

## ***Texas Water Journal Style Guide***

The *Texas Water Journal* uses the [Scientific Style and Format, The Council of Science Editors Manual for Authors, Editors, and Publishers](#), 8th Edition (CSE).

The Journal 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, initialism, 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, e.g., DNA, pH, USA.
- Use “the,” “a,” and “an” in front of initialisms, abbreviations and acronyms if you would use them in speech. In general, if an acronym (like NASA or NATO) is pronounced as a word rather than as a series of letters (the AFL-CIO), you do not need an article when the acronym is used as a noun. The choice between using “a” or “an” with an acronym or abbreviation is governed by how the acronym or abbreviation is typically spoken.

#### **Examples:**

A NASA scientist was honored at last night's dinner.

What we need is an HTML writer.

As we enter the 21st century, some experts are suggesting that NATO has outlived its usefulness.

### **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.

**Example:** In Figure 1, we find...

- Capitalize all titles of position before a name (Director John Smith), and after a name.

**Examples:** Director John Smith; John Smith, Director

### Commas

- Commas should be used before “and” in a list of three or more.

**Example:** 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.

**Examples:**

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

vs.

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, e.g., 304-308.
- Use en dash for years, measurements, and dates, e.g., 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.
- Single-letter variables should be italicized; multiletter variables should not be. More variable guidance in in [CSE Section 10.1.1.2](#) and [Table 4.5](#).

### 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 CSE, any unit of measurement may be used in the *Texas Water Journal*. 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 author 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 Chapter 12](#).

- Generally, spell out zero through nine, unless directly connected to a unit of measure; for other numbers, use numerals (digits).
  - Note that time is also considered a unit of measure and therefore uses only numerals, e.g., 7 years.
- When two numbers are adjacent, spell out one or, if possible, reword.

**Example:** 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.

**Example:** 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.

**Example:** The measurements were recorded in kilojoules.

- Spell out single digit ordinals (e.g., 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.,  $\frac{1}{4}$ ) close to the whole number ( $3\frac{1}{4}$ ) but insert a space if the fraction is not built up (e.g., 3  $\frac{1}{3}$ ).

- Ranges of numbers and their accompanying units are expressed with a single unit following the second number of the range (e.g., 23 to 47 kiloVolts). However, the percentage sign (%) and other symbols that are closed up to numbers are repeated in a range.
  - As noted in the Hyphens and Dashes section, 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.

**Examples:**

from 33% to 47%.

33–44%

\$18–36 billion

- 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, e.g., 118,000 and 313,000 gallons, versus 38%, 55%, and 29%.
- Use numbers for decades, e.g., the 1950s, not the nineteen-fifties.
- For degree, put space between numeral and degree sign, e.g., 32 °C.
- Do not use superscripts.

**Example:** The 86th legislative session

**Possessives**

For more on possessives, see CSE [Chapter 6](#).

- Singular nouns that end in “s” should be made possessive by adding an apostrophe and an “s.” Pronunciation can serve as a guide: if the possessive “s” would be pronounced, it should appear in the written form.
- Plural nouns that end in “s” should be made possessive by only adding an apostrophe.

**Titles**

- Do not abbreviate titles; spell them out, e.g., 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 and the data field. Define these elements in a footnote or in the figure or table

captions, even if they are already defined within the text. This allows the tables and figures to stand alone as needed.

### **References: In Text**

For more on in-text citations and reference lists, see CSE [Chapter 29](#).

- The *Texas Water Journal* uses the Name–Year in-text reference system, meaning that the basic form is *Author Last Name Year*; for two authors, use *First Author Last Name and Second Author Last Name Year*; for more than two use *First Author Last Name et al. Year*; for an organization, use *Organization Initials Year*.

#### **Examples:**

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 [CSE Section 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).

### **References: Reference Lists**

For more on in-text citations and reference lists, see CSE [Chapter 29](#).

*Style notes will be listed in italics throughout.*

#### Components of end references and their sequence

<b>Books and other monographs</b>	<b>Journal and newspaper articles</b>
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	

- **All references from the internet should include date accessed.** 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.
- **The 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*). Available from: DOI link.

- Use sentence case 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 3<sup>rd</sup>  
 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.*

#### *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.

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 (California): IEEE Computer Society. p. 307-313.

#### *Legal materials*

The *Texas Water Journal* accepts Bluebook style for law articles. However, other articles may also cite legal materials, in which case the following CSE format is used:

For public laws:

Preventive Health Amendments of 1993, Pub. L. No. 103-183, 107 Stat. 2226 (Dec. 14, 1993).

For unenacted bills:

Medical Records Confidentiality Act of 1995, S. 1360, 104th Cong., 1st Sess. (1995).

Example of citing a Texas state bill, as opposed to a federal bill:

H.B. 3298, 84th Legislature, 84th Session (Texas 2015). Available from:  
<https://capitol.texas.gov/BillLookup/History.aspx?LegSess=84R&Bill=HB3298>.

*Note that the in-text citations for legal materials such as the above should be formatted as (using the first entry as an example): (Preventative . . . 1993)*

#### *Journal articles: general*

**Because most journal articles can now be accessed on the internet, journal articles should be cited as journal articles on the internet (see next reference type), unless the article is truly not available on the internet.**

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*

Thompson JC, Kreitler CW, Young MH. 2020. Exploring groundwater recoverability in Texas: maximum economically recoverable storage. *Texas Water Journal*. 11(1): 152-171. Available from: <https://doi.org/10.21423/twj.v11i1.7113>.\*

*\*Whenever possible, the "available from" link should be a DOI link.*

#### *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>.

#### *Online databases\**



Title of Database. Beginning date–ending date. Edition. Place of publication: publisher. [date updated; date accessed]. Notes.

\*See [CSE Section 29.3.7.13](#) for more information about citing online databases.

### *Personal communications*

The *Texas Water Journal* follows CSE's guidelines in [CSE Section 29.3.7.15.3](#) for citing personal communications, as quoted below:

CSE recommends placing references to personal communications such as letters and conversations within the running text, not as formal end references. The nature and source of the cited information should be identified by an appropriate statement. Place the source information within parentheses, using a term or terms to indicate clearly that the citation is not represented in the reference list.

e.g., ' . . . and most of these meningiomas proved to be inoperable (2003 letter from RS Grant to me; unreferenced, see "Notes") while a few were not.'

The author must provide written permission to the publisher from the cited person (if living) or from the cited organization if it is carried in a document such as an internal memorandum that is not accessible to scholars. The permission should be acknowledged in an "Acknowledgments" or a "Notes" section that follows the text of an article or is placed at the end of a book's main text; such statements may include additional details, such as the reason for the communication."

### *Presentations at meetings*

**This includes both items that were presented but never published and items for which any subsequent publication is unknown. If subsequent publication is known, cite the published form (such as a conference paper) rather than the item presented.**

Author(s). Date of the conference. Title of paper. Presented at: Title of conference. Number and name of the conference; place of the conference.

### *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. [dated accessed]. 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](https://www.nodc.noaa.gov/dsdt/cwtg/all_meanT.html).

*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. The Texas Water Journal uses "thesis" to refer to master level and "dissertation" for doctorate level work.*

*Websites and Homepages:*

Title of Homepage. Date of publication.\* Edition. Place of publication: publisher; [date updated; date accessed]. Notes.

APSnet: plant pathology online. c1994–2005. St Paul (Minnesota): American Phytopathological Association; [accessed 2005 Jun 20]. Available from: <http://www.apsnet.org/>.

*\*If there is no date, write "n.d."*

## Commonly used words

### A

acre-feet

AM, not a.m.

aquifer, lowercase when used alone;  
Aquifer, capitalized when used with name,  
e.g., Ogallala Aquifer

### B

basin, lowercase when used alone; Basin  
capitalized if with specific river, e.g., 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 (n.); land-cover (adj.)

land use (n.); land-use (adj.)

large-scale (adj.)

legislative session (lower case)

long-term

### 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

rainy day fund, lowercase because not official name

river, lowercase if follows two or more specific names, e.g., Brazos and Trinity rivers

## S

semiarid

springflow

state flood plan, lower case

state water plan, lower case

states: spell out including after publishing city in reference list

statewide

streambank

streamflow (adj., n.)

stream inflow

surface water

## T

Texas Legislature, Legislature (second reference), legislative session (lower case)

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)