

ZEF, Walter-Flex-Str. 3, 53113 Bonn, Germany

Global Catchment Initiative Conference 2010
***The Global Dimensions of Change in River Basins:
Threats, Linkages and Adaptations***
06 – 08 December 2010
Bonn, Germany

Guidelines for Presentations

Invited presentations:

- Speaking time 20 minutes followed by 10 minutes discussion.
- Time overstep will be deducted from discussion time.
- The final text is due in written form for end of November. The maximum length should be 15 pages including figures, tables and references.
- For all submissions we kindly request the specified format! We thank you for your understanding that no other formats can be accepted.

Submitted papers accepted for oral presentation:

- Speaking time 10 minutes followed by 5 minutes discussion.
- Time overstep will be deducted from discussion time.
- Length of paper max. 8 pages including figures, tables and references.
- You are kindly requested to send the manuscript by 31 October to be included in the pre conference CD rom. If needed you can send a revised final version of the abstract as well. Please note that the papers for this CD-ROM need to be submitted as a Word file (not PDF file!), with the maximum size of 5 MB. The papers will not be reviewed, they will be accepted as they are received!
- For all submissions we kindly request the specified format! We thank you for your understanding that no other formats can be accepted.

Posters

- Suggested size A1.

You are kindly requested to send the content of the poster by 31 October separately on not more than 3 pages if you wish your contribution to be on the pre conference CD. Please note that the papers for this CD-ROM need to be submitted as a Word file (not PDF file!), with the maximum size of 5 MB. The papers will not be reviewed, they will be accepted as they are received!

- For all submissions we kindly request the specified format! We thank you for your understanding that no other formats can be accepted.

We are looking forward to welcoming you in Bonn!

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The papers for the GCI conference 2010 should be prepared using the layout and style of GWSP. The instructions for style and layout can be downloaded from www.gwsp.org. For your convenience, please find a file with instructions for the style and layout of your paper: "GCI_example_paper.pdf"

Please do not send papers which do not comply with this layout!

We wish to emphasize the following:

1. Only those papers will be accepted where at least one of the authors registers for the conference in order to present the paper!
2. Please do not submit a paper if you are not sure whether you can attend the conference! Submitting a paper without giving a presentation diminishes the energy and finances of the conference.

Thank you for your understanding!

We look forward to receiving the full-extent paper (Word file, max. 5 MB, using GWSP instructions) by October 31, 2010.

File naming

When you email the Word file please make sure that you include the following information regarding naming. The prescribed file name notation is

Last name of registered author_Original title of the submitted abstract_Name of the session it was accepted for.doc

Please do NOT send an arbitrarily named file, for example "paper by John Smith for GCI2010.doc". Please email the paper to the following address: gwsp.ipo@uni-bonn.de

Guidelines for Formatting

Experience has shown that there are certain problems with layout and style which often do not receive sufficient attention from authors. Thus, we would like to ask you to carefully consider the following:

- 1) use the GWSP type frame for A4 paper:
 - 1a) top margin = 2.5cm
 - 1b) bottom margin = 2.3cm
 - 1c) left-hand margin = 3.1cm
 - 1d) right-hand margin = 3.1cmThis will result in the Type area = 14.8 * 24.9cm
- use the GWSP layout of the title, author name, postal address and e-mail of corresponding author. Make sure that full postal address is given, i.e. including the street address, building number, etc. Please avoid the footnote referencing system for addresses.
- use the GWSP layout for the abstract (indent 2.54 cm, font 11)
- check (include) the list of keywords (below the abstract)
- Level 1 heading (e.g. **INTRODUCTION**):
 - o 12 pt bold caps;
 - o left justify;
 - o skip 2 lines before level 1 heading

- o use 1 line after level 1 heading
- o Do not indent 1st paragraph after level 1 heading, and after level 2 heading
- o Indent subsequent paragraphs 0.7 cm (i.e. paragraphs 2, 3, etc.)

- **Figures:**

- o indent 2.54 cm if less than 12.2 cm wide
- o Place figures between 12.2 and 14.8 cm wide at left-hand margin
- o Centre figures between 14.8 and 17 cm wide
- o Check all figures are legible! The labelling must be large enough to read!
- o Crop unnecessary space around figures.
- o Remove borders (solid-line rectangles) from graphs (this saves space).
- o The figures (and tables) and associated figure captions should be included within the text. This means that in the paper, no figures (nor tables) should occur at the end of the paper, after the main text.
- o use GWSP layout of the figure captions (indent 2.54 cm), FONT=10

- **Tables:**

- o 10 pt; 14.8 cm wide; 9 pt or 8 pt type size may be used for body of table if this is necessary to make table fit across the full page
- o put units in table (if relevant) in parentheses, e.g. (m day⁻¹)
- o left justify but decimally align numbers when appropriate
- o ½ pt rules above and below column headings and below bottom row of table
- o Note: no internal rules (i.e. no vertical lines in a table!)
- o use GWSP layout of the table captions, FONT=10

- **Numerals:**

- o Where relevant, use the following notation: "2 × 10⁻³" instead of "2 × E-3"
- o Note the space at either side of multiplication sign " × "
- o Do NOT use an "x" character (as in xerox) but rather the mathematical multiplication sign "×"
- o Do NOT use a "." (decimal point) as the multiplication sign.