



CPWF publication policies and guidelines

Version 1.2

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1. Introduction

The Challenge Program on Water and Food (CPWF) was launched in 2002 as a reform initiative of the Consultative Group on International Agricultural Research (CGIAR). The CPWF aims to increase the resilience of social and ecological systems through better water management for food production (crops, fisheries, and livestock). Since 2002, the program has evolved from a range of research projects to an integrated research program that focuses on specific development challenges in six river basins around the world: Andes, Ganges, Limpopo, Mekong, Nile and Volta.

Publishing and documenting research is an important part of the research for development process. It is increasingly recognized that interim results can be important for development practitioners and that communication strategies need to be integrated from the beginning of the research process rather than seen as a by-product

For this reason, the CPWF strongly encourages the publication of research results, both intermediary and final. It is important to share the CPWF's findings and demonstrate our achievements to our stakeholders, extension agents, donors, policy makers, and other researchers.

1.1 Purpose and objectives of the guidelines

The guidelines should be seen as a complement to the CPWF Information and Communication Strategy and a range of other guidelines that have been developed including:

- Internal knowledge-sharing guidelines;
- Identity guidelines (to be developed); and
- Working Paper series, notes for contributors.

The guidelines are intended for CPWF partners working in projects or in the Topic Working Groups. These policies and guidelines should be seen as a work in progress and will be updated as and when necessary

The purpose of these guidelines is to:

- Provide an overview of different materials and publications that will be produced or facilitated by the CPWF;
- Guide how publications and materials should be produced within the CPWF;
- Ensure that consistent standards are applied by different partners working in the CPWF for producing different communication materials; and
- Ensure that all materials produced within the CPWF are captured and widely shared.

1.2 What is covered and what is not covered in these guidelines

These guidelines will provide:

- An overview of the different types of communication materials that will be produced at the global level;
- Strategies for ensuring that the CPWF adheres to a triple A¹ approach to publishing;

¹ The CGIAR espouses a triple-A approach (availability, accessibility, applicability).

- Guidelines on how materials should be produced at different levels (global, basin, project and topic working groups);
- Guidelines for how the CPWF will collect explicit knowledge (publications, presentations, and other communication materials); and
- Strategies for dissemination and distribution.

These guidelines do not deal with strategies for reaching the media, web development or internal communication systems, monitoring and evaluation, or how internal or management documents will be produced and managed. These will be covered in separate guidelines.

2. Guiding publication strategies

The Information and Communication Strategy lays out a number of core principles that are the building blocks for these strategies. These strategies are summarized here and should be taken into consideration when producing materials.

2.1 Production of publications oriented to research for development

We recognize that most of our partners, either at the national or international levels, work with research organizations that have their own publication series and strategies. We also recognize that researchers are still judged based on their quantity and quality of their published work. Given that CPWF is a time-bound program with few resources, it does not intend to focus on creating a research-oriented publication series. Moreover, researchers also have the option to publish their research in their own institutions' publications or in journals of their choice.

Thus, the CPWF will focus on producing publications oriented to research-for-development for key audiences such as development practitioners, development investors, decision-makers and researchers and academics. The types of publications described below are typical of this strategy.

Implications for partners:

- Researchers should publish the results of their research in traditional avenues (research papers in journals and books). Coordination and Change projects as well as the CPWF Knowledge Management team can help you in this process; and
- The CPWF will promote the production of R-4-D material through its different series. Partners will be actively encouraged to publish materials through these channels.

2.2 Open access to knowledge

The CPWF adheres to the CGIAR's triple-A dictum of availability, accessibility and applicability.

In terms of availability, the CPWF will facilitate the development of an open-source document repository that will be linked to wider CGIAR systems. This repository will follow international standards for compatibility and will ensure that after the program ends the research outputs will continue to be accessible.

In terms of accessibility, the CPWF requests that researchers negotiate e-rights before publishing books or journal articles. There are a variety of options available ranging from publishing in open-access journals, or, depending on the journal's policy, placing pre-print or read-only versions on the CPWF website, or doing so after the waiting period specified by the journal. The less desirable option is to publish a link to the abstract on the journal's website. Any of these options often require the researcher or the CPWF to investigate and negotiate with the publishers. (see section 5 for more details).

Implications for partners:

- All materials produced by partners (publications, videos, presentations, pictures) should be put into one of the CPWF repositories; and
- If a partner intends to publish an article in a journal or a book, please make sure to negotiate some form of e-rights.
- Partners should inform the CPWF Knowledge Management (KM) team of their intention to publish so that 1) CPWF knows of current plans; 2) The CPWF can support in negotiating e-rights; and 3) The CPWF can help promote dissemination of the paper through the various means at its disposal.

2.3 Decentralized approach to material production

The CPWF recognizes the need to work at different levels and follows the principle of using a distributed system where knowledge and information can be shared across the basins. It also recognizes that it does not have the resources to manage a centralized process for publication.

The global program will provide guidelines and will produce publications and materials of global importance. Topic Working Groups will develop their own communication strategies and the KM team will support them (however, these should be integrated into the global strategies since materials will be of global importance).

Basin Programs, through the Coordination and Change Projects will coordinate and implement their own communication strategies based on their own conditions and contexts. Basins should develop their own publication strategies and series that are in-line with these guidelines and the CPWF communication strategy. Projects should comply with these guidelines and actively contribute to both global- and basin-level publications.

Implications for partners:

- Projects and Topic Working Groups have opportunities to publish globally through CPWF-related publications; and
- Basins (through the coordination and change projects) will be responsible for coordinating and overseeing the production of basin-specific publications. They will need to ensure quality, that the CPWF identity and standards are used, and that all materials are made available in CPWF repositories.

2.4 Language and translation

The main language for the CPWF is English. The CPWF recognizes the importance of publishing and producing in local languages, however, so that knowledge can be shared more widely and with the actual end-users of the research. Thus, CPWF encourages the production and translation of materials into multiple languages, particularly those relevant to the basins we work in.

Given the decentralized nature of the CPWF, translations will be the responsibility of the Coordination and Change projects in the different basins. Publications produced centrally will be primarily in English with translation of selected materials to French and to Spanish.

Implications for partners:

- Coordination and Change projects should actively translate their materials (or syntheses of them) into local languages.

2.5 Monitoring and evaluation

It is important to monitor and evaluate the usefulness and reach of the CPWF's publications so as to make them more focused and effective. Some strategies that will be used include:

- Monitoring who is downloading what from the website; and
- Periodic surveys of users and readers to get their feedback and inputs.

3. Producing publications at the basin and project level

A key strategy here is a decentralized approach. Thus, basin programs are expected to develop their own communication and publication strategy in accord with the CPWF guidelines. Projects, in turn, should adhere to the relevant basin-level strategies. Basins can produce their own publications. They should be high quality, technically accurate, and scientifically sound. Some of the types of materials that basins might produce include:

- Preliminary results from survey, assessments, evaluations, or field trips;
- Policy briefs on specific research being carried out;
- Posters from research or explaining research; and
- Public relations materials such as brochures, one-page information sheets on different projects, etc.

Requirements for basins to apply when developing communication materials include:

- Publications styles are up to the Basins but must adhere to the identity guidelines that are currently being developed and will be introduced by February 2011.
- All publications, materials, presentations, videos, and photos must be shared using the CPWF systems that are in place (see section 4.4).

The CPWF KM team will periodically check to ensure quality but it does not necessarily have to approve all publications produced at the basin level.

If you have questions contact the Communication Coordinator.

4. Global targets and product mix

The CPWF will produce materials of global importance that synthesize the results and experiences of CPWF research at the local level. As a research-for-development program, the CPWF cannot rely on solely on the publication of scholarly articles to explain itself. While journal papers, books and research reports are important to develop science, they cannot represent the core CPWF philosophy, which applies a broader balance of credibility, relevance and legitimacy.

The CPWF will produce materials at the global and regional level to:

- Demonstrate relevance of its multi-disciplinary research and how to tackle complex problems that are not explained fully elsewhere;
- Analyze and debate of specific components of this problem. Being of a strongly applied nature, these may not be appropriate for formal journal publication; and
- Explain and celebrate its achievements, for example, new insights/data; new impact pathways.

4.1 CPWF's Global target groups

Table 1 shows the main target groups at the global level. The CPWF focuses on three areas. The first is to shape and influence the global agenda. Thus, it will need outreach strategies for decision-makers at the global and regional levels. The CPWF also wants to ensure that its research is relevant and used in development activities. Thus, it takes a two pronged approach by producing information for investors, who will use the research approaches at wider scales, and for practitioners who will use the CPWF's reference materials. The CPWF also has a responsibility to encourage the production of materials for other researchers, students, and teachers.

Table 1. Characterization of CPWF target groups and their needs.

Who	Characterization	What they need
Decision-makers	Global and regional level decision-makers working in UN agencies, other international agencies, and regional groupings	• Advice on issues based on research being conducted • Options to improve policy implementation • Evidence-based policy advice
Investors	Bi-lateral and multi-lateral funding agencies at the global and regional level	• Research results packaged for development • Interim results of on-going research, what is being learned
Development practitioners	Extension agents, development agencies, development practitioners	• Reference materials in easy-to-read formats explaining the implications of the research for development
Researchers	National and international researchers, students, academics	• Sound science and data being collected for evidence-based research into use
Press/media	Global and regional media outlets focused on science and popularization of science	• Compelling stories to base media on water- and food-related issues

4.2 CPWF Global products

Table 2 shows the publication series that will be produced by the CPWF. If you are interested in publishing in any of the different series please contact the Communication Coordinator.

Table 2. A summary of the main publication series with the key contacts.

Type	Focus	Leaders
Working Paper series	Implications of research for development and analysis and synthesis of key issues. Broken into a number of sub-series	Larry Harrington (Editor in Chief) Martin van Brakel (Managing Editor)
Briefing papers	Short focused analytical briefs derived from working papers and other sources, including synthesis	Michael Victor
Impact stories	Impacts and lessons from CPWF research packaged in easy to read format	Michael Victor
Research highlights	Short highlights from research, interim results	Michael Victor
Project report series	Final project report from each project for Phase 1, still not clear for Phase 2	Martin van Brakel and Tonya Schuetz

Style guides for producing materials in Annex XX. The style guide should also be used by basins when publishing written materials.

4.2.1 Working Paper series

The CPWF Working Paper series is the primary publication series in CPWF to produce results of global importance. The series will be developed and focused (as of December 2010) on research into use and the development implications of CPWF research. There are a number of places where researchers can publish their research results but there are less places for researchers to begin analyzing the implications of their research for development audiences.

The Working Paper series will present new thinking, ideas, and perspectives from CPWF research and focus on the implications for development, rather than just on the analysis of research results. Working papers can be based on completed or on-going research but should be based on sound scientific evidence and data. Working Papers will be peer-reviewed.

Currently the Working Paper series will consist of a number of sub-series, including:

1. **The Research-4-Development Paper Series:** This is the general CPWF Working Paper series. It will present new thinking, ideas and perspectives and focuses on their implications for development, supported by appropriate research data.
2. **Impact Assessment Series:** The impact assessment series is based on a series of studies carried out to assess the impacts of CPWF research. This will continue throughout the life of the program
3. **Topic Working Group Papers:** These are working papers that have been produced through the CPWF Topic Working Groups.
4. **Basin Focal Project Working Paper Series:** Focused on analyzing the water use accounts in the 10 benchmark water basins that CPWF worked in.

Some of the areas on which the Working Paper series should focus include:

- Research into use and development implications of the research;
- Synthesis of experiences across a basin or topic and bring out the development implications as well as the scientific implications;
- The five principles of the CPWF (adaptive management, capacity development, partnerships, gender and diversity, and inter-disciplinary research); and
- Key topics identified in CPWF research. Single disciplinary research and technical papers (i.e. focused on presenting varietal trials or productivity) should be published in specific centers

How to contribute? The Working Papers series will be more targeted and they will be identified through a variety of mechanisms such as discussions with project leaders, basin leaders or identified during reflection workshops and evaluation work. If you are interested to write a working paper, please contact Larry Harrington (Editor in Chief), Martin van Brakel (Managing Editor) or Michael Victor (Communication Coordinator).

Annex XX provides specific notes for contributors

4.2.2 Briefing notes

Briefing notes are evidence-based syntheses of information on key issues for decision-makers at different levels. They are short, concise briefs that focus on the core messages of the research

and provide concrete options for decision-makers. They will normally be derived from working papers and provide decision-makers with key information to help them make better decisions.

How to contribute? These will often be produced from the different working papers or from identified key issues in Phase 1. Initial drafts will most often be written by researchers themselves and then experienced writers will be brought in to craft and shape them. If you are interested to produce a brief, please contact the Communication Coordinator.

4.2.3 Research highlights

Research highlights, which continues from Phase 1 into Phase 2, present highlights of CPWF research to a non-specialist audience. They should be based on published documents that provide solid evidence of the claims made in the highlight. They should be concise and focused, providing an outline of the problem, the research done and the accomplishments of the project accomplishments thus far. They should be no more than two pages in length.

How to contribute? We ask researchers interested to contribute a highlight to refer to examples published by the CPWF on the website. Drafts and appropriate photos should be submitted to the Communications Coordinator who will interact with you to refine the copy.

4.2.4 Outcome stories

Outcome stories will focus on specific case studies and demonstrate the impacts and lessons from CPWF research. Initially we will focus on stories from Phase 1 where there is a wealth of research material. Impact stories should be 3-4 pages that emphasize the impact of CPWF research.

How to contribute? If you are interested to produce a brief, please contact the Communication Coordinator

4.2.5 Project Technical Reports

All projects are required to submit a comprehensive Project Technical Report upon completion of the project as a contractual requirement. It should bring together all aspects of the project into a well-written, well-structured and technically sound document. Project Technical Reports will be published on the CPWF website. **A new format/template is under development for Phase 2**

How to contribute? Before you start to produce your Project Technical Report, please contact Tonya Schuetz or Martin van Brakel, who will provide you with more detail on what is needed.

4.2.6 Reference materials

CPWF projects produce/adapt a wide range of material such as toolkits, manuals, guidelines, sourcebooks, and case studies for development and extension practitioners. The CPWF wishes to archive all such written materials produced by projects that it funds. See section 5 below for details

4.3 Dissemination strategies

The CPWF produces most of its products for dissemination digitally at the global level (see section 3 above). All materials will be available on the CPWF website or in its document repository. We will actively provide links to our website to knowledge bases and global portals so

that our information can reach the broadest possible audience. Hard copies will be available, but the CPWF primary focus will be on dissemination through the web.

5. Open access to knowledge; CPWF policy on publishing and institutional repositories

5.1 Rationale

The CPWF believes that, as research helps create knowledge and ideas, research results must be shared as widely as possible to ensure a strong impact. The CPWF will use global standards so that all information and data can be shared within other CGIAR institutional repositories once the program ends. The implementation of this Policy will achieve the following:

- Extend the impact of the CPWF's research results
- Raise the CPWF's profile and reputation in the research community
- Ensure that all stakeholders have easy access to CPWF research results.
- Comply with donors' requirements to obtain easy and immediate access to research results

5.2 Systems in place for capturing knowledge

The CPWF encourages researchers to publish a range of materials based on the research it funds. The CPWF can help researchers identify appropriate journals and other avenues of publication to publish the results of their research.

The CPWF will develop distributed repositories that will collect key types of information to be used for a range of purposes (See Knowledge Sharing concept). These systems act both as ways to share information internally, monitor what is being produced as well as ensure greater impact and visibility for the program. They will follow international standards and be linked to CGIAR-wide systems as appropriate.

Type of product	System	Links	KM team contact
Research publications, CPWF management documents	Currently in-built into the website	http://www.waterandfood.org/page_login	Bing
PowerPoints	SlideShare	http://slideshare.net/CPWF	Michael
Photos	Flickr	http://www.flickr.com/photos/cpwf/	Deepak
Videos	YouTube	http://www.youtube.com/user/cpwftv	Deepak

For uploading on to any of these systems, please contact the KM team member designated above.

5.3 Requirements of CPWF Partners

CPWF partners shall send the PDF (or photocopy) of any article that has been accepted for publication in a peer-reviewed journal to the Publications Team, attaching the signed copyright transfer agreement.

The following materials published through CPWF-sponsored research, regardless as to whether their project is still current, are to be included in the Repository:

- Survey, assessments, policy briefs and other materials produced at the basin level.
- Journal articles, books and book chapters
- PhD and Master's theses of students who have carried out most or a large part of their work for the CPWF (subject to the necessary agreements with the students and the institutions they belong to);
- Other publications, such as papers in conference proceedings, working documents, manuals, guides, brochures, PowerPoint presentations, posters;
- CDs or DVDs that contain methods, procedures, or databases; and
- Final project reports.

5.4 Access rights

CPWF partners should consult with the Publications Team and their own institutions before signing any copyright transfer agreement. The Publications Team will check what kind of limitations, if any, are attached to the article in accordance with the publisher's terms and decide whether and when to place the paper in the CPWF/IR (an embargo of 6, 12 or 24 months may apply).

CPWF researchers grant the CPWF/IR a non-exclusive right to reproduce, publish, electronically communicate, and distribute the material for the purpose of making the material available to end-users via its document repository.

If you are publishing a book, a book chapter, or are journal article, please inform the KM team and we can help you negotiate the e-rights. This can take many forms, for example, many books and journals now allow you to share pre-prints of the publication, which you can put into the CPWF repository. **It is extremely important that you think about this before publishing.**

5.6 Acknowledgements

Any publications from CPWF-funded research must acknowledge the source of funding in the appropriate section of the document (see section 6 for details).

Where possible include the CPWF logo in all publications, including posters and presentations.

If you have questions contact the Communication Coordinator

6. CPWF standards

CPWF has been developing identity guidelines to provide basins, projects and topic working groups with standards for producing and using materials. The following section provides an overview of how to use different standards from CPWF.

6.1 Use of CPWF logo and collateral

The CPWF logo and other standard collateral (templates, business cards, and stationery) can be found at: <http://www.waterandfood.org/page/CPWF-logos-and-templates>. **All donor logos have been put in a shared DropBox folder.** If you need to access a logo, the KM team will provide you with the URL of the folder and the corresponding permissions. Please contact the KM team.

Please follow the guidelines outlined on the website and in the identity guidelines when using the CPWF logo and different types of collateral.

6.2 Standard CPWF text

Please use this standardized text to introduce the CPWF:

About CPWF

The Challenge Program on Water and Food (CPWF) was launched in 2002 as a reform initiative of the Consultative Group on International Agricultural Research (CGIAR). The CPWF aims to increase the resilience of social and ecological systems through better water management for food production (crops, fisheries, and livestock). The CPWF does this through an innovative research and development approach that brings together a broad range of scientists, development specialists, policy makers and communities to address the challenges of food security, poverty and water scarcity. CPWF is currently working in six river basins globally: Andes, Ganges, Limpopo, Mekong, Nile, and Volta.

Mailing address:

CGIAR Challenge Program on Water and Food,
P.O. Box 2075,
127 Sunil Mawatha Pelawatta, Battaramulla, Sri Lanka.
Tel +94 11 288 0143 Fax +94 11 278 4083
Email: cpwfsecretariat@cgiar.org
Learn more about the CPWF at: www.waterandfood.org

6.3 Standard BDC text

Each basin should develop its own standard boiler-plate text of one or two short paragraphs. Please send this to the communication coordinator so we can add it to the guidelines below. Currently, the standard texts for the basin development challenges are:

About CPWF Basin Work

CPWF is currently working in six river basins globally: Andes, Ganges, Limpopo, Mekong, Nile, and Volta. The research in each basin tackles a specific basin development challenge (BDC) that were identified after wide consultation with partners, an analysis of CPWF's past research, and where CPWF can have greatest impact. Each BDC is comprised of four to five linked, integrated projects, which together tackle the identified priority challenge of the basin.

The six priority basin development challenges are:

- **Andes system of basins** — to increase water productivity and reduce water-related conflict in selected basins through the development of more equitable benefit-sharing mechanisms.
- **Ganges River basin** — to reduce poverty and strengthen livelihood resilience through improved water governance and management in coastal areas of the Ganges basin.
- **Limpopo River basin** — to improve integrated management of rainwater to improve smallholder productivity and livelihoods and reduce risk.
- **Mekong River basin** — to reduce poverty and foster development through management of water for multiple uses in large and small reservoirs.
- **Nile River basin** — to strengthen rural livelihoods and their resilience through a landscape approach to rainwater management.
- **Volta River basin** — to strengthen integrated management of rainwater and small reservoirs so that they can be used equitably for multiple uses.

6.3 Standard acknowledgements of CPWF and donors

The CPWF's agreements with donors specify that both the CPWF and the donor(s) must be specifically acknowledged in all publications. The main donors for CPWF are:

- UK Department for International Development (DFID)
- European Commission (EC)
- International Fund for Agricultural Development (IFAD)
- Swiss Agency for Development and Cooperation (SDC)

There are a number of ways that the CPWF and its donors can be acknowledged, as shown below:

Using logos

Funding for the research carried out in this report was provided by the following organizations, among others, through the CGIAR Challenge Program on Water and Food (CPWF).

 DFID Department for International Development	UK Department for International Development (DFID)
	European Commission (EC)
 IFAD Enabling poor rural people to overcome poverty	International Fund for Agricultural Development (IFAD)
 Schweizerische Eidgenossenschaft Confédération suisse Confederazione Svizzera Confederaziun svizra Swiss Agency for Development and Cooperation SDC	Swiss Agency for Development and Cooperation (SDC)

Where it is not feasible to use logos

Use this text:

This research was carried out through the CGIAR Challenge Program on Water and Food (CPWF), which is funded by the UK Department for International Development (DFID), the European Commission (EC), the International Fund for Agricultural Development (IFAD), and the Swiss Agency for Development and Cooperation (SDC).

or this:

The CGIAR Challenge Program on Water and Food (CPWF) provided financial and technical support, under their project entitled 'XXXXX'. Funding for this research was provided by UK Department for International Development (DFID), the European Commission (EC), the International Fund for Agricultural Development (IFAD), and the Swiss Agency for Development and Cooperation (SDC).

Annex 1: Style guide for CPWF Publications

1. General

The CPWF style guide should be used for all publications produced by the CPWF at the global and basin levels. It provides an overview of basic styles that should be used in developing publications and reports. The style authority for CPWF publications is *The Chicago Manual of Style, 15th edition*, (2007) www.chicagomanualofstyle.org (see section 5). Where you cannot find an answer to a particular question in this Guide, you should refer to *Chicago*.

Writing style

Write as clearly and concisely as possible. Keep sentences short and simple and avoid passive voice. Each paragraph should develop just one theme, and generally should be no more than 100 words. Longer paragraphs can almost always be divided up. Strunk and White² is a useful reference on writing style. If your first language is not English, ask a colleague who is a native English speaker to read your draft critically, but note that not all native English speakers write well.

Spelling

Use American spelling that conforms to Merriam Webster's Collegiate Dictionary, 11th edn. (2003).

Word processing software/Templates

Prepare manuscripts in Microsoft Word. For other publications, select the appropriate sections from the template. *Chicago* recommends that you do not use sans serif fonts because it is often difficult to differentiate between upper case I (as in India), lowercase L, and figure 1.

Submitting your manuscript

Submit your manuscript in electronic form either through the Web (preferred) or physically on CD or DVD. Put all the files for your paper in one folder, identified with the date, author and abbreviated title (e.g., 2011_01_26_Mainuddin_Mekong_fish). If you submit your manuscript by CD, DVD or a file-share program such as DropBox (Dropbox.com), which makes it easy to share multiple large files, burn or copy the whole folder, rather than individual files. Unless the total files (you cannot send a folder as an email attachment) are less than 1 megabyte, we recommended that you do not send them by email, because they can clog people's inboxes or cause problems to those with slow connections to the internet. Instead, use DropBox, which works like an FTP server, or YouSendIt (you need to concatenate the files first using a program like WinZip or Stuffit).

² Strunk, Jr., W. and E.B. White (1999). *The elements of style*. 4th edn. Boston: Allyn and Bacon (US\$12.01 from Amazon.com).

2. Use of CPWF Logo and identity guides

CPWF Logos can be found at the CPWF website: <http://www.waterandfood.org/page/CPWF-logos-and-templates>

In general all publications produced by CPWF projects and basins should use the CPWF logo. Ideally this should be included on the cover page of the report so as to acknowledge CPWF

This needs to be worked but also kept short.

3. Files and how to manage them

In general, submit the final manuscript, including, where appropriate, front matter, table of contents, table of figures, list of tables, and body text as a single file. Put the figures and tables in a separate file. Put other pictorial matter (pictures, diagrams, illustrations, and charts) that are not formal figures also in separate files, labeled sequentially.

Formatting and providing files for pictures, diagrams and illustrations

All pictorial material should be at least 300 dpi and good quality, with adequate contrast. Although publishing on the Web allows you to use color, keep in mind that printed versions will be black and white, for which your colors will be translated into grayscale. If your colors range from dark red to dark blue (a common range in maps), both ends of the range will be rendered as black in grayscale. If you have relied on the colors to identify the categories in your figure or map, it will be meaningless.

Tables and Figures

The figures and tables in the file should be preceded by a copy of the Table of Figures and the List of Tables. Take account of the size and shape of the page of the target publication when designing them. Avoid landscape format if possible. Indicate their point of insertion in the text [Figure (Table) x near here] between the appropriate paragraphs. Refer to them in the text as 'Table x' or 'Figure y'.

Each figure and table requires a caption numbered sequentially. Table captions precede the table they describe, while figure captions are below the figure. The caption should include enough information for the figure or table to stand pretty much on its own. If that makes it too long, you can refer to the text, "For more details see the text in Section ...". You should define a separate style for both figure and table captions and apply them to each. In this way you can construct the Table of Figures and List of Tables with just a few keystrokes. The Template contains the appropriate styles.

Tables. The units should be given in the column or row headings immediately above the data. Footnotes should be used only when essential and referred to by a superscript numeral. Avoid very long or wide tables and also tables where the data could be described in the text.

Figures. The originals should be suitable for 50% reduction. Wherever possible, lettering between the axes should be avoided. Symbols should be solid and open circles, squares, and triangles instead of crosses. Curves should not be drawn beyond experimental points. Where an axis scale does not begin at zero, if possible, draw it with an open section near the origin. Where feasible, several graphs should be plotted on a single pair of axes rather than as separate figures,

and related graphs should be grouped together. Sub-figures should be identified with an '(a)', '(b)' ... , and described in the caption.

In general, graphs copied straight from Excel are unsuitable because the lines are too thin and disappear when the figure is scaled for publication. You should use the graph options in Excel to make the thickness of the axis lines 2 point, the tick labels 10 point Arial bold and the axis labels 12 point Arial bold. Do not put a title on the graph because it will be repeated in the caption. Gridlines are unnecessary and should be removed. Apply the same criteria to other graphics packages such as SigmaPlot (line thickness of 2 points = 2/72 inch or about 0.03 inch), which probably give you more flexibility than is available in Excel.

The Editorial team may require you to redraw any figures that it judges unsuitable. For this reason, we ask you to keep available the data from which you drew the original figures.

List all captions for Figures and Tables at the end of the body text and at the start of the file containing the Figures and Tables. Cut and paste the figures and the tables into this file separating each with a Section Break (Next Page). Identify each figure and table, which is probably best done with the appropriate caption.

4. Conventions

Acronyms

Acronyms should be fully spelled out for the first occurrence of each, the acronym given in round brackets, and the acronym used after that. A Working Paper should include a list of acronyms following the List of Tables.

Type face

Use initial capitals for proper names and adjectives derived from them — months, plant families, cultivar names, generic names, references to specific tables, figures and experiments, and for common names of plants only when they incorporate a proper name. Use italics for scientific names of plants and Latin phrases, *e.g. in vitro*; *i.e.*; *Brachiaria humidicola*.

Hyphens

Use hyphens in compound numbers and fractions (one-third); in compound modifiers (six-weekly cuts); and in ranges (23-26%).

Numerals

The CPWF uses *Chicago's* alternative of spelling out all numbers of ten or less (*e.g.* two plots, eight samples). Spell out all numbers at the start of a sentence (or recast it if possible), or when one numeral qualifies another (*e.g.* twelve 0.5m² quadrats). Elsewhere use numerals for all measurements and as superscripts for footnotes, but use the system with flexibility to avoid awkward locutions like, "I dropped 12 eggs of which nine broke" (spell out both or use numerals for both).

Time

Dates should be given in the form 23 January, 2009. In tables they can be abbreviated to the form '23 Jan' or 23.1.09. Use the 24-hour clock for reporting times of the day.

Units

All numerical data must be presented in SI units except for those units noted below.

Abbreviations should be used without a full stop, *e.g.* day d, minute min, hour h, year yr, gram g, litre L, degree Celsius °C.

Exceptions. Concentrations in SI units are expressed in terms of the unit of mass or volume as the numerator and denominator, *e.g.* g/kg. However, it is acceptable to express concentrations of macro-nutrients as a percentage and micro-nutrients as ppm. Avoid referring to a 'concentration' as 'content'. Digestibilities can be expressed as a percentage or fraction.

Units should be expressed using a slash (/), *e.g.* kg/ha not kg ha⁻¹. The descriptor should not be included within the unit, *e.g.* use 'kg/ha P' rather than 'kg P/ha'.

Abbreviations

Abbreviations may be used for the more common physical quantities provided they are given in full when first mentioned in the paper, *e.g.* dry matter (DM).

The conventional symbols for statistical significance — NS for not significant, * for P<0.05 (5%), ** for P<0.01 (1%) and *** for P<0.001 (0.1%) can be used in tables without explanation but in the text should be given in the form (P<0.05). The following statistical terms may also be used without explanation (note no full stops after the abbreviations):

coefficient of variation	CV
correlation coefficient	r
degrees of freedom	df
least significant difference	LSD
probability	P
standard error	se
variance ratio	F

Chemical symbols

For fertilizers, N, P and K may be used without definition. For other elements, the name should be given at the first mention followed by the symbol in brackets. Fertilizer composition should be given as N:P:K and not as N:P₂O₅:K₂O. Ionic charge is indicated by superscripts following the symbol, *e.g.* Ca²⁺, and the atomic mass of the atom by superscripts preceding the symbol, *e.g.* ¹⁵N.

Scientific names

Where the scientific name is repeated, the generic name may be abbreviated to its initial letter. Do not include the authority for the name unless it is relevant to the content of the paper.

5. References

Responsibility for correct and complete citation of the references lies with the author(s). Citations in the text should be made by giving the author's name with year of publication in round brackets:

One author — Smith (1983) or (Smith 1983);

Two authors — Ladd and Jones (1972) or (Ladd and Jones 1972);

More than two authors — Jones *et al.* (1985);
Multiple papers in one year — Smith (1985a, 1985b) [separate with a comma];
Multiple references for one author — (Smith 1983, 1984) [separate with a comma];
Multiple references for various authors — (Jones *et al.* 2002, Smith and Jones 2005, 2007, Brown 2008).

All references cited in the text should be listed alphabetically by the author's surname in the list of references. List all authors (unless there are more than ten, see under Book chapters below) in the *Chicago* format — Surname_first_author, A.B., C.D. Surname_second_author, ... (no preceding punctuation) date (full stop). Do not put spaces between the authors' initials. Only give the authors' names if there is ambiguity with two different authors having the same initials and names.

For references accessed on the Web, give the URL (<http://www>. etc.) followed by the date that the article was accessed in round brackets. Note that it is not sufficient to give just the URL, which is the most vulnerable part of the citation, the full facts of the publication must also be included. If the URL becomes invalid, there must be enough information for the reader to search anew for the stated title and the author(s), which the URL itself may not show.

Use the following styles for the various publications:

Journals

Paper title in sentence case, but if there is a colon, capitalize the following word. *Journal title in full* [comma] **volume** [comma] page-page. Only give an issue number when each issue restarts pagination at 1 (a rare occurrence), in which case it should be **volume** (issue) [comma] page-page.

Conway, D. 2005. From headwater tributaries to international river: Observing and adapting to climate variability and change in the Nile basin. *Global Environmental Change*, **15**, 99-114.

Beltrando, G. and P. Camberlin 1993. Interannual variability of rainfall in the eastern Horn of Africa and indicators of atmospheric circulations. *International Journal of Climatology*, **13**, 533-546.

New, M., M. Hulme and P. Jones 2000. Representing twentieth-century space-time climate variability. Part I: Development of 1901-96 monthly grids of terrestrial surface climate. *Journal of Climate*, **13**, 2217-2238.

For papers accepted for publication but not yet published, add '(in press)' after the volume number.

Books

Bowman, A. and A. Azzalini 1997. *Applied smoothing techniques for data analysis*. 3rd edn. New York: Oxford University Press.

Where reference is made to particular page numbers in a book these should be listed after the name of the book, that is, after 'edn' in the example above. If the city is not well known, give the country as well — London and New York need no qualifier, but Wallingford, UK and Colombo, Sri Lanka do. Use Cambridge, UK (Cambridge University Press) to differentiate it from Cambridge, MA (Harvard University Press). For many US publishers, the state mnemonic is sufficient — Boca Raton, FL, and note that it is always Washington, DC.

Book chapters

Degefu, W. 1987. Some aspects of meteorological droughts in Ethiopia. In: *Drought and hunger in Africa*, ed. M.H. Glantz; 23-36. Cambridge, UK: Cambridge University Press.

Where there are more than ten authors or editors, use the name of the first followed by [comma] *et al.* as in the following example:

Change:

Hatfeld, J., [followed by 11 more authors] 2008. Agriculture. In: *The effects of climate change on agriculture, land resources, water resources, and biodiversity in the United States*, eds. P. Backlund, [followed by 36 more editors]; 21-74. Synthesis and Assessment Product 4.3. Washington, DC: U.S. Department of Agriculture.

to:

Hatfeld, J., *et al.* 2008. Agriculture. In: *The effects of climate change on agriculture, land resources, water resources, and biodiversity in the United States*, eds. P. Backlund, *et al.*; 21-74. Synthesis and Assessment Product 4.3. Washington, DC: U.S. Department of Agriculture.

Conferences

Rosemary, A.E. and K. Johann 2009. Supermarket expansion in developing countries and their role in development: Experiences from the Southern African Development Community (SADC). Paper presented at the *International Association of Agricultural Economists Conference*, Beijing, China 16-22 August, 2009.

Where the conference proceedings are published as an edited book, use the format for book chapters. If it includes the title of the conference, use the form above:

Fukai, S. and S.P. Kam 2004. Improved crop production under water constraints. In: *Water in agriculture: Proceedings of a CARDI international conference research on water in agricultural production in Asia for the 21st century*, 25-28 November 2003, Phnom Penh, Cambodia, eds. V. Seng, E. Craswell, S. Fukai and K. Fischer; 182-195. ACIAR Proceedings No. 116. Canberra: Australian Centre for International Agricultural Research.

Reports

Smakhtin, V. and M. Anputhas 2006. *An assessment of environmental flow requirements of Indian river basins*. IWMI Research Report 107. Colombo, Sri Lanka: International Water Management Institute (IWMI).

Bulletins

Molden, D. 1997. *Accounting for water use and productivity*. System-wide Initiative on Water Management (SWIM) Paper No. 1. . Colombo, Sri Lanka: International Water Management Institute (IWMI).

Theses

Gamal, K.A.E.M. 2009. *Impact of policy and institutional changes on livelihood of farmers in Gezira scheme of Sudan*. MSc Thesis, University of Gezira, Sudan.