



ICID•CIID

INTERNATIONAL COMMISSION ON IRRIGATION AND DRAINAGE (ICID)

# Fourth World Irrigation Forum

16-22 April 2023, Beijing, China



## Guidelines for Preparation of Full Length Paper against Accepted Abstract

Upon receiving acceptance letter for the submitted Abstract from ICID Central Office, Authors are required to upload the **full length paper** in Microsoft Word format by strictly following the guidelines:

### General Guidelines

1. Focus on aspects in which something original or of practical importance is to be contributed.
2. The range of each topic has been defined on the basis of the present knowledge of the topic. Original contributions on new aspects will be accepted on merit basis. Authors should note that a re-statement of well-known facts and principles, available in easily accessible publications, may not be accepted. However, if in presenting new facts and principles it becomes necessary to refer to old publications, this may be done as briefly as possible for clarity. References may be given to help interested readers to search deeper into the subject.
3. Authors may bear in mind that the aim of the session is to pool experience and knowledge, not only in basic principles but also with regard to field studies and actual results obtained in different countries. In discussing fundamental principles, however, authors should try, as far as possible, to refer mainly to their practical aspect. Experience has shown that purely academic discussions, whatever their intrinsic value, are not followed by the large majority of the audience. It is, therefore, desirable that authors should concentrate and stress more on the practical aspects rather than the theoretical aspects. Again, in discussing field results and practical experiences,

fundamentals should not be ignored entirely. It is only by a proper understanding and analysis of a given experience that the result can be applicable to similar circumstances, elsewhere.

The papers will go through a review process and authors will be informed about the acceptance of his/her paper either for oral or poster discussion. The authors would be given reasonable time so that there remains sufficient time for discussions.

4. The language of the paper should be English. Non-English speaking authors are advised to get their paper abstract edited for English so that it is ready for printing, as there is no time to send back the paper for undergoing corrections.
5. The length of the paper should not exceed 4,000 words (i.e. equivalent to 10 pages of A-4 size including tables and figures).
6. The title of the paper should be as brief as possible, preferably not exceeding 70 characters and spaces.
7. The author's full name should appear below the title of the paper and a footnote stating present employment and complete address, e-mail, etc., must appear on the first page of the paper, separated from the text by a 4-cm rule.
8. The paper should contain an 'Abstract' (English) of about 300 words. The abstract is expected to contain detailed information about the contents and conclusions of the paper. Besides enabling the reader to decide whether it merits his reading or not, the purpose of the 'Extended Abstract' is to enable the scrutinizers to make correct appraisal of suitability or otherwise of the paper for the purpose for which it is being submitted.
9. It is imperative that the paper to be submitted must not have been published elsewhere prior to the date of the session. Material of an advertising nature may not be accepted.
10. The paper must be written in third person.
11. The data and numerical information should be given in metric units; and if necessary, equivalent units in British system may appear in brackets.
12. Detailed references should be given at the end of the text of the paper. References should be arranged in alphabetical order according to surname. The arrangement in an individual reference should be as under: Name(s) of author(s), Year of issue, Title of publication or article, Name of Periodical or publisher, volume number, issue number, page numbers, language (if other than that of the paper).

**Example:** Broner, I. and R.R.P. Law. 1992. Water balance for irrigation using ET input. ICID Bull. 41(2): 173-182.

## Layout of text

- Page size A4 (Width 21 cms, Height 29.7 cms) with Top Margin 3 cms, Bottom Margin 3 cms, Left and Right Margins 3.8 cms.
- The title of the paper should be in 'capital letters (uppercase)' (Font: Arial, Size: 12 points, all bold) in the centre of the page, and the author's name should be single line space below the last line of the title in the other language. If there are more than one author, these should be on the same line one after another.
- Use quadruple spacing between the author's name and the first main heading. Thereafter, use double spacing between headings and paragraphs and between paragraphs.
- Main headings to be in capital letters (Font: Arial, Size: 10 points, all bold caps) in centre of the page.
- Sub-headings to be in bold small letters (Font: Arial, Size: 10 points, all bold) starting flush to the left-hand margin.
- The general text to be in Arial with font size 10.

- Use single spacing in the text. If a line contains scripts or indices, use 1½ spacing between that line and the next.
- Give equations/formulae in the centre of the page using 2½ spacing between text and equation, and in between equations.
- The captions of figures and tables should be given in English language.

## Figures

- Insert figures in the appropriate area with a separate copy of the figures in another file. The inserted figures are required in high resolution format (JPG, PNG, DWG, PDF, etc.) with 96 dpi or more.
- Refer diagrams and photographs as figures in the text. Number the figures consecutively with Arabic numerals in the order reference is made to them in the text.
- Insert figure(s) as close as possible to its/their first reference in the text.
- Leave suitable blank spaces for figures while keying in the text of the paper in the computer.
- Type captions at the bottom of the figure (in centre) in English language as show below:
  - **Figure 1.** Irrigation supply and demand
  - The word “Figure” and the figure number should appear in bold lower case as “**Figure 1.**”.
  - Figures may be either 130 mm wide or less. Full page figures could be in size of 125 mm x 220 mm.
  - Line drawings should be made in black and white or colours in JPG/TIF/DWG/AI/EPS/PDF formats and inserted in the respective areas. Source files are also required separately for better resolution.
  - Avoid excessive notes in figures.
  - Photographs should be in colour or black and white and stored in JPG/PNG/TIF format inserted in their respective areas. Source files are also required for better resolution with good contrast (to be attached separately).

## Tables and formulae

- Insert tables and formulae as close as possible to their first reference in the text.
- Formulae, if more than one, may be numbered, consecutively.
- Number tables consecutively in Arabic numerals and provide them with suitable headings at the top (in centre) as shown below –
  - **Table 1.** Performance indicators of irrigation technology
  - Type “**Table 1.**” In bold lower case.
  - Avoid abbreviations in column headings and indicate units in the line immediately below the heading.
  - Give explanations, if any, at the bottom of the table, and not within the table itself.

## Limits for number of pages

The papers should be up to 10 pages (A-4 size) inclusive of tables and figures.

## Submission of Full Paper

Full length papers prepared based on the templates should be uploaded on the dedicated portal <https://www.wif.icidevents.org/Default.aspx>

- (i) Your abstract will be reviewed by our team of reviewers and you will be intimated about their decision regarding inclusion of full paper.
- (ii) Similar process will have to be followed for the submission process. However, there are some significant changes which you might like to note.
- (iii)** Submission of the full length paper can be made by navigating to **<Papers>--<Submit New>**
- (iv) Paper submission process requires you to upload a word document file in “.docx” format. It is necessary that you prepare your full paper using the instructions and formatting styles specified in the files at the links given. Relevant links are
  - o Sample Document: [https://wif.icidevents.org/WIF4\\_template\\_2023.docx](https://wif.icidevents.org/WIF4_template_2023.docx)
  - o Document Template: [https://wif.icidevents.org/WIF4\\_template\\_2023.dotx](https://wif.icidevents.org/WIF4_template_2023.dotx)
  - o Style Specifications: [https://wif.icidevents.org/WIF4\\_template\\_details.txt](https://wif.icidevents.org/WIF4_template_details.txt)
- (v) Please note that the paper file should not be larger than 5MB including all the text, images and other embedded objects, if any.
- (vi) At the first stage, download the format files and prepare your paper offline using the specifications contained therein.
- (vii) Once you are ready with your paper, go back to the portal page.
- (viii) Select the approved abstract against which you want to submit the paper. Press **[Select]** button.
- (ix) The text boxes below will be filled up by the details as per your approved abstract. You may change them as per full length paper details, as you might have made some changes while preparation of the full length paper.
- (x) Please note that the details given in the textboxes will be used for printing the abstract volume. It is advisable that there is no difference between your full length paper and the information contained in the textboxes on this form.
- (xi) Upload the paper file and if you would like to continue with the student award option, upload a scanned copy of your student credentials. Use only pdf or jpeg format. Do not use any other formats like .bmp etc which make the files large and difficult handle.
- (xii) Press [Submit Paper] button for uploading the paper including all the files. Please note any error messages appearing on the page and rectify them.
- (xiii) As in case of abstracts, the errors will not upload the paper. Please remove them.
- (xiv) Please do not press the **[Submit Paper]** button more than once as it takes time to upload the records and the files and then send you an automated acknowledgement mail to your registered email address. Repeatedly pressing the button leads to unexpected behavior and multiple entries, which can be confusing later on in the process.

## 12. Guidelines for Preparation of Posters

Posters for display should be prepared strictly of 0.8m X 1.2m (Width X Height) size i.e. A-0 size to match the display board specifications. Also make sure to download the poster templates to match your requirement and prepare your poster strictly using this template for maintaining uniformity:

After preparing the digital poster (PDF) using one of the poster templates, it should be uploaded/sent to ICID Central Office before the deadline for inclusion in the USB drive. A strict production schedule, will be followed, therefore any delay in submission may result in exclusion of your poster in the proceedings/USB. Authors of poster discussions can participate in the panel discussions and formulation of recommendations.

Keeping in view the difficulty in transportation of the printed Poster of 0.8m X 1.2m (Width X Height) or A-0 size, special arrangements are being made in cooperation with the organizer for printing and reserving poster display space for you. However, this facility and support is available only for the registered participants.

### **13. CONTACT COORDINATES**

Should you have inquiries related to the submission of papers, please contact Er. B. A. Chivate, Director (Technical) and WIF4 Coordinator, ICID Central Office, New Delhi (Email: [icid@icid.org](mailto:icid@icid.org)).

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