)
Africa	690 550	3616.5	13.9	9.1	136.1	159.1	4.4
Asia	469 180	9384.9	142.4	203.8	1697.4	043.7	21.8
Europe	688 143	2190.9	59.7	233.4	139.2	432.3	19.7
Oceania	28 164	1679.6	8.9	0.4	6.0	15.4	0.9
North America	454 926	3824.4	80.5	263.7	315.8	660.0	17.3
South America	319 214	8789.3	22.2	13.1	102.1	137.4	1.6

Q, annual water availability; *D*, annual domestic abstraction; *I*, annual industrial abstraction; *A*, annual agricultural abstraction; *W*, total annual abstraction (= *D* + *I* + *A*); *R*_{ws}, ratio of abstraction to availability.

Figures All diagrams and photographs should be figures numbered serially in the order they are mentioned in the text. If reference is made to separate parts of a figure, label (a), (b), (c), etc.

Legends Arial, 8 pt.

Figure captions Brief but complete description of the figure (Times New Roman 10 pt).

Acceptable recommended resolutions are: half-tone, 300 dpi; line art, as high as possible (min. 1200 dpi); images using grey scales, 600–1200 dpi. JPEG is the preferred format but TIFF, EPS, PS, or PICT (Mac) may be used, preferably with a Bitmap or TIFF preview, e.g.

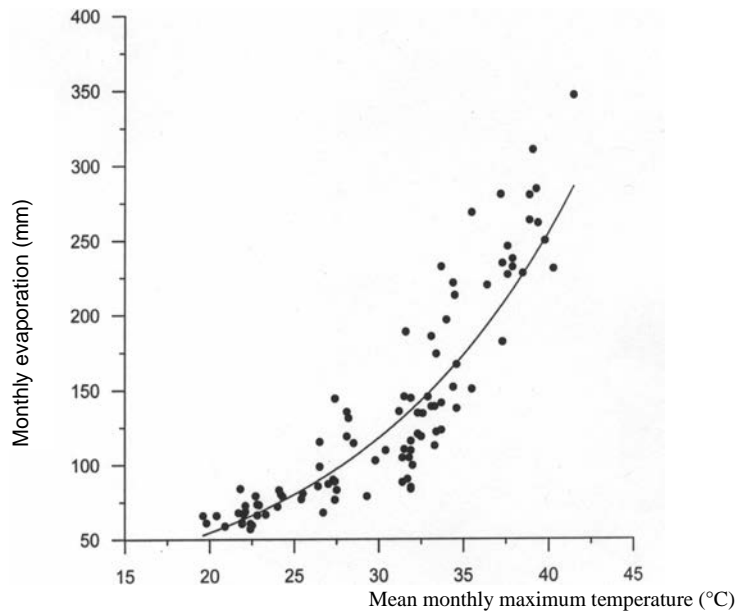


Fig. 1 Relationship between mean monthly maximum temperature and monthly pan evaporation at Bhakra.

Please also note the following points:

- (a) **Graphics** embedded in documents are acceptable; for graphics in separate files, the preferred formats are *.tif, *.gif and *.jpg. Excel (*.xls) graphics are also accepted.
- (b) **Scanned figures:** ensure that the resolution is sufficiently high to give good quality reproduction (300–400 dpi preferred).
- (c) In preparing figures, use only **standard fonts**; if non-standard fonts are used they must be embedded in the graphic.
- (d) **Colour figures:** authors **must pay for colour printing**. Figures must be legible when converted to greyscale if colour is not required. The price for colour printing is £300 (plus VAT) per figure, or per page of colour figures. Payment must be made to IAHS Press before publication.

Notation/Mathematics

All symbols should be defined **either** in the body text, immediately after their first appearance, **or** in a separate Notation section after the key words, in alphabetical order (Roman letters first, then Greek letters). Do not do both.

Mathematics should be legible, particularly in the position of subscripts, superscripts and multi-line expressions.

Follow the ISO 31-11 standard for notation (refer to the summary points below).

For equations use Microsoft Equation 3.0 (use Insert/Object/Microsoft Equation 3.0 to get the equation editor. Define the font as Times New Roman.

Number all displayed equations in parentheses at the right-hand margin, even if they are not referenced in the text.

References in the text should be in the form: "... equation (10) ..." e.g.

$$r_{xy}(k) = \frac{C_{xy}(k)}{\sigma_x \sigma_y} \quad \text{with} \quad C_{xy}(k) = \frac{1}{n} \sum_{i=1}^{n-k} (x_i - \bar{x})(y_{i+k} - \bar{y}) \quad (10)$$

The following rules indicate the final appearance of mathematics in printed papers. **The closer the rules are followed, the smaller the risk of ambiguity and misprints:**

- (a) Variables and parameters should be italic (e.g. x , Y , $f(x)$, β). However, multi-letter variables (e.g. RMSE) should be Roman.
- (b) Function names should be Roman (e.g. $\ln x$, $\exp(x^2)$).
- (c) Textual subscripts or superscripts should be Roman (e.g. x_{\max} , T_{\min} where ‘max’ and ‘min’ stand for maximum and minimum, respectively).
- (d) Mathematical constants and mathematical operators should be Roman (e.g. $e = 2.718\dots$, dx in integrals and derivatives).
- (e) Vectors, matrices and vector or matrix function names should be bold (e.g. \mathbf{x} , \mathbf{Y} , $\boldsymbol{\omega}$, \mathbf{KH} as vectors or matrixes; $\mathbf{f}(\mathbf{x})$ as a vector function; $\mathbf{diag}(a_1, \dots, a_n)$ as a matrix).
- (f) Do not use the hyphen (-) as a minus or subtraction sign; use en-dash (–). Do not use the letter ‘x’ or the symbol ‘*’ as a multiplication sign; use the symbol ‘ \times ’ or middle dot (\cdot) between numerals, or use a thin space (or no space).
- (g) For simple expressions in the body of the text, a solidus (/) should be used to denote a fraction, rather than a horizontal line, e.g.

$$(x + y)/2\pi = z \quad \text{not} \quad \frac{x + y}{2\pi} = z$$

- (h) Write complex exponential functions in the form: $\exp(\dots)$, e.g.

$$\exp(a + by^2)^{1/2} \quad \text{not} \quad e^{(a+by^2)^{1/2}}$$

- (i) Place limits above and below integral and summation signs, rather than in line with them.
- (j) Parentheses, brackets and braces are nested in the order $\{\{()\}$.
- (k) Do not punctuate displayed expressions with commas, full points, etc.

Acknowledgements Between the end of the paper and the References

REFERENCES Indicate a reference **in the text** by inserting the author's surname and date in brackets. e.g. for **single authors**, use the form: “...Gelhar (1993)””; for **two authors**: “...Nunes and Ribeiro (2000)...””; and for **three or more**: “Robson *et al.* (1998) showed...”

Details of all cited texts must be listed at the end of the text, and all entries in the reference list must be cited in the text. The style used for the reference list is Harvard B.

vol., ed. (edited), edn (edition), PhD, MSc, Proc. (Proceedings of the), Inst. (Institute), Instn (Institution), Symp., Conf., Tech. (Technical)

Examples of references:

Journal paper:

Author, A. and Author, B., year. Paper title. *Title of Journal* vol(issue), page–page. (and/or doi).

Hrissanthou, V., 2002. Comparative application of two erosion models to a basin. *Hydrological Sciences Journal* 47(2), 279–292.

Berg, A. A., *et al.*, 2003. Impact of bias correction to reanalysis products on simulations of North American soil moisture and hydrological fluxes. *Journal of Geophysical Research*, 108(D16), 4490, doi:10.1029/2002JD003334. (Use *et al.* if there are 4 or more authors.)

Book:

Author, A., Author, B. B. and Author, C., year. *Book title*. Publisher.

Gelhar, L. W. (1993) *Stochastic subsurface hydrology*. Prentice Hall.

Edited book:

Author, A., Author, B. and Author, C., year. Paper title. *In*: D. Author, ed. *Book title*. Place of publication: Publisher, page–page.

Yoshida, Z. (1963) Physical properties of snow. *In*: W. Kingery (ed) *Ice and snow*. Cambridge, MA, USA: MIT Press, 124–148.

Report:

Author, A. and Author, B., year. Report title. *Report provider*.

Guo, W. & Langevin, C. D. (2002) User guide to SEAWAT: a computer program for simulation of three-dimensional variable-density groundwater flow. *US Geol. Survey Open File Report 01-434*.

Thesis:

Author, A. A., year. *Title of thesis*. Type of thesis (e.g. PhD, MSc), Name of University.

Shane, R. M., 1964. *The application of the compound Poisson distribution to the analysis of rainfall records*. MSc Thesis, Cornell University, Ithaca, New York, USA.

Internet document:

Author, A. & Author, B., year. *Title of document*. Source. Available from: URL (accessed date)

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APPENDIX

Commonly used IAHS Press house style expressions:

autocorrelation	drawdown	infrared	northwest	semi-arid	sub-basin
baseflow	field work	interdisciplinary	raingauge	semi-axis	subsurface
bed load	flash flood	lag time	rain recorder	set-up	surface water
borehole	flood plain	lognormal	rainstorm	sheet flow	time series
cooperate	freshwater	meltwater	real time	snow cover	upstream
coordinate	groundwater	multidimensional	river bed	snowmelt	wastewater
cross-correlation	geochemistry	nongovernmental	runoff	storm water	water table
database	headwater	nonlinear	seawater	streamflow	worldwide

General abbreviations:

(a) Commonly used abbreviations such as:

a.m.s.l.	above mean sea level	RMS	root mean square
BOD	biochemical oxygen demand	SD	standard deviation
DO	dissolved oxygen	TDS	total dissolved solids

need not be defined. Less obvious ones, such as ADCP (Acoustic Doppler Current Profiler), ANN (artificial neural networks) and PCA (principal components analysis), should be given in full when first used, followed by the abbreviation or acronym in brackets.

(b) Abbreviations such as FAO, IAHS, UK, USA, UNESCO, WMO, *do not* have full points.

(c) Use °N, °S, °E, °W when defining geographical locations by lines of latitude and longitude, but north, south, northeast, southwestern, etc. otherwise.

(d) Dr, Mr, Engng etc. (which end with the last letter of the word they abbreviate) *do not* have a full point.

(f) For times of day use, 04:30 h or 04:30 GMT; 18.00 UCT.

(g) Cross-references to equations, tables and figures in the text should be in the form “equation (1)”, “Table 2”, “Fig. 3” or “Figs 4 and 5”.

(h) Use: i.e., e.g., etc., cf., viz.

(i) Avoid starting a sentence with an abbreviation: spell out the abbreviation in full or rearrange the sentence.

Numerals

(a) Use numerals before units of measurement unless the number is at the beginning of a sentence, e.g. “Fifty-millilitre samples were taken every 10 s ...”.

(b) Leave a character space between the number and the unit except before units such as %, ‰, °C, °N.

(c) Numbers from one to nine should be spelt out, except where there are units or the number implies arithmetical manipulation, e.g. a factor of 7. The decimal sign is a full point (period) on the line (in both English and French). Numerals of five or more digits on either side of the decimal point are grouped in three-digit blocks by hard spaces, e.g. 25 421.9314, 0.421 09. Numbers less than one must have 0 before the decimal point, e.g. 0.37, -0.824.

(d) Ranges should be given in full, e.g. 1956–1963, pages 241–243; to avoid confusion with subtraction, there should be no space either side of the en-dash. Units need not be repeated in ranges, e.g. 0–213°C, from 829 to 32 100 km², between 829 and 32 100 km².

(e) Spell out first, second, etc.

(f) Set out dates in the form 20–23 October 1980; the 1950s; 17th century.