

## Author checklist to complete and submit with your paper

Thank you for submitting your paper for publication in CHI's Journal of Water Management Modeling. Our editors and contributors are proud of this high-quality peer-reviewed, open access journal. 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). There is a lot to remember, and your paper must comply with these instructions. This checklist is to help ensure that you've covered the requirements.

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

Please upload the completed form with your paper submission on the JWMM Management Site <https://management.chijournal.org/index.php/guelph>

If you have any questions, please email us at [info@chijournal.org](mailto:info@chijournal.org).

<b>Basic layout</b>	Please check
The CHI journal paper template has been used (downloadable at the paper submission web site). Here is a video showing you how to use the template: <a href="https://youtu.be/RZe9_kqBSqM">https://youtu.be/RZe9_kqBSqM</a>	<input type="checkbox"/>
The CHI Styles included in the chapter template have been applied to the correct sections and checked	<input type="checkbox"/>
Footers and headers have not been edited	<input type="checkbox"/>
Footnotes are not included in the paper	<input type="checkbox"/>
<b>Title</b>	<input type="checkbox"/>
The title is short: under 125 characters or 16 words	<input type="checkbox"/>
<b>Author line</b>	<input type="checkbox"/>
No affiliations, i.e., PE/P.Eng./Ph.D. etc., included	<input type="checkbox"/>
", and" inserted between the last two author names	<input type="checkbox"/>
<b>Abstract</b>	<input type="checkbox"/>
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.	<input type="checkbox"/>
Acronyms should not be used in the abstract	<input type="checkbox"/>
<b>Body of Paper</b>	<input type="checkbox"/>
<b>Subheadings</b>	<input type="checkbox"/>
One space has been inserted between the subheading numbers and the titles. No period after subheading number.	<input type="checkbox"/>
Numbers of the Subhead 1 titles (1, 2, 3, ...) and Subhead 2 titles (1.1, 1.2, ..., 2.1, 2.2, ...) are consecutive (Subhead 3 titles are not numbered)	<input type="checkbox"/>
No numbers are included in the subheads Acknowledgments and References	<input type="checkbox"/>

<b>Final sections—Acknowledgments and References</b>	
An adequate number of references (5-6) are included and cited in the paper	
References are in alphabetical order by last name of principal/first author	
All authors' names are included in the references (i.e., no "et al.")	
<b>Figures</b>	
View this video to learn how to add figures to your JWMM paper: <a href="https://youtu.be/twlGqY3kr70">https://youtu.be/twlGqY3kr70</a>	
Figures are in TIFF, GIF or JPEG file format	
None of the figures are in .PNG format, or are low-resolution screenshots	
Each figure is a single image – No multiple parts or textboxes ovetop of an image	
Images are 300 dpi or higher – all elements must be clear and legible	
Captions are not included within the figure and are separate elements	
Apply the style <i>CHI Blank A</i> to each image	
Ensure figures are "in-line" with text, no text wrapping	
Any text within the figure is <i>Arial</i> font, and not bolded	
A legend (legible) has been provided to figures where necessary for interpretation	
Figures are not in reverse (white text on black)	
Figures are not outlined – no borders	
Everything necessary to the understanding of the figure is legible	
Figure immediately follows the paragraph in which it is first referred	
<b>Figure captions</b>	
Figure captions start with the word "Figure" followed by the figure number (i.e., 1, 2, 3, ...) followed by an em space and the caption text, in sentence case, ending with a period.	
Figure captions appear immediately below the figures	
<b>Tables</b>	
View this video to learn how to add tables to your JWMM paper: <a href="https://youtu.be/rfpH1XAXwYw">https://youtu.be/rfpH1XAXwYw</a>	
Tables are in MS Word Table format (not saved as a graphic)	
Apply the table style <i>Table Simple</i>	
Apply the <i>CHI Table Contents A</i> style to the text in the table	
Tables are centred	
Tables are in portrait orientation	
The tables immediately follow the paragraphs which they are first referred	
<b>Table captions</b>	
Table captions start with the word "Table" followed by the figure number (i.e. 1, 2, 3, ...) followed by an em space and the caption text, in sentence case, ending with a period	
Table captions appear immediately above the tables	
<b>Equations</b>	
All equations should be in plain text, MS Equation Editor, or MathType	
Equations are on their own line and are not added in-line with text	
Equations are numbered sequentially, and the number be in parentheses e.g. (1), (2), etc.	

A colon follows the "where" on the line after the equation, which introduces the list of definitions	
<b>Variables and their definitions</b>	
Variables and their definitions should be listed one below the other, not run-on within a paragraph	
Parameters/variables should be italicised; numbers, operators, parentheses, and should use the style <i>CHI Variable</i>	
A comma follows each variable definition except the final one, which ends with a period	
<b>Miscellaneous conventions in the text</b>	
<b>Lists</b>	
Lists that run-on within a sentence are not enumerated; introduced by a colon; and separated by semicolons	
A single nonbreaking space has been added between the values and the units of measurement (e.g., 6 ft, 1.83 m)	
<b>Units of measurement</b>	
Abbreviated units of measurement (h, min, y, mi, ft, ha) have been used, except for general or colloquial usage	
All measurements given in U.S. units have the SI unit equivalent given in parentheses	
<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 afterwards.	
<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 - Review your own paper before submission</b>	
1. Language—is the grammar, style, and vocabulary acceptable?	
2. Mechanics—are there accurate citations in the text to each figure, entry in the references, 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>	



# Converting SI to U.S. Customary Units

*We use Canadian spelling here (metres for meters and litres for liters; but not always)*

To convert from (SI)	Conversion factor	To get U.S. customary
<i>Length and velocity</i>		
Metres (m)	Multiply by 3.280 84	Feet (ft)
Metres (m)	Multiply by 1.093 61	Yards
Metres per second (m/s)	Multiply by 2.236 94	Miles per hour (mph)
Centimeters (cm)	Multiply by 0.393 7	Inches (in.)
Milimeters (mm)	Multiply by 0.039 37	Inches (in.)
Kilometers (km)	Multiply by 0.621 371	Miles (mi)
m <sup>3</sup> /(m <sup>2</sup> -day) = m/day	Multiply by 24.542 1	gpd/ft <sup>2</sup>
<i>Area</i>		
cm <sup>2</sup>	Multiply by 0.155	Square inch (in. <sup>2</sup> )
m <sup>2</sup>	Multiply by 10.763 91	Square foot (ft <sup>2</sup> )
Hectare (ha = 10 000 m <sup>2</sup> )	Multiply by 2.471 054	Acre
km <sup>2</sup> (= 100 ha = 106 m <sup>2</sup> )	Multiply by 0.386 102 16	Square mile
<i>Volume and Flow</i>		
Litres (1 L = 1 dm <sup>3</sup> )	Divide by 28.316 85	Cubic foot (ft <sup>3</sup> )
cubic metre (m <sup>3</sup> )	Multiply by 35.314 67	ft <sup>3</sup>
Litres (L)	Multiply by 0.264 172	U.S. gal
Litres (L)	Multiply by 0.219 969	Imp. gal
Litres/(s-ha)	Multiply by 0.014	In./h
m <sup>3</sup>	Divide by 3 785.412	Million U.S. gal (mg/MG)
m <sup>3</sup>	Multiply by 8.521 662	Barrel (US)
m <sup>3</sup>	Divide by 1 233.481	Acre-ft
Litres per second (L/s)	Divide by 43.812 6	Million U.S. gal/day (mgd/MGD)
(L/s)	Multiply by 15.850 8	gal/min (gpm)
Litres/m <sup>2</sup>	Divide by 40.745 8	gal/ft <sup>2</sup>
<i>Mass</i>		
Gram (g)	Divide by 453.592 4	Pounds (lb)
Gram (g)	Multiply by 15.432	Grain
Kilograms (kg = 1 000 g)	Multiply by 2.204 623	Pounds
Newton (= 0.1 kgb)	Multiply by 0.224 7	Pounds
Tonne, metric ton (= 1 000 kg)	Multiply by 1.102 31	U.S. ton
Tonne (t)	Multiply by 0.984 206	English ton
<i>Concentration</i>		
Milligram per litre (mg/litre = g/m <sup>3</sup> )	Multiply by 1.0	Parts per million (ppm)
mg/litre	Divide by 2.288 35	Grain/ft <sup>3</sup>
Microgram per litre (µg/litre = 10 <sup>-3</sup> g/m <sup>3</sup> )	Multiply by 1.0	Parts per billion (ppb)
<i>Density</i>		
kg/m <sup>3</sup>	Multiply by 0.062 428	lb/ft <sup>3</sup>



g/m <sup>3</sup>	Multiply by 6.242 8 x 10 <sup>-5</sup>	lb/ft <sup>3</sup>
m <sup>3</sup> /kg	Multiply by 16.018 5	ft <sup>3</sup> /lb
<i>Pressure</i>		
g/m <sup>2</sup>	Divide by 4 882.43	lb/ft <sup>2</sup>
Bar (= 105 N/m <sup>2</sup> )	Multiply by 14.503 8	psi (= lb/in. <sup>2</sup> )
kg/m <sup>2</sup>	Divide by 4.882 43	lb/ft <sup>2</sup>
kg/cm <sup>2</sup>	Multiply by 14.223 3	psi

... continued overleaf

To convert from (SI)	Conversion factor	To get U.S. customary
<i>Energy etc.</i>		
Watt (W = N × m/s)	Multiply by 3.412 14	Btu/hr
Kilowatts (kW = 1 000 W)	Multiply by 1.340 48	Horsepower (hp)
Kilowatt-hours (kW-hr)	Multiply by 3 414.425 9	Btu
W/m <sup>3</sup>	Multiply by 5	hp/mg
kW-hr/(m <sup>2</sup> × °C)	Multiply by 176.228	Btu/ft <sup>2</sup> /°F
kW-hr/(m <sup>3</sup> × °C)	Multiply by 53.714	Btu/ft <sup>3</sup> /°F
Calories (gram)		
1 calorie = 1.16 × 10 <sup>-6</sup> kW-hr	Divide by 251.995 7	Btu
Degree celsius (°C)	Multiply °C by 1.8 and add 32	Degrees Fahrenheit (°F)

<sup>a</sup>Metric kilograms in this table are weight kilograms, which equal 9.81 (m/s<sup>2</sup>) × kg (mass) = 9.81 Newtons.

#### Miscellanea

##### *Some constants*

- 1 m<sup>3</sup> of water weighs 1 000 kg
- 1 ft<sup>3</sup> of water weighs 62.4 lb
- 1 U.S. gal of water weighs 8.34 lb
- 1 Imp. (English) gal of water weighs 10 lb
- 1 d = 1 440 min = 86 400 s

##### *Some magnitude prefixes for SI units*

G	giga-	10 <sup>9</sup>
M	mega	10 <sup>6</sup>
k	kilo	10 <sup>3</sup>
m	milli	10 <sup>-3</sup>
μ	micro	10 <sup>-6</sup>

##### *Time abbreviations*

Second	s
Minute	min
Hour	h
Day	d
Week	week
Month	month