

Notice to Contributors

General

Papers published or currently offered for publication elsewhere are not acceptable. Nevertheless, publication elsewhere of an abstract or extended summary does not preclude publication in full in this journal.

Authors should consult the Guide to Referees before submitting their manuscript. A completed Copyright Form should be submitted along with the manuscript. (<https://www.hydrologynz.org.nz/journal>).

The Journal accepts papers and notes. Notes are generally short, maybe 4-8 pages. Notes are intended to be pilot studies, work that is not completed or technical information (ie interesting and relevant material that is not a final article).

Submission of Material

Format: Please supply an electronic copy (MS-Word preferred) containing all the figures, tables and text. While there is no 'formal' word limit papers tend to be around 5000 words (and up to 7500 words if they are long). The manuscript should be sent to: The Editor, Journal of Hydrology (NZ), P. O. Box 12-300, Thorndon, Wellington 6144, New Zealand. Email: admin@hydrologynz.org.nz

Text: Should be double-spaced in 12pt type, with a left-hand margin of at least 3cm. Pages and lines should be numbered. If acceptable for publication, an electronic copy (MS-Word) will be required. The Journal will ensure the correct formatting and layout.

Abstract: Please provide a brief abstract at the beginning of the paper, indicating the scope of the paper and principal results. It should be suitable for reproduction by abstracting journals, as it stands.

Key words: A list of keywords should follow the abstract.

Authors: Full names, organisational affiliations and the corresponding author are to be provided.

Units: SI units should be used. (see BS 5555: 1976 or ISO 1000-1973).

Equations: Should be part of the text. All symbols should be defined when they first appear. For symbols and abbreviations etc. the usage followed is that of the British Standard 1991 (New Zealand Standard 2276).

Tables: Should be of a size and shape compatible with the journal's page size, (170 by 240mm, with text normally within an area of 67.5 by 200mm single column; 140 by 200mm double column or 106 by 200mm, boxed style). Authors should print tables in final point size (not less than 9pt) and to fit on a journal page, to satisfy themselves that they will be legible. If possible tables should fit upright on the page, not sideways. All tables should be numbered and titled, and referred to in the text. Please refer to articles in this issue for formatting of table titles, headings, etc. Tables should be prepared each on a separate page and assembled together at the end of the text. Their preferred location in the text should be indicated by inserting a single line paragraph 'Table X here'.

Figures All figures should be numbered and referred to in the text. Figure captions should not be on the figures themselves, but should be assembled together at the end of the text. The preferred location of figures in the text should be indicated by inserting a single line paragraph 'Figure X here'.

If figures are prepared at larger than final size, authors should photo-reduce them to fit on a journal page, to satisfy themselves that they will be legible. Maps and vertical aerial photographs should have a bar scale and North arrow shown. Colour images are possible; however, the additional cost of colour will be charged to the author. Please consult the Editor early and do not assume colour is possible.

If acceptable for publication the Journal requires separate electronic files of the figures (600 dpi for line diagrams or 300 dpi for images, GIFs, TIFFs, EPSs) or camera-ready hard copies.

References: In the text, citations are to be by author's names and year, e.g. (Brown, 1991) or '... as stated by Brown (1991)'. The list of references at the end of the paper should be arranged in alphabetical order by the authors' names. Titles of periodicals are to be given in full, and the name and location of the publishers of books should be given. Titles of periodicals or books and the volume numbers should be in italics, but not the page numbers. Please refer to articles in this issue for arrangement and punctuation of references.

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