



SAWAS Guideline for authors

Articles, opinions and book reviews should be written in (British) English. Authors with English as a second language may choose to have their manuscripts professionally edited before submission to improve the English, as papers with poor expression will not be accepted. The submitted manuscripts or substantial parts of them should not have been previously published or submitted for publication somewhere else. Once a paper is published, it cannot be withdrawn by the author

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Submission: Papers should be submitted via email to the following address: chief.editor@sawasjournal.org

Authors' contacts: The first page of the submission must include title of submission, detailed contact data and affiliation of coauthors, and acknowledgements. This page is not communicated to reviewers.

Style: To create your article use the template provided above.

Abstract: Start your article with an abstract of 200 words (or less). Opinions and Reviews do not require abstracts.

Acknowledgements: Acknowledgements must appear on the cover page, after authors' contacts (they will not be communicated to reviewers).

Keywords: Provide 5 keywords, including one geographic keyword (if relevant).

Body text: The body text should be formatted by using the *Normal* style of the list. The space between paragraphs is already included in the style (12pt). The font defined is Verdana 10.

Length: There is no fixed length for articles but the number of words should preferably be kept between between 5,000 and 10,000 (including references and notes). Book reviews should be preferably kept between 800 and 1000 words.



Formatting of the text

Abbreviations

No full points within acronyms (e.g. UK or USA not U.S.A.; Washington, DC; "around 1500 BC"), no full point after contractions: Exceptions include: Dr., Mr., Mrs., Ms., et al., i.e., e.g., Ltd., Inc., Jr. (not Jnr.), Co., No. (for number). Note: i.e. and e.g. are not followed by a coma. In the 1960s, mid-1970s, 18 January 1967, on the 18th, on 18 January, 'from 1997 to 2002' not 'in the last 5 years', 1967-1969 (not 1967-69), 1991/2 and 1989/90 (for financial year, growing season, etc.), 19th century.

Capitalization

Geographic features. Use: Brahmaputra river basin, Van Vieng province, Chitradurga district, Narmada valley, Sundarbans National Park, Tungabhadra dam, lake Husain Sagar, etc, with capital letters only on the name itself; but South Asia, mainland Southeast Asia, West Africa, sub-Saharan Africa. Iron Age Vedic period, World War II, the Maurya Empire, the Middle Ages, the World Bank, the Food and Agriculture Organization, but "the state".

Capitalize titles, positions, divisions, departments, and offices in a government or an institution, when they are specific (Examples: the Government of Sri Lanka, the Director General, the Ministry of Agriculture) but use lower case for general use (Example: an irrigation engineer).

Comma

Use a comma before "and" or "or" in a series of three or more words or phrases, especially when the penultimate phrase has "and" or "or" in it (Example: seeds, fertilizer and pesticides, and machinery).

Dash

A spaced en dash (the character – with one space on each side) – rather than an em dash – is used to introduce parenthetical material or a positive phrase where commas might result in confusion (Example: The agent's promises – reallocation of land, equitable water distribution, and lower fees – never materialized).

Dates

Write the day, month, and year in this form: 24 December 1947, or 2 February 1951, with no commas in between. Do not use "st," "nd," and "th" after figures in dates to indicate ordinals (January 23, not January 23rd). Use slash marks for



numerical dates in tables with day listed first, month second, and year last (Example: 24/12/93 for 24 December 1993).

Figures

Figures should be inserted in the Word text. Right click on the picture and use option "in line with text". Center them or, better, use the 'Figure' style of the style sheet. Please ensure that all text in your figures is legible, even after a 50% reduction in size. Arial font should be used preferably. Solid black bars in bar graphs tend to overwhelm other parts of the graph; use colored, shaded, or hatched bars in preference to black ones. Color figures are accepted, but authors should make sure that figures are also legible when viewed or printed in black and white.

If the figures imported into the text are too large, use the <compress> option: right-click on a figure, choose format figure/compress button/and select options: Apply to all pictures in document + change resolution: print. In the text, refer to the figure as follows: "As shown in figure 3 and table 4..." (No uppercase).

Footnotes

Use automatic MSWord footnotes (on menu bar, go to Insert and then highlight endnote on dropdown menu), numbered sequentially throughout the text. When associated to a word that ends a sentence, the footnote number must be inserted after the period, as in: (...) was reported by various observers.¹

Non English words

Non English words such as *panchayat*, *ayacut*, *taluk*, *zamindar*, *hartal*, *peepul*, *sarpanch*, and names of local growing seasons (*maha*, *yala*, *rabi*, *boro*, etc.) and other local words used frequently in the text should be italicized and defined at first use, and may not be italicized subsequently. Common Latin words or expressions such as: a priori, a fortiori, de jure, de facto, status quo, etc. should not be italicized.

Headings

Use the headings pre-defined in the template. When selecting the styles "heading 1", "heading 2", "heading 3" from the list, your titles will adopt the styles included in the template. Use no more than three levels of headings. Only the first word is capitalized.

Hyphenation

The rules governing the use of hyphens are not stable. In general, use hyphens as little as possible. Most words formed with the following prefixes are not hyphenated: anti-, ante-, inter-, macro-, meta-, micro-, mid-, mini-, multi-, over-, post-, re-,



semi-, sub-, super-, supra-, trans-, ultra-, un-, under-. Examples: microanalysis, overexploited, multilevel, nonagricultural, underpricing, cooperation, comanagement, etc. But: pre-eminence, counter-hegemonic, pre-existing, non-existent, in-depth, etc. In case of uncertainty refer to <http://www.askoxford.com/dictionaries/?view=uk>

Words with the prefixes listed above should be hyphenated if the prefix is combined with a proper noun (Example: non-Indian), with more than one word (Example: pre-World War II). Compound adjectives (adj+noun, noun+adj, noun+noun) are hyphenated (small-scale system, low-income groups, world-wide model, price-based incentives, site-specific mixes, state-level agencies, cost-recovery, etc).

If two hyphenated compound adjectives modify the same noun, the second component of the adjective need not be written twice, but the first component retains the hyphen, followed by a space (Examples: low- and high-income groups, small- and large-scale farms). If two prefixes that are not usually hyphenated are used with the same noun, the prefix standing alone carries the hyphen (Example: micro- and macroeconomics).

The combination of an adjective and an adverb ending in "ly" is not hyphenated (locally managed system, highly valued crop, mutually reinforcing).

Words with the prefixes listed above should be hyphenated if the prefix is combined with a proper noun (Example: non-Indian), with more than one word (Example: pre-World War II). "Well" words are hyphenated when they precede their subjects (well-known varieties) unless they carry a modifier (very well known varieties). They are not hyphenated when they follow their subjects (This variety is well known among farmers).

"Self" words are also generally hyphenated (Examples: self-sufficient, self-contained; exceptions: selfish).

Hyphenate cardinal numbers with units of measurement when they precede a noun (Examples: four-year plan, seventy-hectare plot). However, percent is never preceded by a hyphen (Example: 14 percent increase).

Never use the automatic hyphenation option of word processors

Numbers & Units

In text, spell out numbers up to ten, but use numerals for 11 onwards. Always use numerals when a unit is given (e.g. 7 ha). Use a comma as separator for a number with 5 digits or more (e.g. 12,500, but 7000).



Use the metric system in text, figures and tables. The system of units known as SI (Système International) should be used. Leave a space between the numbers and units e.g. (56 ha, 56-78 ml). Use kg/m, not kg m⁻¹; but 75% (close up). 47-50 °C, not 47-50° C. Billion is taken as 10⁹; use Mm³ and Bm³ for million cubic meters and billion cubic meters, respectively. Fifteen thousand American dollars should be: US\$15,000.

If non-standard abbreviations must be used; they should be defined in the text. For amounts in local currency (Rupees, Takas, etc.) an equivalent in USD or Euro should be preferably given.

Quotes

Quotation marks (" ") must be used for direct quotations, words defined by the author, and words used in unusual contexts. Short quotations should be embedded in the text but quotations of more than 45 words (4 lines and over) should be shown as separate paragraphs, without quotation marks. Single quotation marks (' ') are to be used for a quotation that occurs within another quotation. Note that commas or periods ending the quote are not included within the quotation marks, as in: (...) must be subject to the test of "reasonable use". In case the quote is followed by a reference, insert the reference before the full stop, as in: (...) and unfavourable research was ignored" (Banerjee et al., 2006). When a part of the quote is not reported insert (...) where the quote is discontinued.

References

Before submitting the manuscript, check each citation in the text against the References to ensure that they match exactly. Delete citations from the list if they are not actually cited in the text of the article. All journal titles should be spelled out completely. In the titles of articles, capitalization of the common names of organisms and the spellings of all words should agree exactly with those used in the original publication. Provide the publisher's location and name (separated by a colon). When you cite symposia or conference proceedings, distinguish between the conference date and the publication date if both are given.

Checklist for references:

- First and middle names are initialized; in case of multiple initials do not insert a space between them. Initials are followed by a period (full stop).
- Only the first word of a title, or the first word after a colon, is capitalized.
- In case of multiple authors, "and" must be added before the last author's name (note: there is no semicolon before the "and")
- For journal articles, there is no comma after the journal name, no space between volume and issue numbers ("12(4)"), but there should be a space between the colon and the page range [12(4): 12-24].



- Titles of books, published reports and published scientific journals must be italicized.
- For published documents, the reference ends with the place of publication, followed by a colon, and then by the name of publisher.
- (Ed), (Eds) with no full stop; "(Ed)." in titles, and "(Ed)," in book chapters.
- MSc, PhD thesis, (no full stop, no capital letter for 'thesis')
- (for documents accessed on the web): "(accessed [no capital letter] on 2 May 2000)" [no comma before, no full stop after; no 'http://' if URL starts with www]
- For chapters in edited volume: give the page range after a comma following the book title. No colon after the 'In' (as in: 'In Molden, D. (Ed)...'). The book title must be italicized (no capital letters, except after colon).
- Name of publisher to be spelled out
- "GWP (Global Water Partnership). 2000" [not Global Water Partnership (GWP). 2000]
- Check chronological order of multiple bibliographical references
- Do not specify the total number of pages for books or reports
- Do not specify page of reference: (Singh, 2000), not (Singh, 2000: 234).

Citations in the text

According to Chatterjee and Bonsale (1995) and Rajan's (2003) declaration,... ..as shown by recent research work (Mollinga, 1999; Sardoy and Hume, 2000; Svendsen et al., 2007) and surveys (Abott, 1998a 1998b, 2000)... Indicating page reference as in (Abott, 1980: 10) is not required. Personal communications should be cited as normal references (Harvey, 1999) and details given in the reference list. Use (Sharma, n.d.) when the date of publication is unknown.

References (in the reference list) follow the styles defined below

1. Article in a print journal

Malano, H.M.; Bryant, M.J. and Turrall, H.N. 1999. Management of water resources: Can Australian experience be transferred to Vietnam? *Water International* 24(4): 307-315.

2. Article in an online journal

Cumming, G.S.; Cumming, D.H.M. and Redman, C.L. 2006. Scale mismatches in social-ecological systems: Causes, consequences, and solutions. *Ecology and Society* 11(1): 14, www.ecologyandsociety.org/vol11/iss1/art14/ (note: if there is no page range, the number of pages is indicated)

3. Books



Mollinga, P. and Bolding, A. (Eds). 2005. *The politics of irrigation reform. Contested policy formulation and implementation in Asia, Africa and Latin America*. Aldershot, UK: Ashgate.

Note: Use (Ed) and (Eds) for edited books and chapters of edited books.

4. Organization as author or government publications

IIMI (International Irrigation Management Institute). 1993. Advancements in IIMI's research 1992. Colombo, Sri Lanka: IIMI. [in the text, refer to IIMI (1993)]

World Bank. 2003. World Bank water resources sector strategy: Strategic directions for World Bank engagement. Washington, DC: World Bank.

US Bureau of Reclamation. 1978. The story of the Columbia Basin Project. Washington, DC, US: US Government Printing Office.

5. Chapter in book

Molle, F. 2003. Allocating and accessing water resources: Practice and ideology in the Chao Phraya delta. In Molle, F. and Srijantr, T. (Eds), *Perspectives on social and agricultural change in the Chao Phraya Delta*, pp. 45-70. Bangkok: WhiteLotus.

6. Conference papers (with proceedings)

Heyns, P.S.H. 2004. Strategic and technical considerations in the assessment of transboundary water management with reference to southern Africa. In: Proceedings of the International Expert Workshop on Water, Development and Cooperation, pp. 120-134. Bonn, Germany, 27 February 2004.

Frederick, K.D. 1993. Adaptive responses to climate change: Demand management. In Ballentine, T.M. and Stakhiv, E.Z. (Eds), *Proceedings of the First National Conference on Climate Change and Water Resources Management*, pp. IV/54-60. Alexandria, VA, US: Institute for Water Resources.

7. Conference papers (no proceedings), unpublished reports

Meinzen-Dick, R.; Mendoza, M.; Sadoulet, L.; Abiad-Shields, G. and Subramanian, A. 1994. Sustainable water user associations: Lessons from a literature review. Paper presented at World Bank Water Resources Seminar, Lansdowne, Virginia, US, 13-15 December 1994.

National Irrigation Administration (NIA). 1986. Irrigation water management: Precluding activities, requirements and practices. Quezon City, The Philippines: NIA. Mimeo.

8. Reports (published)

Keller, A.; Keller, J. and Seckler, D. 1996. *Integrated water resources systems: Theory and policy implications*. Research Report 3. Colombo, Sri Lanka: International Irrigation Management Institute.

Theses Smith, J. 2000. Water politics in the Middle-East: New threats and



opportunities. MSc thesis. University of Queensland, Brisbane, Australia.

9 .Others

Harvey, J.H.M. 1999. Personal communication. By email. 12 October 1999.

FAO. 2001. The challenges after Rio. www.fao.org/ag/magazine/0102sp1.htm (accessed 2 September 2002)

Work accepted for publication but not yet published should be referred to as "in press"

Spellings

Use British spellings. Please use "labour", not "labor", "behaviour", not "behavior", "centre", not "center," and "organisation", not "organization". Use -ize endings rather than -ise: characterize, maximize, legitimize (and analyze, catalyze).

Tables

Leave each table within the file and place it after the first paragraph that refers to it. Do not insert tables as graphics from other programs; please ensure they are in MSWord and not imported. Before each table add a brief descriptive caption on a separate line. Tables should be numbered sequentially. Try to avoid tables which are very long or too short. Do not insert vertical lines. For large tables, select the table and choose the format "landscape" in the menu File/Page setup/. Use tabulations or MSWord tables with cells.

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