

Preparing papers for publication in the monograph of the conference Proceedings

Thank you for undertaking to prepare your paper for the monograph, where it will appear as a chapter. We make every effort to publish these monographs in a set that attracts wide readership, has a long life, and shows the benefit of peer review and input. This means working to a tight schedule, and we need your help to meet the deadlines.

Publication

Published each year in February, in time for the next conference, the monographs are included in the registration fee of that (subsequent) conference. They form a set of matching, fully -indexed, 400-800 pp glossy hard-cover books (starting with the 1992 volume), suitable for archiving. Now widely distributed, the set is in many libraries around the world. Therefore it is essential that you refer wherever appropriate to related chapters in earlier volumes. For copies of the monographs, contact CHI at tel: 519-767-0197, or email: info@chiwater.com.

Schedule

- **Paper/chapter submission:** Your correctly-formatted paper/chapter must be submitted as an MSWord file, in finished form (complete with all figures etc.) at the conference; or, for abstracts accepted immediately before the conference, must be emailed to info@chiwater.com by March 31st. The format requirements are given below. Be sure to include your completed transfer of copyright and formatting check sheet with your submitted paper.

- **Review process:** There are 6 co-editors for the monograph: (Dr Ed McBean of the University of Guelph, Dr Robert Pitt of the University of Alabama, Dr Kim Irvine of the State University of New York at Buffalo, Dr Steve Wright of the University of Michigan, Dr. James Li of Ryerson University in Toronto, and Dr William James). All submitted chapters are sent to two independent reviewers and assessed by one of the coeditors. The corresponding author is advised of acceptance, rejection, or "provisional acceptance with requirements and/or suggestions". The reviewers' comments, suggestions and, in some cases, the annotated manuscripts are enclosed with the notification. The editor will also indicate any details of formatting (as outlined below), that were omitted or incorrectly applied.

- **Fulfillment of requirements:** Chapters accepted without suggestions for further work will be published in their original form, except for some minor editing (by the editor) to ensure consistency through the book. Where further work is required or suggested, the corresponding author must return the revised chapter to the editor promptly. Chapters not returned by the deadline will unavoidably miss the current publication, and may be included in the following year's monograph.

Format Requirements

Media

- **Review copy:** An electronic copy of the file, in Microsoft Word for Windows, including all equations, tables and figures properly formatted onto the final page size (see sample chapter

provided below) and complying with the formatting details below, together with a signed transfer of copyright form, and a completed check sheet, should be submitted at the conference or emailed to: info@chiwater.com. The signed transfer of copyright form must be mailed or faxed to us, or signed and emailed as a PDF. [Download transfer of copyright](#).

- **Final copy:** The post-review "for publication" submission must address the requirements and concerns of the reviewers and editor, with respect to both content and formatting.

Copyright

You will be asked to transfer copyright to CHI, but permission to republish (with acknowledgement) will be automatically given. The signed transfer of copyright form should be submitted with your chapter.

Details

Page set-up: The previously published monograph is precisely the same format as that required for your chapter. You must [download the Microsoft Word template chapter CHI monograph.dot](#) (save this file to your hard-drive). This file includes all required styles and the correct page set-up. Simply open the template file as you would a normal Word file and immediately save it as "CHI monograph (your last name).doc". This is your working copy. [At the same time, save a second copy of the document as a sample file, to which you can refer should you find any of the formatting directions obscure]. In your working copy of the file, replace the contents with your own chapter.

Styles: If you are unused to working with styles, you will be surprised how simply they can be employed: just place your cursor in the text (e.g. on a sub-heading) and select Format/Styles and Formatting from the toolbar. This will open the styles menu and you can select e.g. "CHI Subtitle" or "CHI Subsubtitle" as appropriate. Each Style in the menu is written in its own style so you can see what format your text string will take. Styles apply to paragraphs so every hard return allows you to employ a different style.

The chapter template has the correct margins in place, and you must use the provided styles (all starting with "CHI" in the Styles menu - please ignore the default styles). The document you saved as a sample file illustrates the correct use of the styles. All figures and tables must fit within the page size constraints, and their contents must be clearly readable. Moreover, illustrations must be legible and useful to the reader when printed in black and white in the size available.

Note: pasting content from other documents will more than likely import styles into the provided chapter, which may prove problematic to you (and later, for us). It is strongly recommended that you move your content to Microsoft Notepad before pasting it into the provided chapter. This will strip out all formatting data and provide a much cleaner and efficient working environment in the provided chapter. To do this simply copy and paste your content into the Notepad application, then copy and paste from the Notepad application to the provided MS Word chapter.

Length: Chapters should not exceed 25 pages.

Title: Use style *CHI title*. Keep it short. (125 characters incl. spaces is absolute maximum).

Authors: Use style *CHI authors*. Include only the author(s)' names (full first names) and follow the grammar of the author line in the sample chapter. Authors' contact information is listed in the

endmatter of the book, and we ask you to give this information for at least one author of your chapter at the end of your chapter. Give as much detail as you wish [names, PE/P.Eng, company, address, tel, email]. Do not include this information in the front page of your chapter, where only the authors' names appear.

Margins: The correct margins are set in the chapter template and should not be adjusted.

Case: Use lower case throughout (except of course for initial capitals and acronyms).

Text: Use style *CHI book* for the normal paragraphs in the book (paragraphs will be indented). Use style *CHI book (non-indent)* for the first paragraph in each subsection (i.e. this paragraph is not indented).

Subheadings: A short paragraph of introductory abstract should precede your first heading. This means your chapter should start straightaway with text and no heading. Thereafter distinguish heading levels by using the styles and numbering scheme as follows (see sample chapter for reference):

Sub-title: Use style *CHI sub-title*. Number as "X.1" then "X.2", then "X.3", etc. where X will be the chapter number (assigned later by the editor).

Sub-sub-title: Use style *CHI sub-sub-title*. Number as "X.1.1" then "X.1.2", then "X.1.3", etc. where X will be the chapter number.

Sub-sub-sub-title: Use style *CHI sub-sub-sub-title*. Do not number. This heading should be in italics (as applied by the style).

Stress/Quote: All emphasis/quotations should be in italics. No underlining, bold, uppercase or quotation marks please.

Equations: Use style *CHI equation*. Equations should be numbered sequentially in parenthesis (), on the right. Use a single tab between the equation and the equation number (the tab spacing is set by the style). Center the equation on the line by using spaces before the equation (tabs or the center alignment feature will not work) Equations must be in Microsoft Equation format.

Tables: Use style *Table simple 1, CHI*. Tables must fit within the set margins (see above). Tables should be slightly narrower than the page width if possible, and centered. Portrait orientation is preferable. (In extreme cases a table can be split between two facing pages in either landscape or portrait orientation). Tables must be in Microsoft Word Table format. (No other table editors are acceptable). Font in tables: Times New Roman, 8 pt.

Table captions: Use style *CHI figure & table captions*. Table captions should not be part of the table, but should be separate text; centered above the table. Captions should (a) start with the table number, (b) be in sentence case, and (c) end with a period.

Figures: Use style *CHI figure*. Figures must fit within the set margins (see above). Figures should be slightly narrower than the page width if possible, and centered. Portrait orientation is preferable. Figures should not be boxed, should not be reversed image (light lines on dark background), and should not use bold fonts. Please keep the original tiff, gif or jpg for each figure on hand, in case the editor asks for a figure to be adjusted. Please see the points below for figure/illustration formatting requirements:

Figure captions: Use style *CHI figure & table captions*. Figure captions should NOT be part of the figure, but should be separate text; centered below the figure. Captions should (a) start with the figure number, (b) be in sentence case, and (c) end with a period.

Illustration/figure formatting requirements

If graphics or illustrations are in vector or metafile format, then all embedded fonts and symbols must be common true-type Arial or Times New Roman fonts. NB Please ensure that you do not use ESRI Geometric Symbols in any of your graphics (these are copyrighted and cannot be embedded in the files that we submit to the book manufacturer).

1. Black and white or grayscale (the meaning must be clear in 256 shades of grey at the required image size - no colors will be printed).
2. TIFF, GIF or JPEG file format preferred. Use JPEG format for complex pictures (photographs and maps with multiple shadings). Use TIFF/GIF format for graphs and simpler maps).
3. Use a high quality setting when saving to a lossy compressed file format (e.g. JPEG).
4. Image must be 300dpi or higher and fit into either:
 - a. Vertical (portrait) orientation: 4.5" width max (and anything up to 6.75" height max), or
 - b. Horizontal (landscape) orientation (i.e. sideways on the page): 7.0" width max and anything up to 4.25" height max).
5. Do not include a caption within the graphic (captions are separate text elements).
6. Any labels (text) appearing in the graphic should be in either Arial or Times New Roman font. And should be small, non-bold, and in lower case.
7. Maintain a copy of your original graphics (figures/illustrations) on your computer, in case we need to ask you to adjust or improve the resolution of a figure.

Color: We do not print in color. Please submit illustrations in black and white (256 grayscale), labeled where necessary for interpretation.

Lists: Use style *CHI list*. Listed material (i.e. one item below the other) should be numbered 1. 2. 3. 4. ... or bulleted. Where numbered items are listed within the text of a sentence (i.e. not one item under another) then they should be numbered (i), (ii), (iii) etc.

Variables: Use style *CHI variables*. Variables should be defined, where used, with full explanation and units of measurement. Please list these, one below the other, rather than incorporating them in the flow of the text. The sample chapter shows the accepted layout and this is achieved for each line by inserting: `tab/variable/tab/= /tab/definition`. Commas should follow each definition, and the word 'and' inserted after the penultimate definition. A period should follow the final definition.

SI Units: If using American units, include the metric equivalent in parentheses. Conversion tables are in the SI-US Unit Conversion chapter at the end of each year's monograph, which participants receive at the conference. If you do not have a monograph on your shelves, we can send you a PDF of the chapter.

Units of Measurement: These should be abbreviated according to the form shown in the SI-US unit conversion chapter in the monograph. Again, if you do not have access to a monograph, we can send you a PDF of the chapter. Some common sample abbreviations: year = y; hour = h; minute = min; second = s; mile = mi; yard = yd; foot = ft; inch = in.; meter = m; millimeter = mm; micron = μm . Colloquial usage

or rough measurements can be written in full e.g. "in the last 30 years"; precise measurements should be abbreviated e.g. "100 y 4 h event".

Numerals: Numbers over 21 should always be in numeral (digit) form. Numbers under 21, when used colloquially, should be written out in full e.g. "we ran thirteen tests"; "ten gauges were distributed." Numbers under 21, when used precisely or scientifically should be in digit form. A rule of thumb is that if the reader should be able to quickly find the number in the text, then it should be in digit form.

Bibliography: Use style CHI references. A good list of references is essential. A chapter may be rejected for having too few references. All entries must state in the following order: full names of all authors (never 'et al'), date, title, publisher, source (where copies are currently available) ISBN#, and page #s. The sample chapter shows the format to use. Reference entries should be in alphabetical order by author name.

Footnotes: Footnotes will not be accepted. Please incorporate such material in the text.

Footers: Do not edit or insert your own footers. We will insert footer material later.

Headers: Do not edit or insert your own headers. We will insert chapter and section titles in headers later.

Acronyms: Acronyms should be fully defined in the text on the occasion of their first use. The plural form should add a lower case 's' to the acronym (no apostrophe)