

Manuscript formatting requirements

FILE FORMAT

An Article file should be provided in Microsoft Word format. PDF as a sole file type is not accepted.

Article Length

The maximum acceptable length of a Research Paper is 7500 words (less 350 words for each normal-sized figure or table you include).

Article Title

A title of not more than ten (10) words should be provided.

Author details

All contributing authors' names should be added to the corresponded Journal web-page, and their names arranged in the correct order for publication.

- Correct email addresses should be supplied for each author in their separate author box (on the web-page).
- The full name of each author must be presented in the exact format they should appear for publication, including or excluding any middle names or initials as required.
- The affiliation of each contributing author should be correct. The affiliation listed should be where they were based at the time that the research for the paper was conducted.

Biographies and acknowledgements

Authors, who wish to include these items, should save them together in an MS Word file to be uploaded with the submission. If they are to be included, a brief professional biography of not more than 100 words should be supplied for each named author.

Research funding

Authors must declare (if applicable) all sources of external research funding in their article and a statement to this effect should appear in the Acknowledgements section. Authors should describe the role of the funder or financial sponsor in the entire research process, from study design to submission.

Structured Abstract

Authors must supply a structured abstract in their submission, which indicatively includes the following points:

- Purpose (mandatory)
- Design/methodology/approach (mandatory)
- Findings (mandatory)
- Research limitations/implications (if applicable)
- Practical implications (if applicable)
- Social implications (if applicable)
- Originality/value (mandatory)

The length of the structured abstract should not exceed 250 words in total (including keywords and article classification, see below).

Keywords

Authors should provide appropriate and short keywords in the web-site submission that encapsulate the principal topics of the paper. The maximum number of keywords is 5.

Authors should also provide the same keywords in the manuscript, below the abstract, in the following way:

Keywords: ..., ..., ...

Article Classification

Authors should classify their paper by using the following types, choosing one that most closely describes their paper (see the detailed description of each type here):

Research paper: these papers are fully documented, interpreted accounts of significant findings of original research. The maximum acceptable length of a Research Paper is 7500 words (less 350 words for each normal-sized figure or table you include).

Review Papers: these are critical and comprehensive reviews that provide new insights or interpretation of a subject through thorough and systematic evaluation of available evidence. They should not normally exceed 8000 words. Manuscripts exceeding 10,000 words will not be accepted for review.

Short Communications: a paper which discusses a paper previously published in "Hydrology Research" should only be submitted after consultation with one of the journal Editors.

FORMATTING

Title

All words in the title, except the first word and proper nouns, are lowercase. The text size is 12 pt, bold, aligned in center.

Headings

Headings must be concise, with a clear indication of the distinction between the hierarchy of headings. All words in Headings/Sub-headings, except the first word and proper nouns, are lowercase. The preferred format is

First level headings	1. Heading 2. Heading ...	12 pt, bold, aligned left
Subsequent sub-headings	<i>4.1. Sub-heading</i> <i>4.2. Sub-heading</i> ...	12 pt, italic, aligned left
Subsequent sub-headings	<i>4.1.1. Sub-heading</i> <i>4.1.2. Sub-heading</i> ...	12 pt, italic, aligned left

Notes/Endnotes

Notes or Endnotes should be used only if absolutely necessary and must be identified in the text by consecutive numbers, enclosed in square brackets and listed at the end of the article.

Figures

All Figures (charts, diagrams, line drawings, web pages/screenshots, and photographic images) should be of high quality, and legible.

All Figures may be submitted as separate files to the main body of the article, (as Supporting Files on the web-site); one figure corresponds to one (supporting) file or is added to the manuscript file (inside of the body text).

Authors should decide whether to submit all Figures as separate files or inside of the manuscript file. No third option is possible.

If Figures are submitted as separate files:

- The position of each Figure should be clearly labelled in the body text of the manuscript with corresponding labels being clearly shown in the separate file. For example:

Figure 1. Caption + Name of the separate file of a corresponding figure

- Figures should be provided in one of the following formats: *.tif, *.jpeg, or *.bmp, at least 10cm wide.

If Figures are included in the body text, captions should be placed below each Figure, aligned in center and formatted in the following way:

Figure 1. Caption title.

Figure 2. Caption title.

...

A caption should comprise a brief title (not on the figure itself) and a description of the Figure. Keep text in the figures themselves to a minimum but explain all symbols and abbreviations used.

Each figure should be aligned in center.

Tables

Tables are submitted as editable text and not as images. Tables can be placed either next to the relevant text in the body text, or on separate page(s) at the end as an Annex.

Any superscripts or asterisks are shown next to the relevant items in a table have corresponding explanations displayed below the table. The text font size is 10 pt, aligned left.

Tables are numbered consecutively, in accordance with their appearance in the body text. A caption of a table is formatted in the following way:

Table I. Caption title.

Table II. Caption title.

...

A Captions is placed above a table, aligned left, 12 pt.

Columns and Rows of tables are formatted in the following way:

Constant	Logistics	Logistics incorporated

A table as an object is aligned in center.

Overall formatting of the body text, apart from headings, sub-headings, title.

The body text is aligned 'justify', Times New Roman, 12 pt, line spacing 1.5. The 'Continuous Line Numbers' tool is applied to the whole document, in other words, the Title should be placed on the Line #1.

Each section (new section starts with new Heading) is separated from the previous one by an empty line.

References

References to other publications must be carefully checked for accuracy, completeness, and consistency.

References should be formatted in the **APA** citation style.

In text citations: <https://apastyle.apa.org/style-grammar-guidelines/citations/basic-principles/author-date>

List of references:

<https://apastyle.apa.org/style-grammar-guidelines/references/examples>