

# Waterlines

An international journal of water, sanitation and waste

## Guidelines for Authors

*Waterlines* is an international journal for researchers and academics, as well as practitioners and policy-makers interested in extending adequate water supply, sanitation and solid waste management to all in developing countries. *Waterlines* aims to bridge the gap between research and practice: we encourage papers written by researchers for the benefit of practice and those written by practitioners to inform the research. *Waterlines* considers the key challenges facing those in the water and sanitation sector – engineers, health professionals, community development workers, researchers, policy makers – and suggests how these issues may be tackled and resolved using affordable systems and with reference to wider policy frameworks.

### **Scope**

*Waterlines* aims to look to a sustainable future through exploring all aspects of the water supply, sanitation and waste sector from the practical to the political at every level across a broad geographical base.

- Practical solutions are essential if the many of the difficulties experienced are to be addressed. However, the impact of government organizations, policy formation and institutional influence is also key to addressing all water, waste and sanitation issues.
- Articles reporting on experimental results should include the implications of these results for practical situations.
- Water and sanitation issues impact at every level of society from the village to the national level. How change at one level requires support from, or influences, another must not therefore be overlooked.
- *Waterlines* tries to cover as wide a range of geographical areas as possible. Articles describing particular projects in a given country should also include international comparisons, or at least some discussion of how local practice relates to what is done in other parts of the world.
- Sustainability is key to future solutions for the water and sanitation sector. This can mean how much programmes cost to run, and how far customer charges cover costs; it can also mean whether systems can be maintained into the future.

### **Format**

Articles should be between 2000 and 6000 words in length: articles covering specific projects and field-based experience may be shorter (2–3000 words), whereas more analytical, research-based papers, or overviews are often longer (5–6000 words).

The editor welcomes authors sending in 100–150 word outlines of their proposed article for discussion and guidance prior to writing the full article.

Please submit your article as a Word document containing the text, including title (up to 12 words), abstract (100–150 words), references (no more than 15), tables, boxes and figure captions.

Please also include one sentence on the author's occupation. Acknowledgments are not encouraged but if it is important to include them, please keep them to one sentence.

### **References and footnotes**

*Waterlines* does not have footnotes. Material of this type should either be incorporated into the text (possibly in brackets) or omitted.

References should be given in the Harvard style e.g. (Smith, 2001) in the text, together with, in a list at the end:

Smith, John (2001) 'Water coverage indicators', DFID report.

For further information please contact: Laura Dubery, Managing Editor, Journals, ITDG Publishing, 103-105 Southampton Row, London WC1B 4HL, UK. Tel: +44 (0)20 7436 9761 Fax: +44 (0)20 7436 2013. E-mail: [journals.edit@itpubs.org.uk](mailto:journals.edit@itpubs.org.uk) URL: <http://www.itdgpublishing.org.uk>

Please include the DOI number at the end of the reference if available.

### **Tables and Figures**

- **Tables** should be set up in Word, referred to as 'Table' and numbered consecutively
- **Graphs or diagrams** that were originally composed in Excel, should be linked as an object in the Word file, **and furnished as a separate file**. Data should be displayed in greyscale or with patterns rather than colours; they should be in 2-D rather than 3-D. Graphs and line images should be referred to as 'Figure' and numbered consecutively.
- **Line images** should be submitted in black and white, with no areas of solid grey, and at a resolution of 600 dots per inch at the size you would like it published or larger. They should be two-dimensional and NOT three-dimensional.
- Photographs and Illustrations. If you are sending photographs, please save them in greyscale, preferably in TIFF or PostScript format (at least 300 dpi for size 12 cm wide). **Please always send them as separate files, not embedded in the Word document.**

### **Submission, editorial selection procedures and copyright assignment**

Articles should be submitted as **email attachments**. Once received, they will be acknowledged by the editor, who will check that the article is within the scope of the journal. They will then be read by at least two other reviewers. When the reviewers' comments have been received, usually within 6 weeks, the editor will convey the decision of the reviewers to the author. Unless the decision is not to publish, the reviewers usually ask for some revisions or they have a few queries.

If it is agreed that the article is suitable for publishing, the final decision on which issue the article is most suitable for is made at the editorial committee meeting, approximately three months before the issue will be published. The editor then edits the article and prepares it for publication. She will send each author a single copy of the issue when it is published: please send her the postal address to which copies should be sent.

Articles should be submitted to the Editor, Clare Tawney, via email at [publishinginfo@practicalaction.org.uk](mailto:publishinginfo@practicalaction.org.uk)

The journal's policy is to acquire copyright for all contributions. Once articles have been selected for publication authors will be sent a copyright assignment form which they should sign and return to the Practical Action Publishing office.

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