

Texas Water Journal

The *Texas Water Journal* uses the *Scientific Style and Format, The Council of Science Editors Manual for Authors, Editors, and Publishers*, 8th Edition. Please see:

<http://www.scientificstyleandformat.org/Welcome.html>

It also accepts Bluebook style for law articles. Some exceptions have been made to these styles. See below for general style guides from CSE. For submission guidelines and paper formatting, see [Author Guidelines](#).

Abbreviations, initialisms, and acronyms

- The *Texas Water Journal* uses abbreviations, initialisms, and acronyms for measurements, organizational names and other names that would be cumbersome to repeat on each occurrence. If a name only appears a few times, please use the full name instead of an abbreviation, initialism, or acronym. Each abbreviation, initials or acronym must be placed in parentheses after the first reference. If the paper requires any abbreviations, initialisms and/or acronyms, please insert a “Terms used in the paper” table with the complete name and the shorten version. Place the table after the abstract and before the paper.
- Abbreviations should not be used in abstracts unless they are understood when standing alone (such as DNA, pH, USA).
- Use “the” in front of initialisms.

Capitalization

- *Title case is used for article titles. All words are capitalized, except non-initial articles like “a, the, and”, etc.*
- *Sentence case capitalization is used for figure captions, table titles, and article/chapter titles and book/journal titles in the references.*
- Capitalize all in-text references to figures or tables (in Figure 1, we find...”, Table 1
- Capitalize all titles of position before a name (Director John Smith), and after a name (John Smith, Director).

Commas

- Commas should be used before “and” in a list of three or more.
It is necessary to consider state, federal, and local governments in order to create successful water policy.
- In a sentence that is split up by a conjunction (e.g., and, but) a comma should only come before the conjunction if both clauses contain a subject and verb.

Example:

The senator will travel to several different cities, and a rally will be held in each one.

v.

The senator will travel to several different cities and hold a rally in each one.

- No commas should be used in in-text citations between name and year (e.g., Smith 2010)

Hyphens and Dashes

- Use hyphen for page numbers 304-308; use en dash for years, measurements, dates: 2011–2012, 2–10 power supply units, July 7–10
- Use en dash to separate numbers that mean *up to and including* or *through*; if *from or between* is used before the first of a pair of numbers, en dash should not be used. 1970–1980; from 1970 to 1980.
- Use em dash to set off an amplifying or explanatory element. Do not put space between the dash and words before and after.

Italics

- Use italics in running text for the title of a book, journal, or other complete document.
- Many non-English words or phrases should be written in italics, with the exception of proper names and widely used phrases.
- Court cases should be italicized.

Lists

- In a bulleted list, use periods if each bullet consists of a complete sentence. If bullets are not complete sentences, do not end with a period.
- A numbered list may be used if the introductory sentence mentions the number of points that is to follow.
- Numbered lists should be as follows: (1) minutes cattle spent per day instream and within 4.6 meters of the creek; (2) flows; (3) *E. coli* concentrations; (4) *E. coli* loads from the study area; and (5) turbidities observed between sites and/or periods (with versus without alternative water).

Measurement Units

- In an exception to the *Council of Science Editors Manual*, any unit of measurement may be used. If measurements are abbreviated, put the abbreviation and full name in the “Terms used in the paper” table. Consistency should be maintained throughout the manuscript. Because Texas uses English units in the management and regulation of water, the reader is required to include the English unit equivalent in parentheses when using the Metric System. In the case where the author uses English units, the author is encouraged to include the metric units equivalents in parenthesis but is not required to do so.

Numbers (For more on numbers, see CSE 12.1)

- Generally, spell out zero through nine, unless directly connected to a unit of measure; for other numbers, use numerals (digits).
- When two numbers are adjacent, spell out one or, if possible, reword:
There were 40 two-inch pipes comprising the system.

- Use words to express a number at the beginning of a sentence.
- When a number is used idiomatically, spell out the number:
I was down on all fours searching for the nail I dropped.
- Spell out the names of units when they are used in text without an accompanying numeric value (“The measurements were recorded in kilojoules”).
- Spell out single digit ordinals (ex. the ninth time) but use numerals for 10th and higher.
- Spell out fractions in running text. Hyphenate all two-word fractions (e.g. two-thirds). For fractional quantities greater than 1, use mixed fractions if the precise value is not intended. Set a built-up fraction (e.g., ¼) close to the whole number (3¼), but insert a space if the fraction is not built up (3 1/3).
- Ranges of numbers and their accompanying units are expressed with a single unit following the second number of the range (23 to 47 kiloVolts). However, the percentage sign (%) and other symbols that are closed up to numbers are repeated in a range (“from 33% to 47%” but 33–44% is acceptable).
- For a series of numbers, present the unit after the last numeral only, except when the unit symbol must be set close to the number: 118,000 and 313,000 gallons, but 38%, 55%, and 29%.
- Use numbers for decades (“the 1950s,” not “the nineteen-fifties”).
- For degree, put space between numeral and degree sign: 32 °C.

Titles

- Do not abbreviate titles, spell them out: Senator Joe Smith, not Sen. Joe Smith.

Tables and Figures

- Table and figure captions should be capitalized sentence style and should end with a period. To conserve space, use abbreviations, symbols, and other short forms in column headings. Define these elements in a footnote. In the data field to conserve space, use standard symbols and abbreviations (those allowed by the publisher without definition or expansion) as well as abbreviations already introduced in the text; other abbreviations may also be used and defined in a footnote. Abbreviations defined in the text should be redefined if used in a table to allow the table to stand alone.

References (for more on in-text citations and reference list, see CSE 29.)

In-Text Citations

- Basic Format is Last Name of first author and year; for two authors, Last Name and Last Name Year, or Last Name et al. for more than two authors or Initials of organization [no comma] and year:
(Smith 2013), (Smith and Jones 2013), (Smith et al. 2013), (EPA 2013)
- When several in-text references occur at the same point, give them in chronologic sequence from earliest to latest, separated by semicolons (see Council of Science Editors ([CSE](#)) 29.2.1.2.9). For references published in the same year, list in alphabetical order.

Example: Improved estimates of climate variability and trends should prepare authorities to cope with ongoing climate change, which is predicted to increase aridity in the Southwest (IPCC 2007b; Seager et al. 2008; Banner et al. 2010) and may help them to prepare mitigation strategies (IPCC 2007a; Furniss et al. 2010).

Reference List

Style notes will be listed in italics throughout

Components of End References and Their Sequence

Books and other monographs	Journal and newspaper articles
Author(s)	Author(s)
Title	Article title
Content designator	Content designator
Medium designator*	Journal or newspaper title
Edition	Edition
Secondary author	Medium designator*
Place of publication	Date
Publisher	Volume
Date	Issue
Extent (pagination)	Location (pagination)
Physical description	Physical description
Series	Notes
Notes	

**New: Because inclusion of a URL in a reference to an online source makes the medium obvious, it is not necessary to include "Internet" as a medium designator for online sources.*

- Basic format for journal article is:

Last Name Initials (*no periods*), Last Name Initials. Year. Title of article (*in sentence case*).
Journal Title (*spelled out, no italics*). (*period*) Vol (issue):page numbers (*separated by hyphen*).

Sentence style for journal articles, book titles (capitalization should follow format of a normal sentence).

- Do NOT abbreviate journal titles.

In order to format personal author names, follow these examples:

Vincent T. DeVita, Jr. → DeVita VT Jr
John A. Addams III → Adams JA 3rd
Estelle Palmer-Canton → Palmer-Canton E
Jean-Louis Lagrot → Lagrot JL

Reference List Examples:

Style notes will be listed in italics throughout

Book: General

Jensen PA, Barnes JW. 1980. Network flow programming. New York (New York): John Wiley & Sons. 408 p.*

**Include number of pages in book references.*

Book accessed on the Internet

Jensen PA, Barnes JW. 1980. Network flow programming. New York (New York): John Wiley & Sons; [accessed year month day]. 408 p. Available from: url.

Book: Chapter

Yang Z-L. 2004. Modeling land surface processes in short-term weather and climate studies. In: Zhu X, editor. Observations, theory, and modeling of atmospheric variability. World Scientific Series on Meteorology of East Asia 3. Singapore: World Scientific Publishing Corporation. p. 288-313.

Ward G. 2010. Water resources and water supply. In: North GR, Schmandt J, Clarkson J, editors. The impact of global warming on Texas. Austin (Texas): University of Texas Press [in press].

Book: Edition

Zar JH. 2010. Biostatistical analysis. 5th* edition.** Upper Saddle River (New Jersey): Prentice Hall. 944 p.

**Place edition information following title.*

***Express edition numbers in Arabic ordinals (e.g. 1st, 7th). No superscript.*

Book: Editors as primary author

Norwine J, Giardino JR, Krishnamurthy S, editors. 2005. Water for Texas. College Station (Texas): Texas A&M University Press. 288 p.

Journal Articles: General

Webster PJ, Holland GJ, Curry JA, Chang H-R. 2005. Changes in tropical cyclone number, duration, and intensity in a warming environment. Science. 309(5742):1844-1846.

Woodhouse CA, Lukas JJ. 2006. Drought, tree rings, and water resource management. Canadian Water Resources Journal. 31(4):297-310.

Wilby RL, Orr H, Watts G, Battarbee RW, Berry PM, Chadd R, Dugdale SJ, Dunbar MJ, Elliott JA, Extence C, et al.* 2010. Evidence needed to manage freshwater ecosystems in changing

climate: turning adaptation principles into practice. *Science of the Total Environment*. 408(19):4150-4164.

**If there are more than 10 authors, list the first 10 followed by "et al."*

Journal Article on the Internet

Yu J, Norwine J, Bingham R, Tebaldi C. 2006. Potential climatic deterioration in semiarid subtropical South Texas. *Geography Online*. [accessed 2018 January 5];6(2). Available from: <http://www.siue.edu/GEOGRAPHY/ONLINE/gov6n2.html>

Technical Reports: General

Author(s). Date. Title of report (*sentence style*). Edition. Place of publication: Publisher. Extent (pages). Report No. Notes.

[US EPA] U.S. Environmental Protection Agency. 2009. Assessment of the impacts of global change on regional U.S. air quality: a synthesis of climate change impacts on ground-level ozone (An Interim Report of the U.S. EPA Global Change Research Program). Washington (District of Columbia): U.S. Environmental Protection Agency. 101 p. EPA/600/R-07/094F.*

**Reference ends with report number.*

[USGCRP] U.S. Global Change Research Program. 2009. Global climate change impacts in the United States. Karl TR, Melillo JM, Peterson TC, editors. New York (New York): Cambridge University Press. 196 p.

Technical Reports: Accessed on the Internet

[TCEQ] Texas Commission on Environmental Quality. 2010. 2010 Texas integrated report for Clean Water Act Sections 305(b) and 303(d). Austin (Texas): Texas Commission on Environmental Quality. Available from:

<http://www.tceq.texas.gov/waterquality/assessment/10twqi/10twqi>

Technical Report: Accessed on the Internet that have no publication date

[NOAA] National Oceanic and Atmospheric Administration. [no date]. Water temperature table of all coastal regions. Silver Spring (Maryland): National Oceanic and Atmospheric Administration. Available from: https://www.nodc.noaa.gov/dsdt/cwtg/all_meanT.html.

Conference paper

Author(s) of paper. Date. Title of paper. In: Editor(s). Title of book. Number and name of conference; date of conference; place of conference. Place of publication: publisher. Location. Notes.

Example

Lee DJ, Bates D, Dromey C, Xu X, Antani S. 2003. An imaging system correlating lip shapes with tongue contact patterns for speech pathology research. In: Krol M, Mitra S, Lee DJ, editors. CBMS 2003. Proceedings of the 16th IEEE Symposium on Computer-Based Medical Systems; 2017 July 20; New York. Los Alamitos (CA): IEEE Computer Society. p. 307–313.

Thesis/Dissertations: General

Ganesan G. 2010. Estimating recharge through playa lakes to the Southern High Plains aquifer [thesis]*. [Lubbock (Texas)]: Texas Tech University.

**Various countries will use "thesis" in reference to doctorate level work. Texas Water Journal uses "thesis" to refer to master level and "dissertation" for doctorate level work.*

Newspaper Online

Musico J. 2013 Oct 8. Water district to consider delaying landowner requirements. Lubbock Avalanche Journal. Available from: <http://lubbockonline.com/local-news/2013-10-08/water-district-consider-delaying-landowner-requirements>

For more examples, see the CSE Scientific Style and Format [online](#).

Commonly used words

A

acre-feet
AM, not a.m.
aquifer, lowercase when used alone;
Aquifer, capitalized when used with name,
Ogallala Aquifer

B

basin, lowercase when used alone; Basin
capitalized if with specific river, Rio Grande
Basin
basinwide
baseflow
brackish groundwater (adj.)

C

climate change impacts
cross section (n.),
cross-section (adj., v.)
cross-sectional (adj)

D

databases
desired future conditions (lower case)

F

freshwater
Figure -- spell out

G

gage, not gauge
geographic information system (GIS)
groundwater
groundwater management areas (lower
case)

H

hour, not hr

I

inch, not in or in.
instream flow
interbasin

L

land cover (noun: land-cover (adj.)
land use (noun); land-use (adj.)
large-scale (adj.)

M

months
multi (closed) unless used with word
beginning in "i"

O

organizations: use "the" before name "the
Texas Water Development Board"

P

PM, not p.m.

policy-maker

R

river, lowercase if follows two or more specific names ex: Brazos and Trinity rivers

S

semiarid

springflow

states: Spell out including after publishing city in reference list

statewide

streambank

streamflow (adj. n.)

stream inflow

T

Texas Legislature, Legislature (second reference)

time scale (n.) time-scale (adj.)

total maximum daily load (lower case)

U

United States (n.), U.S. (adj.)

W

water body

water rights (n. adj.)

water supply (n. adj.)

water use (n.); water-use efficiency (adj.)

website

watershed (lower case)