

2018 South Carolina Water Resources Conference

Manuscript Guidelines

Content

Content: The manuscript is written as a concise summary of the presentation, giving the main points and a brief justification or discussion of each main point, with all conclusions.

Paper's Recommended Length: up to 10 pages, a minimum of 3-4 pages

Page Numbering: Do not include page numbers.

Submission

Please name the electronic file using the name of the first author. The file naming convention is: LastnameFirstinitial-2018SCWRCpaper.pdf (example: "JonesW-2018SCWRCpaper.pdf")

Organization

Section headings (major, minor, and sub headings) are used appropriately to organize the text and make it "reader friendly". A well-organized paper will have no more than about 5 paragraphs without a break for a heading (see typing format below for headings.)

Abstract: Short abstract (450 words or less) summarizes the paper's purpose, conclusions and main contribution to water management.

Most (but not all) papers will include these major headings:

Introduction: The Introduction does the following:

1. states the paper's purpose and intended contribution,
2. points out its importance, relevance and usefulness for water resources management in South Carolina,
3. explains who needs this information and why.

Background and Related Work: Sufficient background information about the topic is given. The key issues or questions are pointed out. Related work is mentioned. Current knowledge about the issue is briefly summarized or referenced. Hypotheses, alternatives or approaches considered by others are mentioned.

Project Objectives / Goal

Methods: The research/study methods and analysis procedure are briefly but adequately described. Common methods are just referenced.

Results: Data and conclusions are presented clearly. Reasons for reaching these conclusions are given.

Discussion: Implications of the conclusions are discussed. (Could consider the implications regarding administration, management, economic impact, financing, culture, law, education, quality of life, ethics, sustainability, new technology, etc.)

Recommendations: (may be combined with Discussion) What should be done next and by whom?

Acknowledgments: Recognize key assistance you may have received.

Literature Cited: References are cited by author and date (Jones, 1983), and they are listed alphabetically with complete information in the Literature Cited section. This section can be especially helpful to readers who want to follow up on your topic. Please include all key publications, especially those relevant to South Carolina.

Typing Format

Margins

- Left and right margins are 0.625 inches (5/8 inches).
- Top and bottom margins are 0.875 inches (7/8 inches). (Only exception is use a 1.0-inch top margin above the paper's title if the title fits all on one line.)
NOTE: Each column must end 0.875 inches from the bottom edge of the paper (please MEASURE at bottom of every column); do not make one column shorter than the other, except at end of manuscript.
- Use a double column format for the paper's text, with 0.375 inches (3/8 inch) between the two columns of text. Do not set the double column format until after the title block, described below.

Title Block

- Font style: use Times Roman font.
- Center the title **in all capital letters**, bold font, 14 point font size
- Leave one blank line after the title.
- Center the author(s) name, 12-point font, not bold, not caps.
- Leave one blank line after the author(s) name.
- Put in a single plain horizontal line from margin to margin.
- Leave one-half blank line after the horizontal line (if possible).
- Type the word **AUTHORS:** in capital letters, not bold, 9-point font size.

- Skip two spaces (spaces, not lines) and enter the author's title and full address, in regular 9-point font. Go to the next line.
 - Type the word REFERENCE: in capital letters, not bold, 9 pt. font size. Skip two spaces and enter the following text: *Proceedings of the 2018 South Carolina Water Resources Conference*, held October 17-18, 2018, at the Columbia Metropolitan Convention Center.
 - Leave one-half blank line next (if possible).
 - Put in a single horizontal line from margin to margin.
 - Leave one blank line next (add a second blank line to compensate, if you were not able to enter the two one-half blank lines earlier).
 - This concludes the title block.
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Text

- After the title block, enter the double-column format for the paper's text (see "Margins" above).
 - Use 10.5-point font size, Times Roman font style. The 10.5 font size is set using the toolbar function for formatting the font, then manually typing 10.5 in the size box.
 - The text is both left and right justified, with proportional spacing.
 - Use one space after a period at end of a sentence.
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Abstract

Begin the paper with the Abstract (which has its own heading format). First enter a paragraph indentation (4 spaces), followed by the word “**Abstract.**” (with a period) in bold, two spaces, then the text of the abstract. Leave 2 blank lines between the abstract and the first major heading.

Abstract. Water use during 1997 was estimated for each county in the 24-county area of coastal Georgia by water-use category, using data obtained from various Federal and State agencies. Categories of offstream water use include public supply, domestic, commercial, industrial, mining, irrigation, livestock, and thermoelectric power generation.

Total offstream water use from ground- and surface-water sources was estimated to be about 1,225 million gallons per day (Mgal/d) in 1997 for the study area, of which ground water supplied 28 percent and surface water supplied 72 percent. Water withdrawal in coastal Georgia increased from 1,153 Mgal/d in 1980 to 1,225 Mgal/d in 1997, a 6-percent increase. During this period, surface-water withdrawal increased by 111 Mgal/d and ground-water withdrawal decreased by 38 Mgal/d.

Headings

- Headings and subheadings are used appropriately to organize the text and make it "reader friendly". (A well-organized paper will have no more than about five paragraphs without a break for a subheading.)
- Major headings are typed in capital letters, centered, not bold, with two blank lines above and one blank line below. Use 10.5-point font size, Times Roman font style.
- Minor headings are typed bold and left justified, not all caps but with first letters capitalized. Put one blank line above, no blank lines below (unless followed by a third-level heading), no period at end. Use 10.5-point font size, Times Roman font style.

Use Program began in 1979: GWUDS stores available site-specific data from 1980 to the present.

1997 Water Use

Offstream use is water withdrawn or diverted from a ground- or surface-water source, and transported to the place of use. The categories of offstream water use summarized in this paper include public supply, domestic,

- Paragraph headings (optional, third level heading) are indented with the paragraph, typed in bold, with one blank line above. Put a period at the end of the paragraph heading and begin text on same line.

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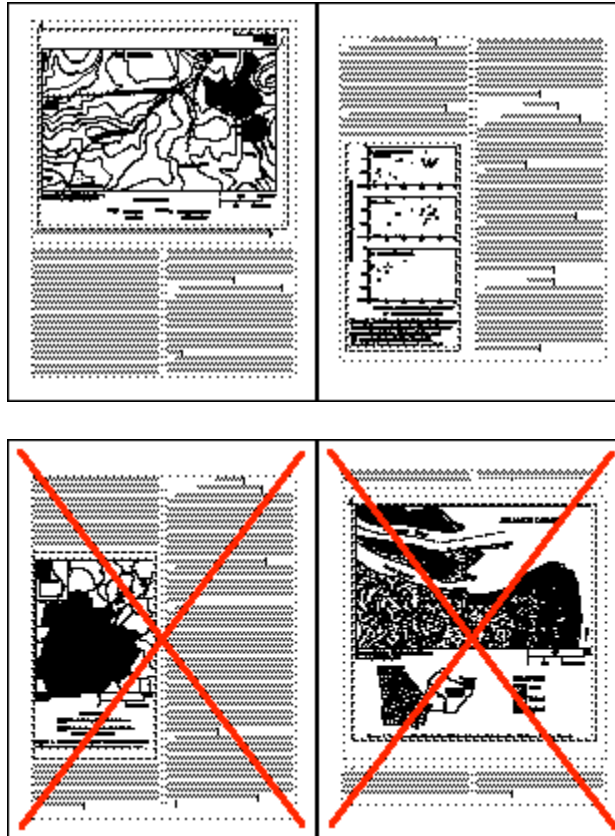
Note: Where text under a major heading is fairly short, the author may chose to omit the second level headings (to use no further headings in that section, or to use only the third level headings without the second level).

Paragraphs

Paragraphs are indented four spaces with no blank lines between paragraphs in the body of the paper. However, paragraphs that begin with a bold "paragraph header" (see Headings format) have one blank line above them.

Figures and Tables

- Place figures and tables only at the extreme top or bottom (not middle) of a page.



- Put two blank lines above or below them to separate them from the text.
- Size them (enlarge or reduce) to closely fit a single column width (3.4375 inches wide) or a double column width (7.25 inches wide).
- Each table contains only three solid lines: one above and below the column headings, and one at the end of the table. Do not use extra lines within the table or bordering the table (no box around table).
- Figure and table captions are right justified and are typed in bold below the figure, with only first word capitalized and a period at the end.
- Do not enclose the figure or graph or map within a box border.
- Put the figure all the way up to the top margin or all the way down to the bottom margin in a text column.

Literature Cited

References are cited by author and date in the text (Jones, 1983), and they are listed alphabetically with complete information in the Literature Cited section. Please also list relevant websites.

- Indent the second, third, etc. lines by two spaces.
- No blank lines between references.
- Put titles of books and journals in italics.
- Example format for a journal article (showing vol. 10, pages 87-91)

Benke, A.C., R.L. Henry III, D.M. Gillespie and R.J. Hunter, 1985.
“Importance of snag habitat for animal production in southeastern streams.” *Fisheries* 10:87-91.

MISCELLANEOUS STYLE NOTES

- Use ONE space after a period at the end of a sentence
- Use a “.” comma before “and” in a list within a sentence
- When using an acronym, please spell out the words followed by the acronym in parentheses for the first usage
- Common acronyms: SC DHEC / SC DNR / US EPA