



# AMERICAN INSTITUTE OF HYDROLOGY INSTRUCTIONS FOR PREPARING MANUSCRIPTS / PAPERS

Technical Documents published by AIH must conform to the formats presented in this list of instructions. Documents that must meet these formats include papers published in the Journal, Proceedings of AIH Annual Meetings and other documents specified by the Publications Manager. The papers will be peer-reviewed and published in book form. Please prepare the manuscript according to the following instructions and send an electronic file for review to:

**American Institute of Hydrology**  
1230 Lincoln Drive  
Carbondale, IL 62901-6603  
Tel: (618) 453-7809  
Fax: (618) 453-3344  
Email: [aih@engr.siu.edu](mailto:aih@engr.siu.edu)

Full Papers must be received by **August 15, 2008**.

## GENERAL FORMAT INSTRUCTIONS:

- **FILE TYPE:** Microsoft WORD "\*.doc" preferred (if other file type used, please confirm with AIH before submitting)
- **PAGE SIZE:** 8.5" x 11"
- **ORIENTATION:** Portrait
- **MARGINS:** Top = 0.75" Bottom = 0.75" Left = 0.75" Right = 0.75"
- **LENGTH:** Abstract, text, tables, figures and references should not exceed ten (10) pages
- **LINE SPACING:** Single-spaced with one line space between paragraphs (Except for headings, tables and figures; see below)
- **INDENTATIONS:** First line of paragraph indented 0.15"
- **JUSTIFICATION:** Full Justification (Justify left and right margins)
- **FONTS:** Arial and Times New Roman, or similar font. (See diagram)

## TITLE:

The title should be informative and short, not more than 14 words.

## HEADINGS:

- Major headings should be all capitals and centered.
- Secondary headings should have the first letter of all main words capitalized, be underlined and flush with the left margin.
- Two lines of space above and one line of space below should separate major or secondary headings from the text.

## KEY WORDS:

Key Words should be provided and separated by commas, not more than six, following the abstract starting at the left margin.

## TABLES & FIGURES:

- Tables and figures should be inserted at the end of the paper with a three-line space above and below. Table or Figure must fit to a single page and should not be carried over to a second page.
- Margin limits are the same as for the text.
- Graphs and figures should be in black & White or gray-scale. Black & White Photographs are also acceptable.
- Capitalize TABLE or FIGURE and only the first letter of the title, use Arabic numerals, and set the title on the same line.

## ABSTRACTS:

Like major headings, ABSTRACT should be capitalized and centered on the page and have one space below. The text of the abstract is single spaced and should be limited to 200 words. Allow one line of space below the abstract before the Key Words; and two lines of space before the next heading or (if no heading) the next text line.

## FOOTNOTES:

Footnotes should be avoided and used only when absolutely essential. They should be typed single spaced at the bottom of the appropriate page and separated from the text by a three inch line starting from the left margin with one space above and below it.

**REFERENCES:**

- Cite references within the text by author(s) and year in parentheses,
- List references in alphabetical order, typed single spaced, although separated from each other by one line of space.
- For journal citations: (1) Last name of author(s), initials, (2) year, (3) title of article, (4) journal, (5) volume number, and (6) page numbers.
- For book citations: (1) Last name of author(s), initials, (2) year of publication, (3) title of publication, (4) editor of book (if applicable), (5) edition of book (if applicable), (6) publisher, (7) city of publication, and (8) page reference (if applicable).

**PERMISSIONS TO REPRINT COPYRIGHT MATERIAL :**

Written permission to use copyrighted material must be obtained from the publisher and not from the author or the editor. The publication from which the figure, table or text is taken must be listed in the reference section. Finally, the first footnote of a reprinted table, or the last sentence of the legend of a reprinted figure, should read "reprinted by permission from REF....". All permissions must be listed.

**OTHER INFORMATION:**

- Provide Name, Affiliation, Address, Phone number, Fax number and Email address for each Author. Authors with the same information may be placed in the same block. (See below)
- **Reprints:** Be sure to indicate on a separate sheet the complete name and address of the author to whom individual reprint requests should be directed. The Reprint Order Form must be returned by the due date on the form with an order of 50 copies or more.
- Use white bond paper for any paste up pages needed.
- In order to assure consistency in this journal, it is requested that the term **ground water** be used as two words and hyphenated when it is used as an adjective.

**TITLE BLOCK DIAGRAM:**

Please use the following format outline for the first page of your paper:

