

WATERSHED SCIENCE BULLETIN



Journal of the Center for Watershed Protection Association

Basic style rules for the Watershed Science Bulletin are provided below. Preference will be given to articles that follow these basic guidelines. More detailed guidance can be found in the Watershed Science Bulletin's Style Guide.

General Formatting

Please adhere to the following general formatting rules:

- Maintain a consistent 12-point Times New Roman font.
- Use bold or italics to distinguish section headings; do not number section headings.
- Leave a blank line between paragraphs; do not indent paragraphs.
- Use only one space after periods and colons.
- Avoid use of headers and footers.
- Include line numbers on submitted manuscripts.

Format the first page of articles like this:

Title in Headline Capitalization

Author^{a*} and Author^b

^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)

* Corresponding author.

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.

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.

References and Citations

All sources must be cited in the text in author–date form.

Examples:

Schueler (1999)

(Cappiella and Brown 2001)

(Center for Watershed Protection 1998; Wright et al. 2006)

A source that is not yet published should be cited in the text and in the reference list as “forthcoming” (*not* “in prep,” “submitted,” or “in press,”), regardless of its stage in the preparation and publication process.

Example:

Caraco and Kwon (forthcoming).

For sources without a year, such as many web pages and unpublished data, use “n.d.” in place of the year in the text citation.

Example:

US Environmental Protection Agency (n.d.)

The source, including a page or section number, must be provided for any direct quote, as in this example: According to Claytor and Schueler (1996, 3-14), “stormwater filters appear to have particular utility in treating runoff from urban ‘hotspot’ source areas.” Note the use of single quotation marks for quotations within quotations.

The full citations of all sources cited in the text should be listed at the end of the main text under the heading References, using the Chicago Manual of Style’s “reference” style. However, it is not necessary to italicize book titles or journal names. Examples of this style are provided below.

Books and Reports

Fraleigh-McNeal, L., T. Schueler, and R. Winer. 2008. National pollutant removal performance database technical brief, version 3.0. Ellicott City, MD: Center for Watershed Protection.

Sabatier, P. A., W. Focht, M. Lubell, Z. Trachtenberg, A. Vedlitz, and M. Matlock, eds. 2005. *Swimming upstream: Collaborative approaches to watershed management*. Cambridge, MA: The MIT Press.

US Council on Environmental Quality. 2010. *Progress report of the Interagency Climate Change Adaptation Task Force: Recommended action in support of a national climate change adaptation strategy*. Washington, DC: Council on Environmental Quality.

Chapters in Edited Books

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.

Journal Articles

Stednick, J.D. 1996. Monitoring the effects of timber harvest on annual water yield. *Journal of Hydrology* 176:79–95.

Brown, T. 2010. Can volume-based stormwater criteria make a difference to receiving stream health? *Water Resources Impact* 12(2): 5–8.

Arnold, C. L., C. J. Bellucci, K. Collins, and R. Claytor. 2010. Responding to the first impervious cover-based TMDL in the nation. *Watershed Science Bulletin* Fall: 11–18.

Forthcoming Works

Caraco, D., and H. Kwon. Forthcoming. Stormwater design BMPs for the northeastern United States. *Watershed Science Bulletin*.

Newspaper Articles

Norton, R. 2011. TDEC approves wetlands relocation. *Cleveland Daily Banner*, March 21.

The Boston Globe. 2011. NH loggers face \$100k wetlands penalty. March 18.

Websites

Center for Watershed Protection. No date. Watershed protection and restoration. <http://www.cwp.org/your-watershed-101/watershed-protection-and-restoration.html>.

Legal Works

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

Other Guidance

- Use active voice whenever possible. 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" to replace of "I" or "we" in some instances.
- In general, express units of measure using the metric system. Where this approach is not practical, insert a footnote at the first use of English units in the main text 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 not use a mixture of metric and English units). Always spell out English units (square feet, pounds) at their first use and abbreviate afterwards. Standard metric units (kg, ha) should be abbreviated throughout the manuscript.
- Mathematical expressions.
 - Minus or negative sign: Use a minus sign from the symbol palette, rather than a hyphen or en dash
 - Multiplication sign: Use an '×,' the multiplication sign found in Word's symbol palette
 - Use %, not percent, and a numeral (15%)
 - Italicize all variables (e.g., $N = 10$) in the main text and equations

A Word about Audience, Content and Style

Articles in the Watershed Science Bulletin are written for watershed and stormwater practitioners, including; municipal government staff from planning, engineering, public works, parks, utilities and other departments; private consultants in engineering, landscape architecture, forestry, and environmental science; community organizations working to implement on-the-ground restoration projects; state and federal government regulators and scientists; and University professors educating others about water issues.

Due to the length of the articles (5,000 words or less), it is important to write clearly and concisely in order to convey useful information to the Watershed Science Bulletin readers. Articles should be written in a conversational style without jargon so that they can be easily read and understood by a diverse audience. Preference is given to articles that make it clear how the author's research findings can be applied and utilized, as opposed to presentation of purely research-based content.