



Guidelines for an article

Hydro INTERNATIONAL

Title: Submitting an Article for Publication

Subtitle: Follow These Guidelines for Rapid Processing

[Introduction]

This document provides guidelines to be followed in submitting a feature article for publication in *Hydro International*. **Upon deciding to submit material for consideration, please first send a short abstract of your proposed feature to the editor.** Only material submitted in electronic form, preferably by email and according to this template will be accepted. This one-paragraph 'introduction' should not exceed 100 words; the maximum total number of words will be given later in these guidelines. The intro aims to give a quick impression of further content to enthuse the reader into reading your article. Please read these instructions carefully.

By Durk Haarsma, publishing director, Hydro International, the Netherlands

[First Paragraph]

Hydro International is a professional magazine orientated towards a broad readership in the field of hydrography, surveying, marine cartography, oceanography, offshore and geomatics. Its main aim is to provide an international readership with overarching insight into new developments in hydrography. Our challenge is to do this in an easily readable and condensed format. Articles are thus subjected to thorough, professional editing. The editor aims not to change content, but make it more easily readable and regulate density of information. The maximum length of this first paragraph is one hundred words, giving an outline of subsequent content. It carries no subheading.

Tempting Mixture

The editor aims at an appealing mixture of easily readable short and longer features. Before writing a feature, ask yourself why the readers of *Hydro International* would want to read your article. Not all of what fascinates in your field is of interest to other readers. Your article has to suit the pages of *Hydro International*. One page is 450 words. Please pursue multiples of 450. The editorial staff aims eventually to produce features of 1, 2 or a maximum of 3 pages. Please consult us when more pages are required. To improve readability, keep your article clear and concise.

Before Starting

Before starting to write your article, please try putting the following questions to yourself. What is the article about? Start by formulating the message of your article in a clear statement. If you cannot do this, it means you have not yet adequately defined your subject and the premise is not clear. Please make sure your feature has a clear focus. Next ask yourself what kind of feature article you would like to write. Is it an article describing research, offering news, a background or an opinion piece? Do not mix these genres. Can the article be divided into subsections? Subsections render the whole article simpler and more striking. And in conclusion, ask yourself

beforehand what sort of figures you would like to use. Figures make an article clear and attractive. If necessary, *Hydro International* editorial staff can devise figures from basic material provided.

Use Subheadings

The editor imposes conditions of acceptance in order to match your article to the defined format. In submitting an article the author(s) transfer(s) copyright of the article to the publisher. When material is included/quoted the copyright of which rests with other authors, care must be taken to establish clearance for this, and to attribute and credit the source. Three is the maximum number of authors per article. If authors feel that other contributors deserve accreditation, they remain free to mention these individuals in 'acknowledgements' at the end of the article.

Basic Structure

The basic structure of an article is as follows. Headline (maximum 5 words); Subhead (maximum 10 words); Introduction (maximum 80 words); Byline, affiliation [institute(s) or firm(s)], country; Body-text (sections only, no subsections) with active subheadings (preferably 1 or 2 words), Acknowledgements (maximum 20 words), Further Reading, (maximum 5 items), Biography of all Authors (maximum 100 words), Figure Captions; Author(s) Affiliation, including academic title(s), address, phone, fax, email and URL addresses). The length of each section of body-text should not exceed 200 words. The length of the biography of per author should not exceed 50 words in total. If there are two or three authors these should share the available space (100 words). Avoid footnotes or, when strictly necessary, place at end of paper. The maximum number of words allowed is in general about 1,350.

Submission

The final text of your article must be submitted as a single digital file in any of the regular Word formats, and separate from illustrative material (graphics). If unable for some reason to provide a Word file, please contact the editor. In the absence of email access an author should send the electronic version of their article on diskette or CD by post to the address of the editor with whom he or she is working on the submission. In the case of an author and/or their work not yet being allocated to an editor, contributions may be sent to Wim van Wegen, publishing at *Hydro International*: **wim.van.wegen@geomares.nl**. Please ensure that your material arrives with the editor **no later than** the appointed deadline. Articles *not* submitted in time will be published in a later issue of *Hydro International*, when scheduling permits.

Language and Style

Please use UK Standard English. Keep the following style suggestions in mind:

- keep style straightforward, sentences simple in structure, vocabulary common and gender pronouns neutral
- always explain abbreviations
- explain technical terms, acronyms and specific terms
- avoid double negatives and unnecessary qualification
- mathematical equations are not permitted, and methodological considerations should be minimised in favour of illustrative examples
- write in concrete terms: use details, expressive examples, and, if necessary, statistics
- avoid all specifically local references, insider comment, ambiguity of terminology, and irony that might possibly lead to misunderstanding.

Headings

Use the font Arial, size 11 points, for all your text. Do not number section headings, acknowledgements and items of 'further reading'. Type section subheads flush with

left margin, in bold. Do not use 'headers', 'footers' or page numbers at the top or bottom of the page.

Tables

Tables may be included in your text document, see for example table in the text (Table 1). A table must be accompanied by explanatory caption.

	Uncorrected Point	Corrected Point	Uncorrected Line	Corrected Line
Type	Average Error	Average Error	Average Error	Average Error
GE2	3.37m	1.45m	2.71m	0.87m
GE3	0.76m	0.74m	0.86m	0.55m
MC-V	2.65m	0.61m	2.44m	0.41m
TSC-1	2.79m	0.24m	2.58m	0.31m
TSC-1 RT	N/A	0.31m	N/A	0.19m

Table 1, Average positional error for both point and line data, as compared to the reference unit data for the Open Area case.

Graphics

Three to five graphics (images, maps, figures or charts) must be submitted in **separate electronic files**, each containing a single illustration and numbered in sequential order. Each graphic should be accompanied by a 'figure caption'. All captions should be grouped together in sequential order at the end of the text document (see paragraph 'Structure'). Image raster should be at least 300dpi and size at least 1,200 x 1,200 pixels to guarantee good-quality reproduction. Should you be unable to provide high-resolution graphics in electronic format, you may send them in hard copy by post to the editor's address. Any such hard copy will be returned to the principal author on request. Since *Hydro International* is a full-colour magazine, all graphics delivered in colour will be reproduced as such. Use EPS, TIFF, JPEG, BMP or GIF format for your graphics; do **not** use Postscript. Make clear reference in the text to all graphics, e.g. Figure xxx. In addition, a nice (portrait) photograph (no passport photos please) of each individual author(s) should accompany the submission for final inclusion alongside a brief biography.

Newsletter and Website

Hydro International consists of three parts. The articles published in our magazine are those considered of interest to all our readers. It is possible to post further technical details on our website. We do not publish advertorials! However, it is possible to publish 'white papers' on our website. In addition to our magazine and website, we have a weekly newsletter carrying business news and a regular feature fresh from the pages of the latest edition of *Hydro International* magazine.

Further Reading

Recommended further reading may accompany a submitted article, but should not exceed five items, listed in alphabetical order of first author's surname. **These do not require reference in the body-text.** The 'Further Reading' section below gives examples of how to reference entire books, papers published in conference proceedings, articles published in scientific and technical journals, chapters of books and web publications. Restrict your list to literature in which the interested reader may find additional information. Focus on specialised documents and avoid general ones.

Acknowledgements (*maximum 50 words*)

Thanks are due to sub-editor Kate Ashton.

Further Reading (*maximum five items*)

- Burrough, P.A., McDonnell, R.A., 1998. Principles of Geographical Information Systems; Oxford University Press.
- David, B., Herrewegen, M. van den, Salgé, F., 1996. Conceptual Models for Geometry and Quality of Geographic Information. In: Geographic Objects with Indeterminate Boundaries, Burrough, P.A., Frank, A.U. [eds.]; Taylor & Francis, pp 193-206.
- Hagen, P.E. Størkersen, N., Marthinsen, B-E., Sten, G. and Vestgård, K., 2008. Rapid environmental assessment with autonomous underwater vehicles - Examples from HUGIN operations. Journal of Marine Systems 69 (1-2), Maritime Rapid Environmental Assessment - New Trends in Operational Oceanography, 137–145.
- Skovheim, N., 2004. Nautilus. Worldwide shipwreck database. <http://www.skovheim.org/located/hordaland/nautilus/nautilus.html>.
- Williams, J.J., O'Connor, B.A.O., Arens, S.M., Abadie, S., Bell, P., Balouin, Y., Van Boxel, J.H., Do Carmo, A.J., Davidson, M., Ferreira, Ó., Heron, M., Howa, H., Hughes, Z., Kaczmarec, L.M., Kim, H., Morris, B., Nicholson, J., Pan, S., Salles, P., Silva, A., Smith, J., Soares, C., Vila-Concejo, A., 2003. Tidal Inlet Function: Field Evidence and Numerical Simulation in the INDIA Project. Journal of Coastal Research 19 (1), 189-211.

Biography of the Author

Durk Haarsma published magazines including GIM International and Hydro International on behalf of Reed Business Geo. Prior to this he worked for almost ten years as an editor and journalist for various management magazines, as well as radio reporter on a daily news programme.

Figure Captions

Figure 1, Images should be scanned at a resolution of at least 300dpi at reproduction size (10cm x 10cm) and stored in EPS, TIFF, JPEG, BMP or GIF format.

Figure 2, Scanned black & white line artwork should be of a minimum size of 1,200 x 1,200 pixels, that is 10cm x 10cm at reproduction size.

Figure 3, Hydro International is a full-colour magazine. All colour graphics will be reproduced as such.

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