



This document contains practical information for authors submitting articles to Hydrolink.

Articles are technically revised by the Editor and the Guest Editor (if any); however, it is expected that manuscripts are written in polished English language.

Authors who are not proficient in the use of the English language are encouraged to have their manuscript reviewed by a professional service before they are submitted to Hydrolink.

Title: please write a compact title of a maximum of 215 characters (with spaces) in Sentence case.

Authors: By (name (s) and surname (s) in separated with commas and using AND before the last author's name (not &).

Introduction: approximately 420 / 620 characters (with spaces).

Body of the article: **15,600 characters (with spaces)** with 4 images/tables.

Spelling: You can use British, American or Australian English spelling, but you must use it consistently. For example, you can use either "colour" or "color" throughout the article, but not both spellings in the same text.

Bullet and number lists: If any line is a complete sentence, then capitalize the first word of all lines. Otherwise, the first word of each line should be lowercase.

Currencies: ISO 42173 codes (USD, GBP, EUR, etc.) are to be used for currencies.

- Currencies are expressed in figures (i.e. numerals, not words).
- The ISO code precedes the figure with a space. Thus: USD 5,000, EUR 350.

Dates: The format of the date should be day month year, without punctuation. Thus: 3 October 2011.

- Please note that the ordinal form is not used when writing dates: 8 November, not 8th November.
- Forms such as 2/1/98 should be avoided because of differences in usage regarding the order of the numerals indicating the day and month.
- Include the day of the week whenever possible and relevant. Thus: Wednesday 27 January 2016.
- When needed, months are abbreviated as follows: Jan, Feb, Mar, Apr, May, Jun, Jul, Aug, Sep, Oct, Nov, Dec.
- To specify a span of dates, separate the dates with a dash. Thus: 16-17 July 2020. References to decades should be expressed in figures, for example, the 1990s, (not in the 90s or the 1990's).

Gender: Avoid language that could be construed as sexist. Thus: instead of manpower, spokesman, chairman, etc., use equivalents such as human resources, spokesperson, chair.

- Sex vs gender. When referring to the physical and biological characteristics that distinguish males and females, the correct term is 'sex'. Thus: 'sex-disaggregated data'.
- Women vs female. Do not use female as a noun. Woman/women is the word that corresponds to man/men.
- The use of conventional titles 'Mrs' and 'Miss' defines women only in terms of their marital status. 'Ms' is the only term not linked to marital status of women and is now widely used for single and married women (the plural form of which is "Mses").

Weights and measures: Use figures even for quantities less than 10 – do not spell the number out. Use the following abbreviations for units:

AREA Hectare (ha) Square centimetre (cm²) Square metre (m²)

VOLUME, CAPACITY millilitre (ml) litre (l) Cubic centimetre (cm³) Cubic metre (m³)

COMPUTER MEMORY Kilobyte (KB) Megabyte (MB) Gigabyte (GB) Terabyte (TB)

LENGTH, DISTANCE, SPEED Millimetre (mm) Centimetre (cm) Metre (m) Kilometre (km)

POWER Watt (W) Kilowatt (kW) Megawatts (MW) Gigawatts (GW) Megawatt/hours (MWh)
Gigawatt/hours (GWh)

TEMPERATURE Celsius (C) Fahrenheit (F)

WEIGHT, MASS Gram (g) Kilogram (kg) Tonne (t)

References: Hydrolink is a technical magazine, not a scientific journal. No more than 5 references should be used. The references should be numbered with their number in square brackets. The references should be cited in the text by listing their number in brackets as a superscript. Please check that all references are cited in the text.

Biography of the author (s): 100 words with a portrait photo of size 350 x 470 pixels.

Pictures and figures: photos (and graphics) must be of high resolution (300 dpi) 210x150 mm. Please send jpg or tiff files separately in addition to be embedded in the word document. Please provide 4 pictures/ figures.

All boxes, tables, figures should be clearly numbered, and referred to by their number. Example: Figure 1.

Please provide confirmation of permission to use any copyrighted photographs or other illustrations. Otherwise, it will be understood that the author holds the copyright of this material, or that it is free of any copyright.

It is recommended to provide with a PDF in addition to the Word document to check in case there is any doubt and to avoid any missed format when the document is converted to the professional graphic design format.