

# Author checklist to complete and submit with your paper

Thank you, both for your presentation and for preparing your paper for CHI's *Journal of Water Management Modeling*. Our editors and contributors are proud of this high quality peer reviewed journal, and to maintain our standards and control our publication costs, we all rely on our authors to produce quality manuscripts.

Detailed instructions and guidance on the preparation of your paper are available/downloadable at [www.chijournal.org](http://www.chijournal.org), by following the links to the particular *conference* at which the paper was presented, and to *Paper Submissions*. There is unfortunately a lot to remember, and your paper must comply with these instructions. This checklist is to help you ensure that you've covered the various points.

Your paper will be peer reviewed on value, originality, readability, language, mechanics, and freedom from commercialism/personalities. Consider these attributes, described at the end of this table, as you plan your paper.

Please include the completed form with your paper submission, by email. If you have any questions, please email or phone to [info@chijournal.org](mailto:info@chijournal.org), 519-767-0197

<b>Basic layout</b>	Please check
The <i>CHI journal paper template</i> should be used (downloadable at the paper submission web site)	
The <i>CHI Styles</i> , included in the chapter template, should be applied throughout, as advised	
The total page count should be 25 or under	
Footers and headers should not be touched. The publisher will adjust these later	
Footnotes cannot be accepted	
Include contact information for ONE author at the <u>end</u> of your paper to whom we can direct questions about the paper. Please also include the name and affiliation of each co-author.	
<b>Title:</b>	
The <i>CHI Paper Title A</i> style should be applied The title should be short: under 125 characters or 16 words	
<b>Author line:</b>	
1. <i>CHI Author A</i> style should be applied	
2. First and last name per author.	
3. No affiliations, no PE/P.Eng/Ph.D. etc, included in this line	
4. "and" inserted between the last two authors	
<b>Abstract:</b>	
Use the heading "Abstract" with the style <i>CHI Abstract A</i>	
The abstract should be 150–200 words long and should (a) clearly state or summarize the problem the paper addresses, (b) briefly describe how the problem is solved and (c) indicate why the work is important.	
You may choose to include up to five key words or phrases, separated by commas, introduced by "Keywords: " The keywords should appear as a separate paragraph with the style <i>CHI Abstract paragraph A</i> applied.	
Acronyms should not be used in the abstract	

<b>In all subsequent sections:</b>	
<b>Subheadings:</b>	
<i>CHI Subhead 1 A</i> , <i>CHI Subhead 2A</i> or <i>CHI Subhead 3A</i> style should be applied to the headings as appropriate	
Numbers of the Subhead 1 titles (1, 2, 3, ...) and Subhead 2 titles (1.1, 1.2, ..., 2.1, 2.2, ...) should be correctly consecutive (Subhead 3 titles are not numbered)	
One space should be inserted between the subheading number and the title	
Title case should be used for all subheadings (minor words such as <i>of</i> , <i>the</i> , <i>in</i> [i.e. prepositions, conjunctions] ... should not be capitalized)	
<b>Paragraphs:</b>	
First paragraph after any subhead: <i>CHI Book Non-indent A</i> style should be applied	
All subsequent paragraphs within the section: <i>CHI Book A</i> style should be applied	
<b>Final sections—Acknowledgments and References:</b>	
No number should be included in the subheads <i>Acknowledgments</i> and <i>References</i>	
<i>CHI Reference A</i> style should be applied to all the references	
1. References should be in alphabetical order by last name of principal/first author	
2. All authors' names should be included (i.e. no <i>et al.</i> , or even "et al.")	
3. All details should be supplied as per instructions (we follow the <i>Chicago Manual of Style</i> , 16th edition Author–date system of citations and references)	
4. All papers must have adequate references; papers without references will not be accepted	
<b>Figures:</b>	
1. Figures must be inserted step-by-step exactly as detailed in the formatting instructions on the web	
2. Figures must fit within the set margins of the chapter template (246 points, 3.14 in.)	
3. Figures must be in portrait orientation	
4. Figures should be centred	
5. Figures should be intelligible in grey-scale	
6. Resolution should be 240 dpi or higher, as per instructions	
7. All text within the figure should be Arial font, and never bold face	
8. A legend (legible) must be given if necessary for interpretation	
9. Figures should not be in reverse (white text on black)	
10. Figures should not be boxed	
11. Everything necessary to the understanding of the figure must be legible	
12. The figure caption appears immediately below the figure and should NOT be part of the figure	
13. The figure should immediately follow the paragraph in which it is first referred to	
<b>Figure captions:</b>	
The style <i>CHI Caption A</i> should be applied	
The caption should start with the capitalized word <i>Figure</i> followed by the figure number (1, 2, 3, ...); followed by an em space to separate it from the caption text; be in sentence case; and end with a period.	
<b>Tables:</b>	

1. Tables must be in MS Word Table format (not saved as a graphic).	
2. Tables must be created step-by-step, exactly as detailed in the formatting instructions on the web	
3. Tables must fit within the set margins of the chapter template (24.6 points, 3.42 in.)	
4. Tables must be centred	
5. Tables should be in portrait orientation	
6. The font used in the table should be: Myriad Pro Condensed (if this font is not available use Arial Narrow or Arial Condensed) 8 point (or 7.5 point or 7 point if necessary). There is a style, <i>CHI Table Content A</i> , which will apply the correct typeface and font size	
7. The figure should immediately follow the paragraph in which it is first referred to	
<b>Table captions:</b>	
The <i>CHI Caption A</i> Style should be applied	
The caption should start with the capitalized word <i>Table</i> followed by the table number (1, 2, 3, ...); followed by an em space to separate it from the caption text; be in sentence case; and end with a period.	
The caption appears immediately above the table	
<b>Equations:</b>	
All equations should be in plain text, MS Equation Editor or MathType	
The typeface Minion Pro must be used for all equations and the basic font size should be 9 point (Use Times New Roman if Minion Pro is not available)	
<i>CHI Equation A</i> style should be applied so that the equations are correctly aligned/indented	
Equations should be numbered sequentially, and the number be in parentheses e.g. (1), (2), etc.	
Equation numbers are placed at one single tabstroke to the right (as set by the <i>CHI Equation A</i> style)	
A colon (:) should end the phrase introducing the equation	
A colon should follow the "where" on the line after the equation, which introduces the list of definitions	
the "where:" should have the <i>CHI Book Non-indent A</i> style applied	
<b>Variables and their definitions:</b>	
Variables and their definitions should be listed one below the other, not run-on within a paragraph	
<i>CHI Variable</i> Style and the correct spacing [tab/variable/tab]'='/'tab/definition] should be applied	
Parameters/variables should be italicised; numbers, operators, parentheses and such should be in regular typeface	
A comma should follow each definition except the final one, which should end with a period	
The penultimate definition should end with a comma followed by the unitalicised word <i>and</i>	
<b>Miscellaneous conventions in the text:</b>	
<b>Spacing:</b>	
We never use double spaces, particularly after a period (full stop). Please check there are no double spaces in your paper.	
<b>Case :</b>	
Upper case text should never be used (except for acronyms)	

<i>Italics</i> , rather than quotations marks, are used to emphasise unusual word meanings. After the first occurrence of the word or term, it should appear in regular typeface Titles of books are also italicised	
<b>Lists:</b>	
The <i>CHI List Bullets A</i> or <i>CHI List Numbers A</i> style should be applied (bulleted lists are preferred except when the list identifies numbered steps or contains multi-sentence items)	
· Bullets (notice we like the teeny weeny bullet) or 1., 2., 3., ... should be used to identify or enumerate items listed below each other (no a., b., c. or, even worse, i, ii, iii, etc.)	
Lists that run-on within a sentence should: not be enumerated; introduced by a colon; and separated by semicolons.	
<b>Units of measurement:</b>	
A single nonbreaking space should occur between the figure and the unit of measurement (e.g. 6 ft, 1.83 m)	
The abbreviated unit of measurement (h, min, y, mi, ft, ha) should be used, except for general or colloquial usage (the list of accepted abbreviations is given below).	
All measurements given in U.S. units should have the SI unit equivalent given in parentheses (conversion factors are given below).	
<b>Numerals:</b>	
Numbers over 20 should always be in numeral (digit) form	
Numbers under 21 should be written out (six, thirteen ..) if used loosely or generally	
Numbers under 21, used as precise measurements, should be in digit form.	
A number starting a sentence should be spelled out. If it is precise, and important to the reader, then include the digit form in parenthesis after the written out form.	
<b>Acronyms:</b>	
Acronyms should be defined in the text when first used.	
The plural of an acronym should have a lower case s added, with no apostrophe before the s	
<b>English spelling and usage:</b>	
Use <i>modeling</i> , <i>modeled</i> , etc. (single l); <i>gauge</i> (not <i>gage</i> ); % with no space e.g. 20% (not 20 percent); avoid <i>and/or</i>	
<b>FINALLY</b>	
<b>Review your own paper:</b>	
1. Language—is the grammar, style, and vocabulary acceptable?	
2. Mechanics—are there accurate references in the text to each figure, entry in the bibliography, etc.?	
3. Commercialism—is the paper free from evident commercialism?	
4. Personalities—is the paper is free from personality references, complimentary or derogatory?	
5. Value—is the paper a thought-provoking study that contributes to the planning, analysis, design, construction, management or maintenance of civil engineering works and models in the field of stormwater and urban water systems modeling?	
6. Originality—does the paper cover material that is original, or not readily available elsewhere?	
7. Readability—is the paper comprehensible and readable?	
<i>Thank you for doing such a meticulous job. We really appreciate your effort.</i>	