

Instructions for Preparing Manuscripts for Hydrological Processes

(These instructions have been excerpted from the Journal's website

<http://www.interscience.wiley.com/jpages/0885-6087/authors.html>

Please consult the website for updated instructions)

Submitted manuscripts should not have been previously published and should not be submitted for publication elsewhere while they are under consideration by Wiley. Submitted material will not be returned to the author unless specifically requested.

Electronic submission. The electronic copy of the final, revised manuscript **must** be sent to the Editor together with the paper copy. Disks should be PC or Mac formatted; write on the disk the software package used, the name of the author and the name of the journal. We are able to use most word processing packages, but prefer Word or WordPerfect and TeX or one of its derivatives.

Illustrations must be submitted in electronic format where possible. Save each figure as a separate file, in TIFF or EPS format preferably, and include the source file. Write on the disk the software package used to create them; we favour dedicated illustration packages over tools such as Excel or Powerpoint.

Manuscript style. The language of the journal is English. All submissions including book reviews must have a title, be printed on one side of the paper, be double-line spaced and have a margin of 3cm all round. Illustrations and tables must be printed on separate sheets, and not be incorporated into the text.

The **title page** must list the full title, short title and names and affiliations of all authors. Give the full address, including email, telephone and fax, of the author who is to check the proofs.

Include the name(s) of any **sponsor(s)** of the research contained in the paper, along with grant number(s).

Supply an **abstract** of up to 300 words for full-length articles and 100 words for a short note (book reviews do not require an abstract). An abstract is a concise summary of the whole paper, not just the conclusions, and is understandable without reference to the rest of the paper. It should contain no citation to other published work.

Include up to eight keywords that describe your paper for indexing purposes.

Papers should not normally exceed 8000 words.

Reference style. References should be quoted in the text as name and year within brackets and listed at the end of the paper alphabetically. Where reference is made to more than one work by the same author published in the same year, identify each citation in the text as follows: (Collins, 1998a), (Collins, 1998b). Where three or more authors are listed in the reference list, please cite in the text as (Collins *et al.*, 1998) All references must be complete and accurate. Online citations should include date of access. If necessary, cite unpublished or personal work in the text but do not include it in the reference list.

References should be listed in the following style:

Tranter M, Brown GH, Hodson AJ, Gurnell A. 1996. Hydrochemistry as an indicator of subglacial drainage systems structure: a comparison of alpine and sub-polar environments. *Hydrological Processes* **10**: 541-556.

Hillel D. 1980. *In Applications of Soil Physics*. Academic Press: New York; 385.

Holster H. 1978. Mathematical modelling of tidal flats: a few remarks. In *Mathematical Modelling of Estuarine Physics*, Sundermann J, Holz KP (eds). Springer-Verlag: Berlin; 173-177.

Illustrations. Supply each illustration on a separate sheet, with the lead author's name and the figure number, with the top of the figure indicated, on the reverse. Supply original photographs; photocopies or previously printed material will not be used. Line artwork must be high-quality laser output (not photocopies). Tints are not acceptable; lettering must be of a reasonable size that would still be clearly legible upon reduction, and consistent within each figure and set of figures. Supply artwork at the intended size for printing.

The cost of printing colour illustrations in the journal will be charged to the author at a cost of £500 per page. If colour illustrations are supplied electronically in either TIFF or EPS format, they may be used in the PDF of the article at no cost to the author, even if this illustration was printed in black and white in the journal. The PDF will appear on the *Wiley InterScience* site.

Further Information. Proofs will be sent to the corresponding author for checking except letters which will be printed as received. This stage is to be used only to correct errors that may have been introduced during the production process. Prompt return of the corrected proofs, preferably within two days of receipt, will minimise the risk of the paper being held over to a later issue. 25 complimentary offprints will be provided to the author who checked the proofs, for papers, invited commentaries, scientific briefings and book reviews, unless otherwise indicated. Further offprints and copies of the journal may be ordered. There is no page charge to authors.