

POLICY DOCUMENT

OF

WATER RESOURCES JOURNAL

**JOURNAL OF THE NIGERIAN ASSOCIATION OF
HYDROGEOLOGISTS**



A PUBLICATION OF THE

NIGERIAN ASSOCIATION OF HYDROGEOLOGISTS

(NAH)

**NIGERIAN ASSOCIATION OF HYDROGEOLOGISTS
(NAH)**

WATER RESOURCES JOURNAL

Journal of the Nigerian Association of Hydrogeologists



JOURNAL POLICY

JUNE 2022

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1. Name:

Water Resources Journal (WRJ) - Journal of the Nigerian Association of Hydrogeologists

2. Vision:

To be a leading global forum for the dissemination of information on water resources development and management.

3. Mission:

To provide a platform for constant engagement of professionals in the water resources sector and allied fields, disseminate advancements in knowledge and share ideas on improving methods.

4. Scope:

The Journal covers diverse areas of water resources development and management, sanitation and hygiene, hydrology and hydrology, water resources protection, urban water resources, water resources governance, environmental protection, climate change, engineering and a host of others.

5. Host

The host and chief administrator of the Water Resources Journal shall be the Nigerian Association of Hydrogeologists (NAH).

Appointment of the Editor-In-Chief shall be by voting along with that of statutory Council Members of the NAH. Voting shall be conducted with the candidate having a simple majority being declared as the winner.

Composition of the Editorial Board shall be as determined by the Statutory members of the NAH Council. All past Editors – In – Chief of the Journal shall be members of the Editorial Board.

5.1. Fees and Payments

- i. Article publication is free
- ii. The Journal shall be launched at Opening Ceremony of NAH Annual Conferences to generate resources for publication and sustainability.
- iii. Each copy of the Journal is to be sold at Three thousand Naira (N3,000:00) only.
- iv. Reviewers shall be entitled to One thousand Naira (N1,000:00) only or its equivalent up to a maximum of Two thousand Naira (N2,000:00).

5.2. Waivers:

Reviewer honorarium may not be paid to reviewers that are members of the Editorial Board, Associate Editors and Council Members of the NAH.

6. Composition

The Water Resources Journal shall consist of the following;

- i. Editorial Board
- ii. Editor-In-Chief
- iii. Associate Editors

6.1. Meetings:

The Editorial Board shall statutorily meet two times before each publication;

- The Editor-In-Chief is the Chairman of the Editorial Board
- The first meeting shall be to review all submitted articles, allocate reviewers and other matters that may arise from the previous meeting.
- The second meeting shall be to review the final manuscript, assign final reviewers among the Board members and approve amount required for publication. A draft complete publication would have been done prior to this meeting as this will represent the final outlook and content of that particular issue.
- The Editor-In-Chief can call for other editorial team meetings for issues that are not considered as fundamental to major decisions of the Journal.

6.2. Quorum

One third of members present including the Editor-in-chief shall constitute the quorum required for meeting. Apologies should be considered as a part of the quorum.

6.3. Disciplinary Actions

Disciplinary actions shall be handled by the Editorial Board and if a member of the Board is involved such a member shall be suspended by the Board before any action is started. In the event of the Editor-In-Chief being involved, he/she shall be suspended by the Council of the NAH before commencement of any action.

7. Roles and Responsibilities

7.1. Editorial Board

The Editorial Board, or (Editorial) Advisory Board, is a team of experts in the journal's field.

Editorial board shall:

- Take major decisions that concern operation of the journal
- Ensure that standardisation of the Journal is maintained at all times
- Ensure production of two issues of the Journal annually
- Review submitted manuscripts.
- Advise on journal policy and scope.
- Identify topics for special issues, which they may guest edit.
- Attract new authors and submissions.
- Promote the journal to their colleagues and peers.
- Assist the editor(s) in decision making over issues such as plagiarism claims and submissions where reviewers can't agree on a decision.

7.1.1. Selecting Editorial Board members

Selection of members of the Editorial Board shall be by the Council of the NAH

The Editorial Board shall generally undergo a complete revision every five years, with new members joining, stepping down or continuing for another term. Changes also occur in the interim, for example if a member resigns.

The journal's editorial board can affect its quality, so the following should be noted:

- The location of board members should be within the reach of the journal
- Board members' expertise should be within the journal's scope
- Representatives should be appointed from key research institutes (if possible)
- Former guest editors of special issues, and authors of key reviews, and top reviewers may be considered for membership.

7.1.2. Composition of the Editorial Board

The Editorial Board shall consist of the following;

- i. The Editor-In-Chief
- ii. Past Editors – In - Chief
- iii. Appointed members

7.2. Editor-In-Chief

The editor-in-chief shall serve as the leader of the Journal, determines the look and feel of the publication, has the final say in what is published and what is not, and leads the publication's team of editors.

Amongst others, the Editor-In-Chief shall;

- **Determine publishing guidelines.** The editor-in-chief is responsible for determining the tone and scope of the publication, instruct the editorial team members to ensure topics are appropriate for the publication and that the content is consistent with the Journal's policy.
- **Manage the Editorial Board.** The Editor-In-Chief shall ensure that the Editorial Board is fully involved in the production of each issue and is responsible for mapping out the content and ensuring it is consistent with the publication's scope.
- **Review content.** The editor-in-chief shall review the content of each issue and makes sure it is free of copy errors or inappropriate content (for example, libel). For larger publications, editors-in-chief will determine the editorial board members the reviews can be delegated and writes to such a member to do a final review of the issue to ensure the content is up to the publication's standards.
- **Provide Leadership.** As the leader for the publication, the editor-in-chief is a key part of the team and sets the tone for the journal environment. The Editor-In-Chief is therefore expected to provide leadership in the management of the journal and ensures that issues that may bring disrepute to the Journal, NAH, Department, School, College or University is completely avoided and where such happens be willing to accept full responsibility.
- **Write editorials.** The editor-in-chief will contribute written pieces to the publication periodically, either as full articles or as introductory editorial pieces that serve as a prologue to the issue's content.
- **Manage the budget.** The editor-in-chief manages the publication's budget and determines where incoming money will be best used. This means Editor-In-Chief

can choose to allocate resources for production, online presence, increase marketing efforts, to recruit ad-hoc members when necessary, and so on.

- **Represent the publication.** The editor-in-chief's job is not always behind a desk, he/she also is the face of the publication and is responsible for representing the Journal at publishing conferences and social events. Public relations should be considered as a vital part of marketing and fundraising for the Journal.
- **Selection of Reviewers:** The Editor-In-Chief shall involve the Editorial Board in the selection and invitation of at least three scientific and methodological reviewers. The selection can be done based on two methods of choosing reviewers.
 - i. The editorial board can search them by the subject matter among the reviewers in the area of interest or,
 - ii. by using personal contacts based on competence.

7.3. Associate Editors

The associate editors shall be drawn from all fields that the journal represents. They shall comprise of experts in the area, Professors, senior academics, captains of Industry, seasoned technocrats and bureaucrats in the areas the journal represents. The location of the Associate Editor can be anywhere in the world.

Their functions include:

- Inviting the reviewers to join a project
- Monitoring the work of the reviewers
- Announcing the final decision made for the article
- Observing the reviewers' comments on an article
- Involvement in the review process
- Conducting review of final manuscript before going for publication
- If an associate editor is invited to manage an article review, an invitation will be sent to him/her by email. So, the associate editor can log in to the website, access the article and complete the project

8. EDITORIAL POLICY

8.1. General

Original manuscripts of authors should be submitted via e-mail as an attachment. The size of the manuscripts, uncompressed, in Microsoft word format, should not exceed 3MB (including inserted graphics). An alternative method is by regular mail with a copy of your manuscript on a CD-ROM + one hard copy of the full paper. Any manuscript that differs from the following instructions risk nonpublication. Papers should be concise and include all text, figures, tables, acknowledgements and references. The manuscript in English must be original and not already published elsewhere. Papers will be reviewed editorially and minor corrections to language will be made, if necessary.

8.2. Preparations and Delivery of Manuscripts in Electronic Form General Formatting

Instruction

- i. Use the automatic page numbering function to number the pages. Insert page numbers at bottom of page. Centre 1cm from edge.
- ii. Do not use field functions.
- iii. For indents, use tab stops or other commands not the space bar.
- iv. Use the table functions of your word-processing program, not spreadsheet, to make tables.
- v. Use the equation editor of your word processing program or Math type for equations.
- vi. Refer to example manuscript for detailed formatting available on request from the editor.
- vii. Save the manuscript in Microsoft word 97 (or other compactable Microsoft word versions). If possible, provide an Adobe Acrobat Reader (PDF) format copy of the manuscript.

8.3. Preparation of Text

Type Area – The text should fit exactly into a type area of A4 size (21.0 x 29.7cm) with left margin of 2.54 cm (11 inches) and right top and bottom margins of 1.27 cm (0.5 inches).

Text format, Style and Spacing – Unless otherwise specified, “New Times Roman” font in 10-point, normal style.

For textual emphasis, use italics type or if necessary, *irfc ilinmg <*” FCT-renal purposes, such as for mathematical vectors, use *boktfMX* type. Single space the manuscript, double-space between the last paragraph of a section and the heading for the next section. Indent the first line of each new paragraph 1.27 cm (0.5 inches) tab-Type the primary heading flush left using bold uppercase letters. Use single spacing between the heading and the first line below.

Title should be as concise as possible (ideally less than 12 words) typed in uppercase Bold New Times Roman font in 12 point, centered.

Authors - List authors on one line, left justify, with authors surname in bold. Use numerical super script after author to identify affiliation. The first author listed is considered to be the lead and corresponding author. List affiliation below authors, left justify and italics including postal and e-mail addresses, telephone number and fax number of the corresponding author below the affiliation, also left justify and italics.

An Abstract contains concise factual information about the objectives of the work, Results obtained and conclusion reached. The abstract should start with the word Abstract in bold, italic, followed by a colon, at the same row as the first line of its text.

Key Word - After the abstract, list as many as 5 key words that described the subject matter of the article.

Text - You may divide the paper into sections as you see fit. Avoid use of the person (I, we, us) in the text. As part of the sentence (i.e not in parentheses) the first citation of a figure or table; cite it as Fig. X of Table Y. Therefore, either place a reference to that figure or table in parentheses (Fig. x; Table y).

Citation of references in the text should be placed within parentheses, with the author's last name and year of publication. e.g. (Otaze, 1975) or (Esan and Vrbka, 1997). For more than two authors, write, for example, (Bala et al 1997). Differentiate among citation of authors that have more than one article in the same year by the letters a, b or c following the year. If the author's name is part of the sentence, place only the year in parentheses.

Table – Number tables according to their sequence in the text. Each table should have a title above and if needed, a legend below that explains any abbreviation used in the table.

Units – Standard International (SI, or metric) units must be used. Define all special symbols, nonstandard units, acronyms, and abbreviations when first used in abstract and again in the main body of the text. Use them consistently thereafter. Mathematical and physical symbols of units such as %, “C” should be preceded by a space (60 %, 18 C).

Figures Captions – Number figures according to their sequence in the text. Each figure must be captioned after the figure number, below the figure. Where figures cannot be submitted electronically, the originals or sharply focused photographic prints (reduced to size the figure space provided in the text) must be submitted within the manuscripts.

Reference – At the end of the text, list references alphabetically by senior author. Include only those references that are cited in the text and use hanging indent format. Abbreviate journal and organization names in accordance with international practices. Below are examples of the required format

Conference proceedings

Alwoods D.F, Barber C (1989) “The effects of Perth's urbanization on groundwater quality”. A comparison with case histories in the USA. In Low G (ed) Proc Swam Costa 1 Plain Groundwater Management Conf. Pg 177-190.

Book

Draper N.R, Smith H (1981) Applied regression analysis, 2nd edn. Wiley New York.

Journal article

Freeze R.A (1975) A stochastic – conceptual analysis of rainfall runoff process on a hillslope. Water Research 16: 392-408.

Dissertation of thesis

Melloul A (1979) Hydrogeological knowledge of deep aquifers in porous media and with few data based on geochemical and isotopical parameters. PhD, University of Neuchatel, Switzerland (in French).

Article or chapter in a book

Zimmerman U, Munnich K.O, Roether W (1967). Downward movement of soil moisture traced by means of hydrogen isotopes. In Gleen ES (ed) Isotope techniques in the hydrologic cycle. Am geophys Union, Geophys Monograph 11:28-36.

Oral communications should only be mentioned in the lodgements. The author is responsible for the accuracy of references.

9. Preparation of Electronic Graphics for Figures

All electronic graphics are to be inserted into the word document as a picture. Captions for figures should be included in the text and not the graphic file.

10. Submission of Final Manuscript to the Editor

Completed manuscripts should be submitted to the Editor – In – Chief

11. Tenure of all offices

- i. The Editorial Board shall carry no tenure limit
- ii. The Editor – In – Chief shall serve for a period of two (02) years and can be renewed for another period of two (02) years and no more.

12. Policy Approver

Council of the Nigerian Association of Hydrogeologists (NAH)

13. Policy Steward

Editor-In-Chief

14. Review

This policy is to be reviewed after every five years.

National Secretary

National President

Date.....