2016

WATERSHED SCIENCE BULLETIN

CENTER FOR WATERSHED PROTECTION ASSOCIATION

Journal of the Center for Watershed Protection Association

Style Guide

Contents

1.0 General Guidelines

The *Watershed Science Bulletin* (the *Bulletin*) uses the *Chicago Manual of Style* (15th edition, 2003) and *Merriam-Webster's Collegiate Dictionary* (11th edition, 2006). This guide is an outline of style rules specific to *Bulletin* style. Where no rule is present on this list, follow *Chicago*. For spelling, follow *Webster's* first spelling if there is a choice and use American, not British, spellings. The copyeditor will use Track Changes and insert queries to authors using comments in Word.

1.1 Formatting

The graphic designer will format the manuscript according to journal specifications, so only the following minimal formatting rules are required from authors and copyeditors:

- Maintain a consistent 12-point Times New Roman font.
- Use bold or italics to distinguish section headings. Do not number section headings.
- Use only one space after periods and colons.
- Leave a blank line between paragraphs; do not indent paragraphs.
- Remove any headers and footers.
- The associate editor will add line numbers to newly submitted manuscripts; the copyeditor will remove line numbers from accepted manuscripts.

Format the first page of articles like this:

<div align="center">

Title in Headline Capitalization

Author,[a]* Author,[b] and Author[c]

</div>

[a] *Title and affiliation including city, state (2-letter abbreviation), and email address for corresponding author*
[b] *Title and affiliation including city, state (2-letter abbreviation)*
[c] *Title and affiliation including city, state (2-letter abbreviation)*
* Corresponding author.

1.2 Capitalization

Follow *Webster's* and *Chicago*; some exceptions and important rules are noted below.

Definitions
In *sentence style capitalization* (see *Chicago* 8.166), only the first word in a title, the first word in a subtitle, and any proper names are capitalized (Is impervious cover still important: A review of recent research).

In *headline capitalization* (see *Chicago* 8.167 with slight modifications), each "important" word is capitalized, using the following rules: (1) capitalize all nouns, pronouns, verbs, adjectives, and adverbs; (2) lowercase most prepositions (of, to, under, etc.), articles (a, an, the), and conjunctions (and, or, not), unless they appear as the first or last word of the title; (3) capitalize prepositions that are used as part of a verb (Recent Efforts To Mitigate

Wetlands *or* Putting Up with Outdated Regulations); and (4) capitalize the second word of a hyphenated compound unless it is an article, conjunction, or preposition.

General Capitalization Rules
- Figure, Table, and Appendix callouts (exception to *Chicago*)
  - Capitalize callouts in the text if they refer to items within the present work; lowercase if they refer to those in other works (In Figure 1; As shown in Table 2; In Cappiella's (2001) figure 1). For capitalization of captions, see section 1.5, Tables and Figures, below).
- Section Headings and Subheadings
  - Use headline capitalization.
  - Limit to no more than 10 words each.
- Names of Organizations (including government organizations, institutions, associations, and conferences; see *Chicago* 8.66–8.76)
  - Capitalize full official names, but lowercase "the" preceding a name, even where it is part of the official title (the University of Maryland; the US Environmental Protection Agency).
  - Lowercase where names are used in a general sense (the federal government; the university).
- Names of Places (*Chicago* 8.46–8.63)
  - Entities that appear on maps (continents, oceans, countries, cities, etc.) and popular names of places are always capitalized, as are adjectives and nouns derived from them (the Gulf; the Chesapeake Bay).
  - Regional terms that are accepted as proper names, even if they do not normally appear on maps, are usually capitalized; adjectives and nouns derived from them are usually lowercased (the Northwest; northwestern).
  - Generic terms used for parts of urban areas are not capitalized (the inner city).
  - Where the government, rather than the place is meant, the words *city*, *state*, and so on, are usually capitalized (She works for the City of Chicago; residents of the city of Chicago).
  - Lowercase terms such as *watershed*, *basin*, and *valley*.
- Titles and Offices (*Chicago* 8.21–8.35)
  - For job titles (e.g., professional, civil, and military), capitalize when they immediately precede a personal name and lowercase when they follow a name or are used in place of a name (Professor John Smith; John Smith, professor of life sciences). Exceptions: in the headings of Ask the Experts and in the Table of Contents, job titles should be capitalized regardless of whether they are placed before or after a personal name.
  - For academic degrees or titles, capitalize where formal, lowercase where informal (John Smith, PhD; a Master of Science degree from University of Maryland; a master's degree in environmental science)
- Titles of Works (*Chicago* 8.164–8.208)
  - When referring to titles of books, journals, reports, and other freestanding works in the main text, italicize the title and use headline capitalization; when referring to titles of articles, chapters, and other shorter works, enclose the titles in

quotation marks (do not italicize) and use headline capitalization. See below (section 1.6, Text Citations and References Cited) for treatment of titles in lists of references and sources.
  – Names of projects and programs should appear in headline capitalization but should not be italicized or placed in quotation marks.
- Other
  – Capitalize *Section* when it refers to the section of an act (e.g., Section 319 of the Clean Water Act).

1.3 Numbers and Units

Numbers and Math
Spell out numbers one through ten and ordinals first through tenth. Use numerals for numbers (and ordinals) larger than ten (12, 12th). Exceptions: (1) When mixed within the same sentence, express numerically (We analyzed samples from 8 plots in the riparian site and 12 plots in the upland site). But ordinals that are spelled out can be mixed with numbers expressed as numerals (The first set of 20 soil samples). (2) For centuries, always spell out the ordinal and use lowercase (e.g., nineteenth century). (3) In tables, express all numbers numerically. (4) Always express numbers used with units of measure numerically (other than numbers one through ten used with spelled out units of time, see below).

A few additional notes regarding numbers and math follow:
- Do not superscript ordinals (9th, *not* 9th).
- Use a comma(s) in numbers with four or more digits (e.g., 3,000).
- Italicize all variables—in the main text and in equations.
- Use a minus sign from the symbol palette, rather than a hyphen or en dash, for a minus or negative sign.
- For multiplication signs, use "×," the multiplication sign found in Word's symbol palette; do not use a lowercase "x" or other symbol.
- If changes to display equations or other complex equations are needed, copyeditors should generally query authors to edit the equations, rather than editing the equations themselves. Copyeditors may make changes to simple equations in running text.

Units
In general, express units of measure using the metric system. Where this approach is not practical (e.g., as in the case of pollutant concentrations or pipe diameters, where English units reflect the conventional use in the United States), insert a footnote at the first use of English units in the main text (after the abstract), providing a brief (one- or two-sentence) rationale for your use of English units. Regardless of which system of measure is used, the manuscript must be internally consistent (i.e., do <u>not</u> use a mixture of metric and English units). The editor-in-chief may allow for inconsistency in the system of measure on a case-by-case basis if appropriate.

Always spell out English units (square feet, pounds) at their first use and abbreviate afterwards. Standard metric units (ha, kg) should be abbreviated throughout the manuscript. Exception: Spell out any unit when it is used without a specific value (We estimated buffer areas in hectares *but* the site measured 10 ha).

Always spell out units of time (e.g., minutes, seconds, months, years) unless a particular paper uses one or more units of time frequently—in those cases, spell out the unit(s) at the first occurrence and abbreviate thereafter. When units of time are spelled out, follow the general rules above for spelling out numbers or expressing them numerically (two months, 30 days); when units of time are abbreviated, always express numbers numerically (3 d, 16 s).

For specific percentages, use %, not *percent*, and a numeral (15%). Exception: when it is necessary to begin a sentence with a percentage (and the sentence cannot be reworded to avoid this), use *percent* and spell out the number (Fifteen percent). For more general constructions, use *percentage*, not *percent* (The percentage of samples). Use "per" for general use without a specific value (Measured in kilograms per hectare); use "/" for specific values (12 kg/ha).

1.4 Lists

In general, lists in running text should be formatted using Arabic numerals enclosed in parentheses. Use "and" before the final item. Use semi-colons when one or more of the listed items has internal punctuation. For lists consisting of only two items, use "and"—but do not use a comma or semi-colon—between items. It is not necessary to use a colon after the lead-in text that immediately precedes the list. Essentially, use a colon if the lead-in is structured such that it is clearly introducing a structured list, but do not use a colon if the lead-in and list read like a regular sentence. If each listed item is a complete sentence (e.g., a list of questions or recommendations), then the lead-in should end in a colon, each listed item should begin with a capital letter and end with a period or question mark, and the final item should *not* be preceded by "and."

Three examples of lists in running text follow:

We sampled the following fish and invertebrate species in the stream: (1) ..., (2)..., and (3)....

This study assessed stream biodiversity by measuring (1) ... , (2) ..., and (3)....

The committee addressed three questions: (1) What is the optimal stream buffer width? (2) How can vegetation be used to reduce stream temperatures? (3) What is a realistic deadline for the completion of restoration activities?

Display, or vertical, lists may be bulleted or numbered. Three styles are allowable.

- A list of items, ranging in length from a single word to no more than one sentence each, that read like a continuation of the lead-in sentence: The lead-in ends in a colon or with no punctuation, each listed item begins with a lowercase letter and ends with a comma or semi-colon, and the final item is preceded by "and" or "or" and ends with a period.
- A list of items (a single word or short phrase each) that does *not* read like a continuation of the lead-in sentence: The lead-in ends with a period or colon, each item begins with a lowercase letter, no punctuation is used at the end of any listed item, and the final item is *not* preceded by "and" or "or".
- A list in which each item is a complete sentence (or multiple sentences): The lead-in ends in a period or colon, each item begins with a capital letter and ends with a period or question mark, and the last item is *not* preceded by "and."

All items within a list, whether in running text or a vertical list, must be grammatically parallel (e.g., all complete sentences or all phrases with verbs of the same tense).

1.5 Tables and Figures

Formatting and Submitting Tables and Figures
All tables should be provided in Microsoft Word format in the desired locations within the text of the manuscript. Ensure that tables can be edited in Microsoft Word (i.e., do not insert tables as pictures or objects). Table notes, if used, should appear under the table, not within the table.

All figures, including graphs, charts, photos and illustrations, should be provided as separate files that meet the following criteria:
- All graphics should be provided as .tif, .jpeg, .psd, or .eps files meeting the resolution criteria below.
- Photos should be provided at 300-dpi or higher resolution.
- Illustrations should be provided at 1,200-dpi or higher resolution.
- All graphs, charts, and other figures created with Microsoft Excel can be submitted as .xls or .xlsx files.

Mention each table and figure by number at the appropriate point in the manuscript text; number figures and tables in the order in which they are first mentioned in the text.

The location and size of figures and tables are subject to change at the graphic designer's discretion to fit within the *Bulletin's* layout.

Center column headings and numbers in table cells; follow author on whether to center text in cells.

Use headline capitalization for table column heads; follow author on the use of headline vs.

sentence capitalization for stub (left-most) columns and for figure text elements (e.g., legends) but ensure consistency within a given article.

Captions
All tables and figures should include a short caption, as well as a credit, if applicable. Captions should be placed below figures and above tables using sentence style capitalization (i.e., capitalize only the first letter of the first word and include a period at the end). Captions for tables and figures should be limited to no more than three concise sentences. Use a period after the figure or table number, for example:

Figure 1. Caption caption caption caption.

Do not format the caption typeface (i.e., leave them as the author has them—bold, lightface, or italicized); the graphic designer will address this formatting.

In table and figure captions, do not use acronyms or abbreviations that are not widely known in this field (e.g., abbreviations of specific place names, new methods, or local organizations or agencies); spell out such terms even if they have already been defined in the text preceding the table or figure callout (e.g., spell out Yakima River basin in a caption, even if YRB has been introduced in the preceding main text). Acronyms and abbreviations that are likely to be familiar to most readers (e.g., GIS, USGS, or SWAT) and are spelled out in the preceding text may be used in a table or figure caption. If in doubt, spell it out.

Notes and Sources
Additional notes may be included below the table (not as part of the table caption and not as part of the table). Precede table notes (but not figure notes) by "Note:" or "Notes:". If necessary, use lowercase, italicized, superscripted letters for table notes that are specific to a particular cell or column. Figure notes should be run in at the end of the caption text.

Tables and figures may include sources, preceded by "Source:" or "Sources:". For tables, the source(s) should be placed below the table and table notes (if any); for figures, the source(s) should be run in at the end of the caption text. In articles, the source should be provided in author–date format in one of two ways.
- Source(s) only, for example,
  Sources: Jones 1999; MDNR 2000.
- As part of a sentence, for example,
  Source: Figure adapted from Jones (1999).

1.6 Text Citations and References Cited

General Rules
All references must be cited in author–date form; full citations for all sources cited in the text must be included in the **References**. References should follow *Chicago's* reference style with two modifications.

- It is not necessary to italicize book titles or journal names as the entire reference or source list will be italicized by the designer.
- When citing a chapter in an edited book or a paper within a published proceedings volume, add a colon after the "In", as in this example:
  Leach, W. D., and P. A. Sabatier. 2005. Are trust and social capital the keys to success? Watershed partnerships in California and Washington. In: Swimming upstream: Collaborative approaches to watershed management, ed. P. A. Sabatier, W. Focht, M. Lubell, Z. Trachtenberg, A. Vedlitz, and M. Matlock, 233–257. Cambridge, MA: The MIT Press.

Numerous examples of this style are provided in "Watershed Science Bulletin Basic Style Rules."

Legal authority (i.e., cases, statutes, and regulations) should follow the *Blue Book* (http://www.legalbluebook.com/) and be presented using in-text style as opposed to footnotes.

Specific Citation and Reference Situations
Sources that are not yet published should be cited in the text and in the reference or source list as "forthcoming" (*not* "in press," "in prep," "submitted," etc.). Example text citation: Smith (forthcoming). Example reference list citation (include volume number if known):

Smith, A. B. Forthcoming. Article title. *Journal Name* 24.

Reference in the text to a website should be in author–date format (*Chicago* 17.237). Where the date is not clear, use "n.d." in place of the year in the text citation and "No date" in place of the year in the reference list entry (see *Chicago* 17.119).

Treat formal reports (those that appear to be ready for printing, for example) like books (*Chicago* 17.241) and treat informal reports (those that appear to be white papers, discussion papers, unpublished manuscripts, etc.) like "working papers" (*Chicago* 17.217). If in doubt, format it like a formal report.

URLs may be included in reference or source list citations only for (1) websites and (2) articles from online-only journals. Occasionally, at an author's request, we may allow the inclusion of a URL for another type of source if that source is available only online, is very difficult to find online, and would be useful to many readers.

Do *not* include last accessed dates for URLs.

Include the last names of all authors up to 10; for works with more than 10 authors, list the first 7, followed by "et al." Use initials only, rather than full names, for the first and middle names.

2.0 Orthography and Usage

Acronyms
- Spell out the full term on first use within each article, but use the acronym thereafter.
- In headings and subheadings, do not use acronyms that are not widely known in this field (e.g., abbreviations of specific place names, new methods, or local organizations or agencies); spell out such terms even if they have already been defined in the text preceding the heading or subheading. Acronyms and abbreviations that are likely to be familiar to most readers (e.g., GIS, USGS, or SWAT) and are spelled out in the preceding text may be used in a heading or subheading. If in doubt, spell it out.
- Do not use an acronym for the term *impervious cover*.
- Do not use "the" before abbreviated agency or organization names (e.g., USEPA, *not* the USEPA).
- Do not use periods in any acronyms formed using uppercase letters or a mix of uppercase and lowercase letters (e.g., US and PhD). Use periods in most acronyms formed using only lowercase letters, including e.g., i.e., and n.d. (exception: dbh), and in author initials.
- Use versus outside of parentheses, but vs. within parentheses.
- Spell out US state names that appear in the main text (We conducted the study in Pike County, Pennsylvania, and Frederick County, Maryland). Use two-letter state abbreviations in author affiliations, tables, figures, reference lists, and lists of sources.

Hyphenation
- In general, limit the use of hyphens, except for commonly hyphenated words and in cases where the lack of a hyphen changes or confuses the meaning of the terminology.
- Generally, do not use a hyphen after common prefixes (e.g., macro, multi, non, over, post, pre, re, semi, sub, un, under). Exceptions: where lack of a hyphen would result in two vowels or four consonants (e.g., *preproject*, but *post-project*). If in doubt, refer to *Webster's*.
- Use an en dash, rather than a hyphen, between two words that are grammatically equal (cost–benefit analysis; Lieberman–Warner Act).
- Use an en dash (with no space on either side of it) in numerical ranges (1990–2000; 20%–50%)
- Use a hyphen with compound adjectives (cost-effective solution), but use an en dash in compounded compound adjectives (runoff volume–reduction measures; boot strapping–like approach) or rephrase to avoid compounded compounds.
- Use an em dash (with no space on either side of it) to set off words or clauses within a sentence. In general, an em dash can be used where either a comma or a colon could be used:
    - The committee—made up of three experts and three members of the community—met several times in the project's first year.

       o   The soil sampling data were undeniable—the site was a wetland.

Voice

Use active voice whenever possible (except in cases where changing passive to active voice would require excessive editing). First person (I, we, my, our) is allowable, but avoid excessive use of first person (without resorting to passive voice). For example, use "this paper" or "this study" in place of "I" or "we" in some instances.

Other Style and Usage Points

Minimize the use of awkward constructions, such as "there is," "there are," and "it is," which are often used to begin sentences or clauses.

Common Terminology
- acknowledgment
- asbuilt
- bankfull
- baseflow
- best management practice (BMP)
- better site design (BSD)
- bioretention
- build out
- channel protection volume (CP_v)
- coldwater
- cropland
- cross section
- cul-de-sac
- database
- decision maker
- decision making (n), decision-making (adj)
- downstream
- due to (use only where "attributable to" could substitute)
- e-mail, Internet, online, website, webpage
- field notes, fieldwork
- floodplain
- green infrastructure
- ground cover
- groundwater
- hardbottom
- homeowners' association (HOA)
- hotspot
- hydrologic
- inflow
- instream
- land use, land cover (no hyphen even as modifier)

- low-impact development (LID)
- mainstem
- nearshore
- nonpoint
- nonstructural
- NPDES, National Pollutant Discharge Elimination System (not "Pollution," no "and")
- on-line, off-line (referring to BMP design)
- on-site, off-site
- permeable pavers (includes permeable asphalt or concrete, grass paving blocks, interlocking concrete modules, and brick pavers)
- policymaker
- policymaking (n, adj)
- pretreatment
- rain garden, rain barrel, rainwater, rainfall
- retrofitting
- right-of-way
- riprap
- runoff
- saltmarsh
- seagrass
- smart growth (lowercase)
- snowmelt
- snowpack
- storm drain
- storm flow
- stormwater
- straight-piping
- streambank
- streambed
- streamflow
- sub-basin
- subwatershed
- tidewater
- turfgrass
- ultra urban
- upstream
- waste load
- wastewater
- water body
- water quality volume (WQ_v)
- -wide: close up regionwide, statewide, nationwide; in all other cases, use hyphen (e.g., system-wide)