

Instruction for authors

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ABSTRACT

These instructions have been prepared in the format that should be used for the final manuscripts submitted to the 17th International Northern Research Basins Symposium and Workshop, Eastern Canadian Arctic, Canada, August 12 to 18, 2009. Papers should be a maximum of ten (10) Letter pages (8.5" x 11") including text, figures, tables and references. An abstract of no more than 250 words should be supplied and 3-6 keywords are mandatory. The main text should be subdivided into logical sections, e.g. abstract, keywords, introduction, methods, results and discussion, conclusions, and references. Format using 2.5 cm margins, 12pt Times Roman typeface and single line spacing. Include a running heading at the top of each page, 1.25 cm from the edge of the paper, with the conference title, place and date extending from margin to margin. Include a running footer at the bottom of each page, 1.25 cm from the edge of the paper, with page numbers, author's name and paper title.

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KEYWORDS

Arctic environments; conference paper; electronic files; IPY; paper template

1. INTRODUCTION

This template uses styles to set the formatting. Styles defined in the document are listed under the Styles and Formatting command. The styles define font, text size, paragraph justification, numbering, bullets, margins, tabulation and line spacing. Please ensure that you select the correct style for headings, lists, text paragraphs etc.

Format styles have been defined to automatically have the correct font, text size, numbering and paragraph spacing. Please do not modify the styles.

2. STRUCTURE AND CONTENT

The following is a guideline for paper structure using the symposium numbered list and sub-list styles. Papers should comprise:

- (1) Title, author name(s), full postal and e-mail addresses for each author.
- (2) Abstract: no more than 250 words briefly specifying the aims of the work, the main results obtained, and the conclusions drawn.
- (3) Keywords: 3–6 keywords which will enable a subsequent information retrieval system to locate the paper.
- (4) Main text: for clarity this should be subdivided into:

- (i) Introduction - describing the background of the work and its aims.
 - (ii) Methods - a brief description of the methods/techniques used.
 - (iii) Results and Discussion - a clear presentation of the results obtained, highlighting any trends or points of interest.
- (5) Conclusions: a brief explanation of the significance and implications of the work reported.
 - (6) Acknowledgement: a brief acknowledgement of funding bodies or individuals who contributed but are not among the authors
 - (7) The title of the individual headings may vary depending on the nature of the paper, but it is important that a clear structure is preserved. Full papers should be ten (10) Letter (8.5" x 11") pages including text, figures, tables and references.

3. HEADINGS AND LAYOUT

Major headings like the one above are typed bold in 12pt upper case Arial typeface (capital letters), with 18 pts above and none below. The Heading 1 style is predefined with numbering and line spacing. Headings for the abstract, keywords, acknowledgements and references should not be numbered.

3.1 Minor headings

Minor headings like the one above (style Heading 2) are in 12pt bold Arial typeface, with 12 pts above and none below. Numbering and line spacing are automatic.

3.1.1 Sub-headings

Sub-headings like the one above (style Heading 3) are in 12pt italic Arial typeface, with 6 pts above and none below. Numbering and line spacing are automatic.

3.2 Page layout

All text should be word-processed using the Letter page size, respecting the following general layout requirements:

Papers must be formatted using 2.5 cm margins.

Include a running heading at the top of each page, 1.25 cm from the paper edge, with the following text across the page from margin to margin:

17th International Northern Research Basins Symposium and Workshop
Iqaluit-Pangnirtung-Kuujuuaq, Canada, August 12 to 18, 2009

The header is in 10 pt Arial typeface and is underlined.

Include a running footer at the bottom of each page, 1.25 cm from the paper edge. On odd pages, place the author's name (using the *et al.* abbreviation in case of multiple authors) at the left margin and the page number at the right margin. On even pages, place the page number at the left margin and the paper title at the right margin. Use an abbreviated title if the full title is longer than 50 characters. Use Arabic numerals for page numbers. Footers have a single line above separating them from the main text. Again, the font is 10 pt Arial.

There is no space between headings and the paragraph directly below (style Normal 1). Subsequent paragraphs (Normal) will follow automatically and have 6 pt spaces before and after. Both paragraph styles are justified and are not indented. Please avoid using footnotes or splitting tables over two (or more) pages. Please use a 12pt Times Roman typeface.

3.3 The first page

The following is an example of a bulleted list showing the special formatting requirements for the first page:

- The title of the paper (style Title) should appear centred in 16pt Arial typeface as shown on the first page of this file. There are 12 pts before and after the title.
- The author's name(s) should appear centred in regular 12 pt Arial typeface, separated by commas. The style (Author) has 12 pts above and below. Indicate the corresponding author with an asterisk (*). Authors should have affiliation indicated with a number (superscript) referring to the addresses directly below.
- The author's affiliation(s) and full postal address(es) should be set out using centred 10pt italics Arial typeface following the example on page one(1) of these notes. There are no spaces before or below the affiliations.
- Show the corresponding author's email address in 8pt Arial italics below the affiliation(s). The email address should be preceded by an asterix. There are no spaces before or below the email address.
- An abstract of up to 250 words follows. The abstract should explain the purpose of your study in a clear manner, elucidate the content somewhat, and finish by stating the key findings from your study.
- 3-6 keywords then follow, before main text begins.

3.4 Figures and Tables

Figures and tables should be numbered consecutively as they are presented (Figure 1, Figure 2, etc. and Table 1, Table 2, etc.). This can be done using the "Reference - Caption" command under the "Insert" menu. Equations can also be numbered automatically with this tool. A descriptive caption, including the figure or table number in bold, should be placed directly above tables and below figures. Figures and tables should be referred to in the text and should be positioned close to where they are first cited. Please do not place figures and tables at the end of the manuscript. The Caption style has hanging margins of 2 cm and is preceded and followed by a 6 pt space. Please leave a paragraph space between the base of a table and the next text paragraph. Table 1 gives an example of table formatting, note that the caption appears above the table. The table is positioned at the top of the next page in order to avoid splitting it in two. Large tables can rotated to fit on the page with landscape orientation.

Keep figures as simple as possible for clarity: avoid unnecessary complexity, colouring and excessive details. Illustrations should be clear and text in illustrations should not be written with less than 10pt font size. Please do not insert spreadsheet graphics as embedded objects, as this will lead to very large files: instead copy and paste the picture via the clipboard as an enhanced metafile.

3.5 Mathematics, nomenclature and of units

All mathematics included in the text should be typed using an appropriate equation editor. Please take care that all terminology and notation used will be widely understood. Abbreviations and acronyms should be spelled out in full at their first occurrence in the text.

SI units are strongly recommended. If non-SI units are necessary, SI equivalents (or conversion factors) must also be given. Units should have a single space between the number and the unit. The decimal separator is a full stop (e.g. $g=9.81 \text{ m/s}^2$).

4. LANGUAGE

Papers should be in good, grammatically correct English. Either US or UK English spelling is acceptable, but please be consistent in your choice. If English is not your native language you should seek the help of a colleague or professional translator.

5. SUBMISSION OF PAPERS

Articles must be provided in electronic form. While PDF is acceptable, MS WORD format is preferred. Submit your article with a covering message as an email attachment by June 15, 2009 to wquinton@wlu.ca

6. CONCLUSIONS

We thank you for your efforts reading through these paper guidelines and look forward to receiving your manuscript by June 15, 2009 at the latest.

ACKNOWLEDGEMENT

A brief acknowledgement of funding bodies or individuals who contributed but are not among the authors may follow the conclusions.

REFERENCES

It is essential that papers include a list of references at the end, showing that the author is aware of earlier work in the area both nationally and internationally. The references style is based on the requirements of *Hydrology Research*.

Citations in the text

- Citations should be given in the text in the form: "as mentioned by Hoover (2002)" or "as stated elsewhere (Kerr & Chung 2001)"
- If the paper has more than two authors, the names of all the authors should be given in the reference list; citations should appear as: "Metcalf *et al.* (2002)". Note that "*et al.*" is in italics.
- Two or more years in parentheses following an author's name are cited in ascending order of year, and two or more references published in the same year by the same author are differentiated by letters a, b, c, etc. For example: Brown (1969, 1972, 1973a, b).
- Different references cited together should be in date order and separated by semicolons, for example: (Smith 1959; Thomson & Jones 1982; Green 1990).

- If a paper has been accepted for publication but has not been published, "(in press)" should be used instead of a date.
- If a paper has been submitted but not definitely accepted the term "(submitted)" should be used. If the paper is still being prepared, "(in preparation)" should be used.

List of references

All references cited in the text are to be listed in alphabetic order at the end of paper. The reference style is formatted using 12pt typeface with the first line hanging by 1 cm.

Journal reference style:

Sun, H., Cornish, P. & Daniell, T. M. 2003 Digital elevation hydrological modelling in a small catchment in South Australia. *Nord. Hydrol.* **34**(3), 161-178.

Conference proceeding reference style:

Bengtsson, L., Semadeni-Davies, A., F. & Westerström, G. 1997 Winter related hydrological studies in Sweden. Proc. 11th Northern Research Basins Symp Vol 2., Prudhoe Bay - Fairbanks, Alaska, Aug 18-22. pp. 3-14.

Reports on Internet

Please cite the date that you last looked at the site

Semadeni-Davies, A.F. 2003 Observation and modelling of urban snowmelt. *Stormwater Management in Cold Climates: Planning, Design and Implementation*. Portland, Maine, November 3-5. Available online: <http://www.cascobay.usm.maine.edu/proceed.html>, 9 February 2005.

Book reference styles

(1) Book

Saucier, W. J. 1983 *Principles of Meteorological Analysis*. Dover, New York.

(2) Chapter within a book

Businger, J. A. 1973 Turbulent transfer in the atmospheric surface layer. In: Haugen, D. A. (ed.), *Workshop on Micrometeorology*. American Meteorological Society, Boston, MA, pp 67–100.

(3) Report

Bruland, O. & Maréchal, D. 1999 *Energy- and Water Balance of the Active Layer, 1991-1994. Understanding Land Arctic Physical Processes 1996-1998*. Technical Report STF22A98417. SINTEF Civil and Environmental Engineering, Trondheim, Norway.

(4) Thesis

Semadeni-Davies, A., F. 1999 *Urban Snowmelt Processes: Modelling and Observation*. Doctoral Thesis, LUTVDG/(TVVR-1026)/(1999), Department of Water Resources Engineering, Lund University, Sweden, unpublished.