



International Conference on Security and Sustainability in Water Resources September 6-9, 2004 Kathmandu

ARTICLE SUBMISSION GUIDELINES

(deadline: July 31, 2004)

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Article should not be under consideration or have been published elsewhere. Papers will be acknowledged via e-mail. Papers should be written in the first person and in active rather than passive voice. Manuscripts must be typed with all material double-spaced and must have a three-centimeter margin all around. Text should not be block or right justified, and words should not be broken between lines. International Metric System (SI) units of measurement should be used, with English equivalents following (in parentheses) if necessary. Author(s) are suggested to submit the article manuscript with correct spelling, punctuation, grammar, and syntax following Webster's *Dictionary*. Authors are encouraged to have their papers critically reviewed by colleagues for scientific accuracy and clarity of presentation prior to submission. Article manuscripts should be arranged in the following order: (1) Title, (2) Abstract, (3) Text, (4) Acknowledgments (if any), (5) Biographical sketch(es), (6) Copyright (7) References, (8) Figure(s), and (9) Table(s). It is the author's responsibility to obtain any necessary permission to reproduce figures or tables from copyrighted sources.

Title

Title should be short and informative, rather than catchy or cute. As a general rule, titles should not contain punctuation, particularly colons and question marks. As titles are often used for electronic literary searches, they should accurately reflect the contents of the article. The title should be short and informative and typically not exceed 15 words in length. Avoid such phrases as "a study of" or "an investigation of" or "research on." The page should have the title, authors' names, complete addresses including e-mail addresses, and phone and fax numbers (no exception!).

Abstracts

All papers must be accompanied by informative abstracts of 250 words or less, the shorter the paper, the shorter the abstract. The use of phrases such as *is discussed*, *is described*, or *are presented* must be avoided. Instead, authors should remember that the abstract is not a description of the paper, but should be a short version of the essential parts of the paper. It is NOT an introduction to the paper. Abstracts are a very important part of the manuscript submission. The abstract should be concise and complete in itself, without specific reference to the text of the paper. It should state the general problem and objectives of the paper, summarize the results, and state general implications. A good abstract will incorporate appropriate keyword terms from the literature. Along with the abstract, include a list of about 4-6 keywords must be provided to aid in selecting reviewers and for information retrieval purposes headed as *Keywords*.

Text

An electronic file copy of the complete manuscript should be submitted in Microsoft Word **Times New Roman** format of font size 11. Article should be 3,000 - 4,000 words or word equivalents. All pages must be numbered in order.

Acknowledgments

Authors should make certain that the content and wording of acknowledgments of help or criticism have been approved by those who are acknowledged. This should be stated in the author(s) letter of submission. If included, these are to be listed in a separately titled section. Acknowledgments should be limited to collegial and financial assistance.

Biographical Sketches

Sketches of 50 – 100 words should be titled About the Author(s), must be written by the author(s) in third-person narrative form. Curriculum vitae and resumes are NOT acceptable as biographical sketches. A biography for each author, including name (spell out first name), present place of contact, and a short phrase that describes areas in which the author publishes, teaches conducts research and/or practices.

References

Endnotes and footnotes are **NOT** allowed. All appropriate information should be incorporated into the body of the text. A list of References Cited should appear at the end of the article in a different sheet. Serial and book

titles and the names of publishers in the list should not be abbreviated but should be spelled out. Do not number your headings or sub-headings. Complete, accurate, and consistent references are of major importance. Authors should pay particular attention to the completeness of their references. In the text, cite references to published literature by author(s) and year, e.g. (White, 1995). *Do not use any numbering system in the text.* All references should be listed in alphabetical order and follow the guidelines as below.

Embedded Citations

Single Author: (Smith, 2002)

Two Authors: (Smith and Jones, 2002)

More than Two Authors: (Smith et al., 2002)

Journal Article

Devlin, J. F., 2003, Rationalizing geomorphology with an energy balance, *Journal of Geoscience Education*, v. 51, p. 398-409.

Book

Gilman, A.G., Rall, T.W., Nies, A.S., and Taylor, P., editors, *The Pharmacological Basis of Therapeutics* (8th edition), New York, Pergamon, 650 p.

Book Chapter

Kuret, J.A., and Murad, F., 1990, Adenohypophyseal hormones and related substances, In: Gilman, A.G., Rall, T.W., Nies, A.S., and Taylor, P., editors, *The Pharmacological Basis of Therapeutics* (8th edition), New York, Pergamon, p. 1334-1360.

Abstract

Mendez, M.F., Manon-Epaillat, R., Lanska, D.J., and Burstine, T.H., 1977, Rapikivi granites [abstract], *Geological Society of America Abstracts with Programs*, v. 34, p. 295.

Dissertation

Dettmers, J.M., 1995, Assessing the tropic cascade in reservoirs: the role of an introduced predator [dissertation], Columbus (Ohio), Ohio State University, 188 p.

Conference Paper

Meyeres, B., and Hermanns, K., 1985, Formaldehyde release from pressed wood products, In: Turoski, V., editor, *Formaldehyde: analytical chemistry and toxicology*, Proceedings of the symposium at the 187th meeting of the American Chemical Society, Washington, D.C., American Chemical Society, p. 101-106.

Web page

Website references are discouraged. However, if author(s) can justify the credibility of the Website publication, the reference will be accepted on the following format:

Burka, L.P., 1993, A hypertext history of multi-user dimensions: MUD history, <http://www.utopia.com/talent/lpd/muddex/essay> (2 August, 1996).

Software

ID Software, 1993, *The Ultimate Doom*, New York, GT Interactive Software.

Mathematical Symbols

Authors should try to avoid complex mathematical equations within the text copy.

Figures

Illustrations include cross sections, diagrams, drawings, graphs, maps, and photographs. Tabular items such as columnar lists of words and numbers are considered tables, not figures. Illustrations in the Proceedings are called figures and are given sequential Arabic numbers. Since authors know best what they want to show in a photo, they should crop their own photographs, leaving in only essential material. This will result in generally larger and clearer coverage of significant subjects. If necessary, figures can be rotated 90 degrees and printed sideways. The maximum dimensions of figures and tables are 9 inches in length and 7 inches in widths and tables.

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