

INSTRUCTIONS FOR THE PREPARATION OF SHORT PAPERS

Authors of short papers for the workshop should prepare them according to the instructions below. The short papers should be 5 pages. A scientific committee will evaluate the submitted papers to select the researchers for participation in the workshop. In addition to the scientific content of the paper, the committee will also consider the format of the papers followed according to the instructions. Please send the short papers electronically to m.qadir@cgiar.org

Type Area

Select A4 size paper and leave 3 cm margins on all sides.

Type font, type size and spacing

Use Times New Roman 12 point size and single line spacing for the text; Latin names of species and genera in botany and zoology should all be in italics. Never underline any text. Use the small font (10 points or 11 points) for tables, figure captions and the references.

Organization of the paper

Title

Type the title of the paper in lower case (no caps except for proper names); Bold Times New Roman 16 point size

Title, author and affiliation

Provide each author's affiliation, city, and country. Provide the first author's e-mail address.

A.B. Author¹, C.B. Author² and D.E. Author³

¹Affiliation, City, Country, first author's e-mail address.

²Affiliation, City, Country

³Affiliation, City, Country

Abstract: The abstract should be no more than 200 words in length and should aim to inform the reader of the scope and content of the paper, with an indication of the summary/conclusions where appropriate.

Key words: Normally 3-6 items

Introduction

Material and Methods: Materials studied, area descriptions, methods, techniques

Results and Discussion

Conclusions

Acknowledgements and any additional information concerning research grants, etc.

References

Use the official SI notations throughout the paper.

Tables

Locate tables close to the first reference to them in the text and number them consecutively. Indicate units in the line immediately below the heading. Explanations, if any, should be given at the foot of the table, not within the table. Align all headings to the left of their column and start these headings with an initial capital. Type the caption above the table to the

same width as the table. Leave two lines of space between the tables caption and the text of the paper.

Figures

Locate figures close to the first reference to them in the text and number them consecutively. Place the caption underneath the figure. Type as follows: 'Figure 1. Caption.' Leave two lines of space between the figure caption and the text of the paper.

References

In the text, place the authors' last names (without initials) and the date of publication in parentheses. If reference is made in the text to a publication written by more than two authors the name of the first author should be used followed by 'et al'. This indication, however, should never be used in the list of references. In this list names of first author and co-authors should be mentioned.

At the end of the paper, list all references in alphabetical order underneath the heading References. All publications cited in the text should be presented in a list of references following the text of the paper. The paper should be carefully checked to ensure that the spelling of author's names and dates are exactly the same in the text as in the reference list.

The references should be typed in small text (10 pt or 11 pt) and second and further lines should be indented 0.5 cm.

References cited together in the text should be arranged chronologically. The list of references should be arranged alphabetically on authors' names, and chronologically per author. If an author's name in the list is also mentioned with co-authors the following order should be used: publications of the single author, arranged according to publication dates – publications of the same author with one co-author – publications of the author with more than one co-author. Publications by the same author(s) in the same year should be listed as 1993a, 1993b, etc.

Use the following system for arranging the references:

For journal articles

Oron G, Campos C, Gillerman L, Salgot M. 1999. Wastewater treatment, renovation and reuse for agricultural irrigation in small communities. *Agricultural Water Management* 38: 223–34.

For articles in proceedings of symposia, conferences, and workshops

Abdelgawad A, Arslan A, Awad F, Kadouri F. 2004. Deep plowing management practice for increasing yield and water use efficiency of vetch, cotton, wheat and intensified corn using saline and non-saline irrigation water. p. 67-78. In: *Proceedings of the 55th IEC Meeting of the International Commission on Irrigation and Drainage (ICID)*, 9-10 September 2004, Moscow, Russia.

For books

Lazarova V, Bahri A (Eds). 2005. *Water Reuse for Irrigation: Agriculture, Landscapes, and Turf Grass*. Boca Raton, Florida: CRC Press.

For chapters in books

McCornick PG, Hijazi A, Sheikh B. 2004. From wastewater reuse to water reclamation:

progression of water reuse standards in Jordan. p. 153-162. In: Scott C, Faruqi NI, and Raschid-Sally L (Eds). *Wastewater Use in Irrigated Agriculture: Confronting the Livelihood and Environmental Realities*. Wallingford, UK: CABI Publishing.

In the case of publications in any language other than English, the original title is to be retained. However, the titles of publications in non-Latin alphabets should be translated, and a notation such as "(in Russian)" or "(in Greek, with English abstract)" should be added. In referring to a personal communication the two words are followed by the year, e.g., "(J. McNary, personal communication, 1990)".