

# **SCERP Monograph Style Guidelines**

(updated January 2005)

When an author is asked to write a paper and make a presentation at an annual Border Institute meeting, that paper is eventually published as a chapter in a volume of the SCERP Monograph Series, *The U.S.-Mexican Border Environment*.

SCERP has published nearly 13 of these volumes. These style guidelines are intended to aid chapter authors and volume editors with formatting and other editing tasks prior to submission to SCERP. By following these general rules of thumb, your work will be published more rapidly, thereby enhancing its value and timeliness. As well, it ensures future volumes will match the style of previous volumes.

These instructions apply to authors and editors from all disciplines as well as authors and editors who have worked with SCERP in the past under different publication guidelines. An example of a title page is provided on page nine.

Questions may be directed to the SCERP Managing Editor Amy Conner at [aconner@projects.sdsu.edu](mailto:aconner@projects.sdsu.edu). For additional usage guidance, refer to *The Chicago Manual of Style*.

## **SENDING YOUR REPORT**

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All authors should provide two documents in Microsoft Word (.doc) or rich text format (.rtf):

1. An abstract of the chapter, detailing the crux of the research. This is important because this document will be translated into Spanish in an effort to make the research accessible to as many people as possible.
2. The chapter, written and formatted in accordance with the style guidelines described in this document.

All documents should be sent on a CD-ROM or via email. When burning your CD, make sure you “close out the session” so the CD can be read on any CD-ROM, not just a read/write CD burner.

## **STYLE**

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Please submit as “clean” a document as possible. By that we mean do not include automatic formatting options for headings or titles, which embeds codes in the text that complicate the editing and typesetting processes. Open a fresh document, start typing and manually change fonts and sizes to the following: (see example on page nine):

Chapter Title:	Garamond 18-point
<i>Authors' names:</i>	<i>Garamond italics 12-point</i>
HEADINGS:	ARIAL 12-POINT, SMALL CAPS
Subheadings 1:	<i>Arial italics 12-point</i>
Subheadings 2:	<i>Garamond italics 12-point</i>

Font Size:	12 point (all text)
Line Spacing:	Single space
Word Spacing:	Single space between words <u>and sentences</u>
Paragraphs:	0.2" indentation on first sentence of each paragraph except first paragraph following headings; no spaces between paragraphs
Alignment:	Left justification

## **FIGURES AND TABLES**

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It is important that authors adhere to the following guidelines on figures and tables as closely as possible. When SCERP has to redraw graphics and retype tables, mistakes are much more likely to be made. It is the responsibility of the author to submit figures and tables in the proper format.

The most important rule for creating the figures for your chapter is to think about how your figure will look on a 4-inch by 7-inch page printed in black-and-white. Therefore, it is imperative that your figures use shades of gray, NOT COLOR. Do not send any color images.

Images must be 300 dpi (this is a resolution setting) at 100% of its physical size, which should be no larger than 4.6 inches by 7.6 inches. *Figures lifted from websites are not suitable for publication because the resolution is too low for high-quality printing, as in a book.* If you find a graphic or photograph on a website you must contact the administrators of the site and obtain the original or a high-resolution version of the graphic or photograph for submission.

Figures created in PowerPoint may be submitted, but ONLY if they have been properly saved. Under “preferences” select “save” and under “save slides as graphic files” select “300” under “Dots per inch (dpi).” Please note that this is not a method to increase resolution on figures created outside PowerPoint. Do not put a 72 dpi photo into a PowerPoint slide, set the DPI to 300 and submit that—graphics don’t work that way.

Use the Garamond font for any words, letters, or numbers in your figures.

Avoid the use of 3-D graphs—2-D graphs look better in the published document and 3-D graphs generally only look good when in color, which is not used in SCERP monographs.

Tables should be created in Microsoft Excel, not Word.

Figures should be saved in either .tif, .jpg, .eps, or Adobe Illustrator (.ai) format. The preferred format for graph-type figures (2-D only, no 3-D graphs) is Adobe Illustrator or Microsoft Excel.

All figures and tables must be numbered in the correct order and **saved as separate files on the CD-ROM** submitted to SCERP with your final report. **DO NOT PLACE YOUR FIGURES OR TABLES IN THE TEXT.** While Word is an able word processing program it is not meant to handle graphics for high-quality printing, as in a book. Because placing figures in Word negatively affects the resolution of the figure, if this requirement is not followed we will return your report to you for reformatting consistent with these guidelines.

File names should read as follows:

Figure1AuthorLastName.jpg

Table3AuthorLastName.xls

Please include your figure and table titles in the text, not in the table or figure file itself. There is no period at the end of the table or figure title. Neither tables nor figures have captions. Your text should read as follows:

Figure 1. El Paso Terrain

[figure 1 here]

Source: Authors

Table 1. Pollutants in the Tijuana River

[table 1 here]

Source: Tijuana River Estuary

SCERP sources all figures and tables whether created by the authors or gathered from other sources. The monograph cannot go to printing without this information, so please provide it in your text when you submit it to SCERP.

Before submitting your report, double check that you have numbered your figures and tables correctly, i.e., that you have not skipped or repeated a number in sequence. Please ensure that your text matches the numbering and all references to figure numbers are correct. Use only Arabic numerals when numbering your figures and tables, and do not hyphenate them—they should read Figure 1, Figure 2, etc., not Figure 1-a, 2-b, etc.

## **ENDNOTES/FOOTNOTES**

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The use of endnotes is discouraged and footnotes are not allowed. Endnotes are to be used only for substantive observations, not for the purpose of citation. Full citations should be listed in the references section at the end of the text (see below).

## CITATIONS

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Citations are to be listed within the text of the document and should include the author's last name and the year (enclosed in parentheses) without a comma (e.g., Miller 1997). A citation that references three authors should include all three authors' names and the year (e.g., Miller, Jackson, and Davis 1999). A citation that references more than three authors should list the first author's last name followed by "et al." and the year of publication (e.g., Becker, et al. 1998).

If the author of a source referred to appears in the text, follow it with the year of the publication in parentheses (e.g., according to the work by Peach (1986), the data are ...). Distinguish more than one work published by the same author in the same year by the use of a letter following the year of the publication, both in the citation in the text and in the list of references at the end of the chapter (e.g., Peach 1984a, 1984b)

## REFERENCES

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The general style is: Author. Year. Title. Publisher Volume(Number). The following are some examples of reference formats. Full author names are preferred but initials for first and middle names are acceptable. Please do not abbreviate journal names.

Spanish sources should be listed in the references in English. Titles of documents may remain in Spanish, but all other information should be translated.

Before submitting your chapter, search your text for all citations and double check that each has been listed in full in the references section.

SCERP does not have access to your source materials so it is your responsibility to provide full references upon submission of the chapter to SCERP. Please follow these guidelines exactly or your chapter will be returned to you for reformatting.

### **Journal Article—one author**

Custred, Glynn. 1995. "Language Boundaries in South America." *Journal of Borderlands Studies* 10(1): 69–88.

If no issue number, month, or season is used for the journal, use the number of the volume, if available.

### **Journal Article—two authors**

Maillat, Denis, and Gilles Léchet. 1995. "The Franco-Swiss Jura Arc: From Cut-Off to Seam." *Journal of Borderlands Studies* 10(1): 1–18.

### **Book**

Williams, Edward J., and John T. Passé-Smith. 1992. *The Unionization of the Maquiladora Industry: The Tamaulipan Case in National Context*. San Diego: Institute for Regional Studies of the Californias, San Diego State University.

**Article in Edited Book**

Simmons, Marc. 1983. "New Mexico-Colorado History." Pages 42–45 in *Borderlands Sourcebook*, Ellwyn R. Stoddard, ed. Norman: University of Oklahoma Press.

**Newspaper Article—no author**

*New York Times*. 1990. "The Iron Curtain Rises." (17 February): A3.

**Newspaper Article—author**

Norman, Michael. 1990. "The Iron Curtain Rises." *New York Times* (17 February): A3.

**Paper Presented at Meetings, Seminars, or Conferences**

Author. Year. "Title of Paper." Paper presented at annual meeting of the Association for Borderlands Studies, 21–22 April, City, State.

**Unpublished Paper or Manuscript**

Marciniak, Edward, and Nancy Jefferson. 1985. "CHA Advisory Committee appointed by Judge Marvin E. Aspin: Final Report" (December). Chicago. Unpublished.

**Organization as Author**

Task Force for Regional Development in Poland. 1996. *Outline of a Regional Development Strategy for Poland: Final Report*. Warsaw: Task Force Secretariat.

Texas Center for Border Economic and Enterprise Development. 1995. *Survey of Border Retailers*. Laredo, Tex.: Texas A&M International University.

**U.S. Government Document**

U.S. Bureau of the Census. 1986. *Household Net Wealth and Asset Ownership*. Current Population Reports, Series P-70, No. 3. Washington, D.C.: U.S. Government Printing Office.

U.S. Environmental Protection Agency. 1986. *Toxicology Handbook*. Rockville, Md.: Government Institutes.

**Thesis or Dissertation**

Author. Year. "Title of Work." Ph.D. diss., Name of Department, Name of University, City, State, Country.

Author. Year. "Title of Work." Master's thesis, Name of Department, Name of University, City, State, Country.

**Internet Document**

When referencing sources of information found on the Internet, please include sufficient information so that other researchers can easily locate the materials. For example:

Kameras, David. 1996. "NAFTA Hearing Exposes Sprint." AFL-CIO News. Cited 8 March. <http://www.aflcio.org/newsonline>.

Please note that you must include the date you visited the web site. Please ensure the link is still current before submitting your report. If it is not, please include an alternate link to a page where the document you viewed is available.

### ***Interview by Author***

When referencing interviews conducted by the author that are not published or broadcast, the following format should be used: Last name of interviewee, first name. Year. Interview by author. Tape (video) recording [if applicable]. City, State (Day Month). For example:

Alexander, Robin. 1966. Telephone interview by author. San Bernardino, Cal. (12 February).

### ***Personal Communications***

Personal communications to the author should be formatted as follows: Last name of person with whom author communicated, first name. Year. Telephone conversation, conversation, or letter with/to author. City, State (Day Month). For example:

Nickey, Laurence N. 1991. Conversation with author. El Paso, Texas (21 June).

## **SPANISH**

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SCERP style calls for all proper nouns in Spanish to be in regular print, while all other words are in italics. For example, *ejido* and *colonia* are italicized, and their English definitions should be included in parentheses upon the first reference. Proper nouns, such as Instituto Nacional de Investigaciones Agrícolas, Forestales, y Pecuarias, remain in normal typeface. The one exception is *maquiladora*; the word is used so often in English that should be in regular typeface.

All accents should be properly placed. For example, please use "Ciudad Juárez", not "Ciudad Juarez".

## **PUNCTUATION**

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Place a comma before "and" in series of items (for example: red, white, and blue).

The following special marks are accessed by using the key pad (number lock) on a PC:

Alt "0150" for dashes between numbers (–)

Alt "0151" for dashes between words (—)

Alt "160 " for ( á )

Alt "130 " for ( é )

Alt "161" for ( í )

Alt "162" for ( ó )

Alt "163" for ( ú )

Alt "164" for ( ñ )

## **SPELLING**

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Please determine the proper use of accents and diacritics and use these consistently throughout your report.

Words such as “heavy-duty,” “long-term,” and “land-use,” when used as adjectives, are hyphenated.

The following is the SCERP style for key words and phrases:

U.S.-Mexican border

U.S. when used as an adjective, United States when used as a noun

a.m. and p.m.

airshed

airbasin

binational

Border XXI

multicultural

nonpoint

runoff

transboundary and transborder

University of Texas at El Paso

U.S. Environmental Protection Agency (EPA on second reference)

wastewater

website

nonnative

nonattainment

non-governmental organization (NGO on second reference)

watershed

groundwater

seawater

workgroup

However, use:

water basin, fresh water, salt water

## MISCELLANEOUS

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The following are additional *very important* rules and guidance:

- A. Do not use first person (“I” or “we”).
- B. When using acronyms, provide their full names upon their first use. This goes for chemical symbols as well. For example: This research was sponsored by the Southwest Consortium for Environmental Research (SCERP). Then use SCERP throughout the remainder of the document. Or, use carbon monoxide (CO) on the first reference and use CO throughout the remainder of the document.
- C. When referring in the text to the numbers one through nine, they are written as words (one, two, three...). Any number after 10 is numeric (10, 11, 12, 13...). Numbers at the beginning of a sentence are always written (e.g., Five out of every nine people living in the town do not have safe drinking water, however 12 of every 24 outside town do have safe drinking water.)
- D. Use the symbol “%” not the word “percent” with numerals (50%, not 50 percent).
- E. Numbered items within the text of the document should be enclosed in parentheses [e.g., (1), (2), and (3)]. If letters are used, the letters only should be in italics and inside parentheses [e.g., (a), (b), and (c)].
- F. If using bullets to provide a list, capitalize each item and do not include punctuation at the end of the bulleted statement.
- G. Brackets [ ] should be used to demarcate text inside parentheses.
- H. DO NOT use tabs and spaces to align your text. Use only your word processing program’s indent features. Also, do not use extra carriage returns to align pages—use the “page break” function found under the “insert” menu.
- I. DO NOT embed hyperlinks (links to websites) in the text.
- J. Double check the correct names of any organizations to which you refer in your text. Use, for example, The Chicago Manual of Style, not Chicago Style Manual. Please be aware of organizations’ new names. For example, use “Texas Commission on Environmental Quality” (TCEQ) and not “Texas Natural Resources Conservation Commission” (TNRCC), and SEMARNAT, not SEMARNAP.
- K. Identify all cities with their states on first reference (Tijuana, Baja California).
- L. Please re-read your report for editorial clarity and proper English grammar before submitting it to SCERP.
- M. When naming a Mexican city, use its city and state. For example, say: Ciudad Juárez, Chihuahua, not Ciudad Juárez, Mexico.
- N. Please do not hesitate to contact SCERP’s Managing Editor of Publications, Amy Conner (aconner@projects.sdsu.edu), for additional guidance if something is unclear.

### III

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## Binational Water Management Planning: The Challenge of Balancing Water Supply and Demand

*Charles Turner, Edwin Hamlyn, and Oscar Ibáñez Hernández*

#### ABSTRACT

Abstract paragraph here

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#### INTRODUCTION

Water resources are limited throughout the U.S.-Mexican border region, and the availability, or absence, of water has been a major determinant on the location and growth of communities in this region. In most instances, irrigated agriculture preceded urban development, and consequently allocation systems were developed based on historic agricultural water use. Cities on the western portion of the border secured access to imported surface water; most other cities that developed rapidly in the border region during the 20<sup>th</sup> century relied primarily on ground water sources, and thus, until recently, did not compete with agricultural interests for surface water. Some urban areas along the border have over-exploited ground water and are now seeking greater access to replenishable surface water. Securing sustainable water supplies is a challenge for cities on both sides of the border.

Urban populations are increasing on both sides of the border, but more so in Mexico where industrial expansion in the large Mexican border communities has acted as a magnet for in-migration and spurred rapid population growth. Because in-migrants tend to be relatively young, the intrinsic rate of growth of Mexican border communities is higher than that of Mexico as a whole, suggesting that, even absent further in-migration pressures, urban populations will continue to grow rapidly. Population growth will increase the demand for water.

The challenge of securing adequate water supplies requires both “supply-side” and demand-management strategies. Because per capita water consumption is already considerably lower among Mexican border communities than their American counterparts (Table 1), water conservation campaigns and other demand management strategies, though important, are likely to be less effective in reducing water needs in Mexican border cities.

Table 1. Per Capita Water Consumption

[table 1 here]

Source: Authors

Several generalizations can be made about the U.S.-Mexican border region.