

# CRBOM Small Publication Series - guide for authors

May 2009

## Why a Small Publications Series?

The '*Small Publications*' are intended for knowledge-sharing and dialogue within the Asian community of professionals involved in river basin management or related fields. In some cases the papers present facts, information and lessons learnt. In other cases, they provide news, opinions, ideas, or open questions for discussion.

The papers are published on the Internet and promoted via CRBOM's network.

Contributions are most welcome!

## Who is the reader - and what will the reader read?

The expected reader is a colleague - who may be a specialist in a subject other than the one covered by your paper.

Give emphasis to ***innovative approaches, successful (or auspicious) achievements, benefits, and valuable lessons learnt.***

Don't expect that the reader has too much time to read your paper - no matter how interesting it is. The shorter the text, the higher the impact.

## Formalities

### ***Language***

English or Bahasa Indonesia.

### ***Document identification***

Please provide

- a short title of the paper
- name, designation and e-mail address of the author(s)

### ***Number of pages***

Somewhere ***around 5-8 pages*** of body text, including tables and illustrations, but excluding appendices (if any).

### ***Contents***

Each paper should cover ***one subject only***. (If you have more ideas, please feel free to contribute additional papers)!

A summary should be provided (around 7-15 lines, or 70-150 words). You may draft it yourself, or the editor will do it for you!

Please consider whether there is a need of

- an acknowledgement - if the author(s) want to thank somebody (outside CRBOM) for contributions or support?

- a list of acronyms and abbreviations?
- a location map?
- a glossary?

### **References**

A list of references is required in most cases. Please feel free to cut-and-paste, but always indicate from where!

### **Appendices**

You can attach appendices if relevant - no rules here!

## **Style**

### **Simple language**

Try to make the text **self-explanatory**. Don't rely on your colleagues' detailed insight in your own favourite topic. '*Explain it as you would explain it to your grandmother*'.

Use **short sentences**, and **simple words** where possible.

Aim at a **consistent terminology** - to improve the understanding.

**Explain complicated words** in a glossary, text boxes or footnotes. Provide **definitions** as relevant. Clarify words with several meanings (such as '*watershed*'; '*watershed management*', ..).

### **Good illustrations**

Use **figures, maps, tables, photos and text boxes** as much as body text. Make sure that they are self-explanatory.

Aim for a **high quality of illustrations**. '*A good figure can tell more than a thousand words*' - (but can also take a longer time to prepare)!

Make diagrammes and tables as simple as possible. Split them in several separate ones if they are overly complex.

CRBOM can assist with streamlining if you provide draft maps, figures or diagrammes.

## **How to submit**

You can submit a final manuscript, or a draft outline, or simply some background document (like a study report). If accepted for publication, CRBOM will edit, and return the edited version for your review, comments and eventual endorsement. Easy, isn't it?

## **Contact**

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