***Texas Water Journal* style and formatting guidelines**

The *Texas Water Journal*'s preferred style guide is [The Publication Manual of the American Psychological Association, 7th Edition](). The *Texas Water Journal* also accepts [The Chicago Manual of Style, 17th Edition](), and Suggestions to Authors of the Reports of the U.S. Geological Survey, 8th Edition.

For legal articles, the preferred style guide is [The Bluebook: A Uniform System of Citation, 21st Edition]().

Some exceptions have been made to these styles, and some of these styles do not have guidance for all common issues. The *Texas Water Journal* therefore maintains its own style guidelines, to be used in conjunction with the authors' selected style. These guidelines include some exceptions, as well as common grammar rules consistent across all accepted style guides, the spelling and formatting of commonly used words, and more.

Style 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.

- Each abbreviation, initialism, or acronym should be placed in parentheses after the first reference.
- If a name only appears once, use the full name rather than the abbreviation, initialism, or acronym.
- If the paper requires any abbreviations, initialisms, or acronyms, please insert a table of terms used in the paper between the abstract and the body of the paper. See the formatting guidelines at the end of this document for additional information.
- Abbreviations should not be used in abstracts unless they are commonly understood when standing alone, e.g., DNA, pH.
- Use **the**, **a**, and **an** in front of initialisms, abbreviations, and acronyms if you would use them in speech. In general, if an acronym is pronounced like a word (e.g., NASA), you do not need an article when the acronym is used as a noun. Acronyms that are spelled out when spoken (e.g., the IBWC) generally require an article.

Capitalization

- Title case is used for article titles. All words are capitalized except non-initial articles like **a**, **the**, **and**, etc.
- Sentence case is used for figure captions, table titles, table headings, and article/chapter titles.

- Capitalize all in-text references to figures or tables, e.g., Figure 1.
- Capitalize all position titles when used directly before and after a name. Do not capitalize position titles when not associated with a name or when not used directly with a name. Also note that position titles should be spelled out rather than abbreviated.

    Examples:

    Director John Smith; John Smith, Director

    There is a new program director; John Smith is the new director of the program.

Commas

- In lists of three or more, a serial comma should be used before the **and**.

    Example: It is necessary to consider federal, state, and local governments to create successful water policy.

- In a sentence that is split by a conjunction (e.g., and, but), a comma should come before the conjunction *only* if both clauses contain a subject and a verb.

    Examples:

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

    vs.

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

Hyphens and dashes

- Use an en dash (–) to separate years, measurements, and dates, e.g., 2011–2012, 2–10 power supply units, July 7–10. If **from** or **between** is used before the first of a pair of numbers, an en dash should not be used, e.g., 1970–1980 vs. from 1970 to 1980.
- Use an em dash to set off an amplifying or explanatory element. Do not put spaces between the em dash and the words before and after.

Italics

- Use italics in running text for the title of a book, journal, or other complete document.
- Use italics for court cases.
- Use italics for single-letter variables but not for multi-letter variables.

Lists

- In a bulleted list, if each bullet consists of a complete sentence, use a period at the end of the bullet point. If each bullet is not a complete sentence, do not end with a period.

Measurement units

- If measurements are abbreviated, put the abbreviation and the measurement's full name in the table of terms used in the paper. Consistent unit abbreviations should be used throughout the paper.
- Because Texas uses U.S. measurement units, papers using metric units must include the English unit conversion in parentheses following each measurement.
- Authors using U.S. measurement units are encouraged to include parenthetical metric unit conversions, but it is not required.
- Spell out measurement unit names when they are used without an accompanying numeric value.

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

Numbers

- If numbers are connected to a measurement unit, use numerals. If numbers are not connected to a measurement unit, spell out numbers zero through nine and use numerals (digits) for all other numbers. Note that this also applies to units of time, e.g., 7 years.
- When two numbers are adjacent, spell one out or reword if possible.

> **Example:** There were 40 two-inch pipes comprising the system.

- If a number is used at the beginning of a sentence, the number should be spelled out. In some cases, such as if the number is very large, it may be best to reword the sentence to avoid beginning with a number.
- When a number is used idiomatically, spell it out.

> **Example:** I was down on all fours searching for the nail I dropped.

- Percentages should be given using the percent symbol (%), rather than being spelled out, e.g., 70%, **not** 70 percent. USGS authors should note that this is an exception to USGS style.
- Spell out single-digit ordinals (e.g., the ninth time) but use numerals for 10th and higher. Do not use superscripts in ordinal numbers (e.g., 10th, not 10th).
- Spell out fractions in running text. Two-word fractions should be hyphenated (e.g., two-thirds). Mixed fractions should be used for fractional quantities greater than one. For mixed fractions, set a built-up fraction close to the whole number (e.g., 3¼) but insert a space if the fraction is *not* built up (e.g., 3 1/3).
- Ranges of numbers and their accompanying units are expressed with a single unit following the second number of the range (e.g., 23–47 kilovolts). However, the percentage symbol (%) and other symbols that are closed up to numbers are repeated in a range, e.g., 33%–44%.
- For a series of numbers, present the measurement 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 vs. 38% and 55%.

- Use numbers for decades, e.g., the 1950s, not the nineteen-fifties.
- For degrees, put a space between the numeral and the degree symbol, e.g., 32 °C.

Possessives

- Singular nouns ending in the letter **S** should be made possessive by adding both an apostrophe and the letter **S**. Pronunciation can serve as a guide: If the possessive **S** would be pronounced, it should appear in written form, e.g., Texas'**s** state bird is the mockingbird.
- Plural nouns ending in the letter **S** should be made possessive by adding only an apostrophe, e.g., Pandas' preferred food is bamboo.

Tables and Figures

- Table and figure captions should use sentence case and end with a period. Table and figure titles and headings should also use sentence case.
- 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 within the text. Ensure that any abbreviations from the tables and figures are included in the table of terms used in the paper.

References

The *Texas Water Journal* accepts references formatted in any of the four accepted style guides, with a preference for [The Publication Manual of the American Psychological Association, 7th Edition](#). Note that the style guide used for the references should be the same one used for the rest of the paper. Generally speaking, the *Texas Water Journal* uses the author-date in-text reference system, meaning that the in-text reference will include the authors' last names and the year of publication in parentheses. Legal papers using Bluebook are an exception; such papers should use Bluebook's footnote-style reference system.

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.)

byproduct, no hyphen

C

climate change impacts

cross section (n.),

cross-section (adj., v.)

cross-sectional (adj)

D

databases

desired future conditions, lower case

drawdown

F

fresh water (n.); freshwater (adj.)

Figure, spell out; capitalize if used with figure number

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

overexploitation, no hyphen

P

PM, not p.m.

policy maker

post hoc, no italics

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

state names: spell out, do not use abbreviation in running text

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.)

watershed, lower case

water supply (n., adj.)

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

waterway

website

Formatting guidelines

General article formatting

- Submissions should be in Microsoft Word document file format.
- Text should use a 12-point font, be double-spaced, and have 1-inch margins. Do not indent paragraphs.
- Where relevant, text should employ italics rather than underlining (except with URL addresses).

Abstract

- All manuscripts should include an abstract of no more than 200 words.
- Abstracts should not include abbreviations, diagrams, or references to the text within the abstract.

Keywords

- Authors should provide three to five keywords for each article. These should be included between the abstract and the table of terms used in the paper.

Author information

- All articles should include the authors' full names, titles, professional affiliations, and contact information. If there are multiple authors, identify the primary author to whom all electronic correspondence should be sent.

Terms used in the paper

- A two-column table of terms used in the paper should be inserted after the abstract and keywords. The column headings should be as follows:

Short name or acronym	Descriptive name

Tables and figures

- Tables should be included in the text soon after their first mention in the text.
- Figures should be included at the end of the text and **also** be submitted as separate supplementary files in JPEG (preferred) or PDF format.
- Tables and figures should be mentioned in sequential order in the text.

Headings

- Headings should be written in sentence case and left justified with a single space between the heading and subsequent text. Headings should be numbered and formatted as follows:

    I. HEADING

    A. Heading

    1. Heading

    a. Heading