



Full Paper Guidelines for authors of the ISWA 2018 World Congress

Manuscript preparations

Language:	English
Software:	Microsoft Word
Page Size:	A4
Margins:	2 cm – left, right, top, bottom
Font:	12 pt. Times New Roman
Line Spacing:	Single
Justification:	Full
Column:	Single
Number of pages:	4 – 6 pages only. <i>(Incl. tables, figures, diagrams and references)</i>
Size of file:	Max. 5.0 MB
Page number:	Do not number the pages
Headers / footers:	Do not insert headers/footers
Colour:	Text in black Figures, graphs and tables can be in colour
Title:	24 pt bold, first letter in each word in capitals. Max. 100 letters incl. spaces Centered One blank line after title
Author(s) name(s) & Affiliation:	12 pt bold type and center First name in full, family name followed by a comma. On the same line type the organisation the author is affiliated with abbreviate organisation name if possible. Do not insert address



Paragraphs:

Leave one line between paragraphs
Do not insert extra spacing in paragraph and line spacing
Do not indent at all
Do not use numbers to identify headings

Headings to be used:

The following headings must be used in the following order:

- Contact
- Executive Summary
- Introduction
- Conclusion
- Acknowledgements
- References
- Other headings will depend upon your specific paper

Headings format:

12 pt bold capitals
Do not indent or center
Insert a blank line below
Second level headings
12 pt bold, with the first letter in each word in capitals, the rest in lower case
Do not indent or centre
Do not insert a blank line below
Table, figure, graph and photograph headings 10 pt bold type
Table heading above the table
Figure, graph and picture heading below
Clearly Label, ex: "Table 1 of Figure" (no full stop afterwards)

Executive summary:

The executive summary contained in your manuscript will be copied and published in the executive summaries book. Length must not be longer than 400 words. Words only (no figures, tables, graphs) include the background of the work and its aims, the methods/techniques used (briefly), the main results obtained and the conclusions drawn

Contact details:

In the executive summaries book details of a contact person for each manuscript will be published. At the beginning of your manuscript please type the following information:

- Contact name
- Organisation
- Postal address
- Telephone
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Equations & formulae:	Align on the left margin
Scientific symbols:	Type all scientific symbols in bold
Super & sub scripts:	8 pt bold type In the production of the CD-ROM symbols often scramble. Only symbols in bold can be proofed.
Referencing:	<p>Citations in the text should be denoted with the author's surname and the year of publication (e.g.: using the data obtained by Parkpain et al. (2000) or using data from literature (Grigg 1996, Pokrajac & Jones 2000).</p> <p>Provide a reference section at the end of your manuscript, including an alphabetical list of the authors and the year of publication referred to in the text. Remember to write the working title in italic. Use the examples written below. If two or more citations for the same author are made for a single year, identify sequentially in lower case letters, e. g. (1995a).</p>
Examples:	
(Book Example):	Grigg, N.S. (1996). Water Resources Management, pp. 8-11. Mc. Graw-Hill, New York.
(Conference Proceedings Example):	Pokrajac, D. (2000): Oil infiltration in the vicinity of a shallow groundwater table. In: Bjerg, P. L., Engesgaard, P., & Krom, T. D. (eds.): Groundwater 2000. Proceedings of the International Conference on Groundwater Research, Copenhagen, 6-8 June, pp. 17- 18. A.A. Balkema, Rotterdam, NL.
(Scientific journal Example):	An, H., Englehardt, J., Fleming, L., & Bean, J. (1999): Occupational health and safety amongst municipal solid waste workers in Florida. Waste Management & Research 17, pp. 369 – 377.
(Web site reference example):	Patton S. (2004): Toxic trespass. Our Planet, 15(2) 24-26. From UNEP, Publications (2004): http://www.ourplanet.com/imgversn/152/patton.html (Oct. 25, 2004)



- Graphics:** Insert all tables, figures, graphs and photos (in JPEG, TIFF or Bitmap format) in the body of the manuscript. Do not use shading
- Spell check:** Be sure to spell check your manuscript
- Submission of full papers:**
- Electronic file:** Microsoft Word document for PC (Maximum file size 5.0 MB)
- How to submit your paper:** You should submit your full paper to secretariat@iswa2018.org
- Deadline for paper submission:** **31 July 2018**
- Further guidelines:** Full Paper Guidelines and Poster Presentation Guidelines can be found on the congress website at <http://www.iswa2018.org/> by April 2018.