

Manuscript Checklist

This checklist is for guideline to submit to the Hydrological Research Letters. It is mandatory to upload this list upon submitting the manuscript.

Check

Manuscript Length and Formatting

- Original Manuscript: 3,500 words or less excluding References, Tables and Figures (including title, authors' name, affiliations, abstract, keywords, the body of the article, equations, acknowledgments, table captions and figure captions).
- Manuscript should be English-proofread by an English editor if authors' native language is not English.
- Double-spaced and single-column text.
- Twelve-point font size in Times, Helvetica, or Courier.
- The line numbers should be shown at least every 10 lines.
- Total number of Tables and Figures is equal to or less than 6.
- Title page listing title, authors (first name, middle initial, last name), each author's affiliation, corresponding author's contact information such as her/his affiliation and email address.
- Author names are bold faced and centered.
- Affiliations are italic and centered.

Specific style

1. Title

- Title is bold faced and centered.
- Only 1st letter of 1st word is capital except for proper nouns.

2. Abstract

- Less than 200 words.
- Abstract has a centered bold title "Abstract:".

3. Keywords

- Six or less words.
- Titled as KEYWORDS without colon.
- Keywords are separated by semi-colon without ending period.
- Keywords are lower-case except for proper nouns.

4. Body of the article

- Section titles are capitalized and centered using bold face.
- Subsection heads are left-aligned using an italic font.
- Subsubsection heads are left-aligned using a standard font.
- All paragraphs heads are indented even for those after section, subsection and subsubsection titles.
- Latin names and "*et al.*" should be in italic.
- In case two (three or more) authors are listed in the reference list, the reference must be cited in the text as Oki and Yasunari (1995) (Oki *et al.*, 1995).
- Equations are numbered and written on a separate line end without periods or commas.

5. Acknowledgments

- Limited to collegial and financial assistance.

6. Supplements

- Supplements lists with the title, if any.

7. References

- The reference list involves all references in the text and vice versa.
- References have been checked for accuracy and style.
- Digital Object Identifiers (DOIs) are added to the reference list if they are available.

8. Figure captions

- Number as Figure 1., Figure 2. in captions, and referred as Figure 1, 2.
- Number as Supplement Figure S1. in captions, and referred as Supplement Figure S1 in supplement.

- Figure captions end without periods.

9. Figures

- In the final Figures for publication, the font size should be at least 8 pt.
- Each Figure should be displayed on one page.

10. Table captions

- Number as Table I., Table II. in captions, and referred as Table I, II.
- Number as Supplement Table SI., Table SII. in captions, and referred as Supplement Table SI, SII.
- Table captions end without periods.

11. Tables

- There is no vertical lines.
- In the final Tables for publication, the font size should be at least 8 pt.
- Each Table should be shown on one page.

12. Body of the Supplements

- If there are references that do not appear in the main text, the "Supplement References" section should be added.

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