

## *Environmental Informatics Archives*

### **GUIDELINES FOR PREPARING FULL-LENGTH PAPERS**

Revised December 2002

These guidelines apply to the preparation of papers for publication in the Environmental Informatics Archives. **Please refer to the sample paper for detail format requirements.**

#### **General**

- Must be written in English. Authors should ensure that correct English is used throughout the manuscript. The conference committee does not rewrite papers when the English is not inadequate.
- In an appropriate length but no restricted maximum number of pages.
- Microsoft Word for Windows should be used for the electronic file production.
- The file name should include the paper number assigned by the ISEIS conference committee, and the last name of the first author. For example, a Word file for the paper with number 03-199 and first author John Smith could be named **03-199-Smith.doc**.

#### **Paper Structure**

The paper should have a structure in following order:

- Paper Title
- Authors and affiliation
- Abstract (100 - 250 words)
- Keywords (5 - 8 words)
- Introduction
- Main text (methods, data, results and discussion, etc.)
- Conclusions
- Acknowledgements (optional)
- References
- Appendix (optional)
- Biographical sketch of maximum 150 words for each author (optional).

#### **Key Points for Paper formatting**

- Letter paper size (8.5 x 11 inch, or 21.6 x 27.9 cm) must be used.
- Use 1" (25.4mm) for all four side margins, 0" for [Gutter]; and 0.5"(12.7mm) for [header] and [Footer].
- Font type of Times New Roman is required.
- Justified alignment should be used for text.
- Centered alignment should be used for paper title, authors, affiliations, equations, tables and illustrations.
- Font size of 10 is used throughout the paper except for paper title, author's affiliations, and footnotes.
- Use bold font and size 14 for paper title.
- Use font size 9 for author's affiliation/address and footnotes.
- Leave one blank line above paper title.
- Leave two blank lines between keywords and the first major section.
- Leave one blank line above each major section
- Leave one blank line before and after each table and illustration.
- Use spacing 3 pt After (Single and 0 before) for each paragraph and heading in main text.
- The first letter of each paragraph starts at **0.13"** (3.2mm) from the left.

- Use Spacing 0 pt Before and 0 pt After for References. The first line of each reference does not have any indentation, while the rest lines start at 0.13" from the left.
- Color illustrations can only be accepted for publication on electronic versions of ISEIS proceedings. Blank and white illustrations are preferred in regards to possible publication in the Journal of Environmental Informatics after further peer review.
- Tables and illustrations larger than page size will not be accepted.
- Sample for author's affiliations:

M.J. Li<sup>(1)\*</sup>, J. Smith<sup>(1)</sup>, and A. Brook<sup>(2)</sup>

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- Sample for section and sub-headings:

## **2. Data and Methodology**

### **2.1. Data Sources**

#### 2.1.1. USGS

- Samples for references:

#### Journals:

Huang, G.H., Cohen, S.T., Yin, Y.Y. and Bass, B. (1996). Incorporation of inexact dynamic optimization with fuzzy relation analysis for integrated climate change impact study. *Journal of Environmental Management*. 48(1), 45-58.

#### Proceedings:

Futagami, T. (1970). Dynamic programming of sewage treatment systems. *Advances in Water Pollution Research, Proc. of the Fifth International Water Pollution Research Conference, San Francisco, II-21, 1-12.*

#### Books:

Goicichea, A., Hansen, D.R. and Ducktein, L. (1982). *Multiobjective Decision Analysis with Engineering and Business Applications*. John Wiley & Sons.

#### Theses

Yeh, S.C. (1996). *Grey Programming and its Applications to Water Resources Management*. Ph.D. Dissertation, School of Civil and Environmental Engineering, Cornell University, Ithaca, N.Y., USA.

#### Reports:

USGS. (1993a). Persistence of the DDT Pesticide in the Yakima River Basin, Washington, United States Geological Survey Circular 1090.

#### Websites:

USGS. Map of real-time streamflow compared to historical streamflow for the day of the year (United States). <http://water.usgs.gov/waterwatch/> (accessed Oct 1, 2002)