

Research Paper/ Technical Note

Guidelines and template of Vietnam Journal of Hydrometeorology for author

Doan Quang Tri¹, Chen Yi Ching¹, P. K. Mishra², Nguyen Cao Don^{3,4,5}

ARTICLE HISTORY

Received: 12 August, 2015/ Accepted: 12 November, 2015

Publish on: 31 November, 2015

ABSTRACT

This document contains a detailed guideline for the camera-ready format manuscripts of the Vietnam Journal of Hydrometeorology. This is an example of the final manuscript of the journal. Author(s) shall follow the layout; the font styles and sizes of this template upon acceptance of the manuscript. A concise abstract is required (maximum length 200 words) to state briefly the purpose of the research, the essential new information, the principal results and major conclusions. The abstract must be able to stand-alone and references to the manuscript should therefore be avoided. The font used in the abstract is 11point Time New Roman font.

Keywords

Use Time New Roman 11 font size

Use minimum 3 keywords

Use maximum 6 keywords

First letter should be capitalized

Keywords will be referred to indexing

1. Introduction

Vietnam Journal of Hydrometeorology is the official journal of the Viet Nam Meteorological and Hydrological Administration. Its goal is to provide and promote scientific articles interchange among global academic community. The Journal publish high-quality original work on research articles and technical notes/reports in English regarding all aspects of hydro-meteorological sciences. These comprise, but are not limited to the physical, chemical, biogeochemical, stochastic and systems aspects of surface and ground-water hydrology, hydrometeorology and hydrogeology. The journal, therefore, provide the public interest with a wide range of comprehensive and profound scholar works which assists in bringing innovative and in-depth knowledge and achievements to practicing and managing. With the help of our scholar Editors, we are able to focus on serving our authors while preserving robust publishing standards and editorial integrity.

2. Manuscript submission

✉ DOAN QUANG TRI

doanquangtrikttv@gmail.com

¹ Vietnam Journal of Hydrometeorology, Vietnam

² Department of Wood Science, Mendel University in Brno, 16-2 Onogawa, Brno, Czech Republic

³ Present Address: Thuyloi University, 175 Tay Son Rd, Dong Da District, Hanoi, Vietnam

⁴ National Institute for Environmental Studies (NIES), Tsukuba, Ibaraki 305-0053, Japan

⁵ Institute of Lowland and Marine Research, Saga National University, Honjo 1, Saga 840-8502, Japan

Prior to acceptance an electronic copy (MS-Word format) of manuscript should be submitted to the Editorial Board through the email address: tapchikttv@gmail.com. It should be accompanied by a cover letter mentioning the title of the paper and the name of all the author(s) and their affiliation(s) together with mailing address, telephone, fax (with country and area code) and e-mail address. In the case of co-authors, it should be clearly indicated which author is to receive correspondence and proofs for correction.

Submission of a manuscript implies that (1) the work described has not been published previously (except in the form of an abstract or as part of a published lecture or academic thesis or modified version of proceeding), that (2) it is not being submitted to any other journal, that (3) its publication is approved by all authors and tacitly or explicitly by the responsible authorities where the work was carried out, and (4) if accepted, it will not be republished elsewhere, in English or in any other languages without the written consent of the STHM publisher. In most cases, the time for review will take place within 1 month. If more time is needed for review, the author will be sent an up-date on progress promptly.

Upon acceptance, all authors must sign the "Copyright agreement" before the manuscript can be published. Author(s) are responsible for obtaining from the copyright holder permission to reproduce any figures for which copyright exists. Prior to publication, one set of page proofs will be sent to the corresponding author, to be checked for type setting/editing. Return corrections within 3 days of receipt of the proofs. Should there be no corrections, please confirm this. If there is no change or addition, the accepted manuscript will be allowed at this stage. The STMH publisher reserves the right to proceed with publication if corrections are not communicated.

3. General style

Upon the acceptance, the manuscript should be formatted into single-space double columns 11 point Time New Roman font as current journal layout and convention, with wide (3 cm) margins, in A4 paper size. Present figures and tables on separate pages at the end of the manuscript. The position of tables in the manuscript should be clearly indicated. All pages number consecutively at the bottom right corner.

MS-Word template file is available at the STHM website for the final formatting.

Normally, a published research paper should not exceed 14 pages and a published technical note should not exceed 8 pages, including reference, figures and tables.

Title: Provide concise and informative titles as they are used in information-retrieval systems. Avoid abbreviations and formula if unnecessary.

Author names and affiliations: The author(s) first name and middle name in abbreviation followed by surname(s) should appear justify-aligned below the title. Indicate all affiliations as a footnote retaining main address with superscript Arabic numerals.

Article history: a summary of time upon receiving, acceptance and publication of the manuscript. It is on the left side, aligned with the below of author(s) names and affiliations.

Abstract: A concise abstract is required (maximum length 200 words). The abstract should state briefly the purpose of the research, the essential new information, the principal results and major conclusions. The abstract must be able to stand-alone and references to the manuscript should therefore be avoided.

Keywords: below the abstract, separated with a line as shown above in the example, provide minimum 3 and maximum 6 keywords. These keywords will be used for indexing purposes.

Paragraphs: Each new paragraph must be indented. The indent should be 5 mm. All text should be left and right justified. No underlines or footnotes. The text should be in clear, concise, and proper English, type in 11 point Time New Roman font for final submission.

Acknowledgements: If it exists, it should appear at the end of the text, before the references.

References: List of references should appear after acknowledgment without numbering in the heading as shown below in the example.

Symbols and abbreviations: Enlist symbols and abbreviations if have any after references.

4. Fonts and layouts of the main text

4.1 Fonts

The whole texts that appear in the paper should be consistently **Time New Roman font**, except symbols used in equations. All paragraphs are 5 mm

indented and 13 point line spacing for the first line and the line spacing is set exactly at 13 pt.

Article type: Mention the type of the article at the top of the page after leaving 1 line blank space from the top of the page (Research Paper/Technical Note), in 11 point font.

Paper's title: Title must be justified aligned at the top of the first page, leaving 1 line blank space below the article type, in 16 point Time New Roman font and bold it. Leave 1 line blank space after the title.

Authors: Use 11 point font for the author's names.

Authors' affiliation footnotes: Affiliations are cited by superscripts as shown in the above example, use 10 point font. The footnotes of affiliations are indented with 2 mm hanging.

Abstract: Use 11 point Time New Roman font and leave 2-line spacing after the left of the under bar.

Key Words: Use 11 point Time New Roman font starting initially with capitalizing letter as shown in the above examples.

4.2 Layouts of the main text

Use A-4 size paper, with 2.5 cm margins in the top and bottom. Leave approximately 2-blank lines between the key words/abstract and the main text. The main text should be in double columns, which have a 1.6 cm side margins, and about 8 mm space between the two columns. The main text style is using 11 point Time New Roman font and SI units should be used in Figures as well as in the text.

5. Headings (do not indent follow this example if it is long)

Use at most three levels of headings that correspond to chapters, sections and subsections. The first level headings for chapter titles should be in 11 point bold Time New Roman font. Leave two-blank lines and one-blank line before and after the first level headings, respectively.

5.1 The second level headings

The second level headings should be in 11 point italic font. Leave one blank line both before and after the heading.

5.1.1 The third level headings

These headings should be in 11 point Italic font. Insert one blank line before and no blank line after the headings. The further lower level headings should be avoided. It has a hanging indent of 12.7 mm.

6. Mathematics

Equations and symbols should be typed using the equation editor and should be numbered in sequence. The equation number should be enclosed in parentheses and right justified. Symbols and notations should be defined when they first appear. Use one blank line before and after the equation.

Symbols and abbreviations should be kept together with figures or tables if have any. The font should be Time New Roman 10 point for descriptions of parameters used inside the text in the form of equation or by any other means. Leave 1 line space and do not indent.

$$\frac{\partial A}{\partial t} + \frac{\partial Q}{\partial x} = q \quad [1]$$

where: A:
Q:
t:
q:

7. Figures and tables

7.1. Location of figures and tables

In general, figures or tables should be vertically aligned **at the top or bottom relative to margin**, on the same page where they are referred for the first time. Do not place them altogether at the end of manuscripts.

Figures or tables should be sized the whole width of a column, as shown in **Table 1** or **Fig. 1 (Figs. 1, 2 and 3)** in the present example, or the whole width over two columns. Do not place any text besides the figures or tables. If a figure number starts from the beginning of the line in the text, full form should be given such as **“Figure 1”** and/or **“Figures 2, 3, and 4”**. Please *avoid vertical border lines in Table if possible*.

8. Captions of figures and tables

Figures and tables should be numbered consecutively, and should have informative titles, which make the data in the figure or table understandable without reference to the text. Figure and table caption uses the 10 point font as the text, left-aligned or left-right justified. In the case of figures and tables occupied whole two columns, texts should be placed at the center if the text is short, otherwise left-aligned or left-right justified, leaving no line spacing above and below the table or figure caption.

8.1 Quality of figures (the third level headings will be like this)

Figures and photos should be computer-generated, not simply scanned in. Aside from the inserted to the manuscript, they should also be sent in the following file formats only:

EPS (for vector graphics) and TIFF and BMP (for raster graphics) with resolution must be no less than 600 dpi (300 dpi for grey scale). All figures and illustrations should be professionally drawn the same as the final printed version (without enlargement or reduction). Color printing can be undertaken but is expensive, and authors will be charged with a cost. Please do not send figures in any other format (JPG, GIF, Word, Excel, etc.).

If the figure is not available in any of these formats, please supply the original photographs for reproduction, printed on glossy paper, very sharp and with good contrast (not a photocopy) of the figure for us to scan.

9. Citation and reference lists

Ensure that every reference cited in the text is also present in the reference list (and vice versa). The citation should appear in the text as the author(s) last name(s) followed by the year of publication in parentheses, e.g. (Manandhar et al., 2014; Lognatham et al., 1993; Ankum et al., 1988), (Preissmann, 1961), (Manandhar and Yasufuku, 2013; Madhav and Miura, 1994; Nishida and Kubo, 1991; Perkins and Gunarartnam, 1970), the Ministry of the Environment (2010), Taylor (2003), etc.

A list of reference should be given at the end of the text in alphabetical order of first author's last names and then further sorted chronologically if necessary. More than one reference from the same

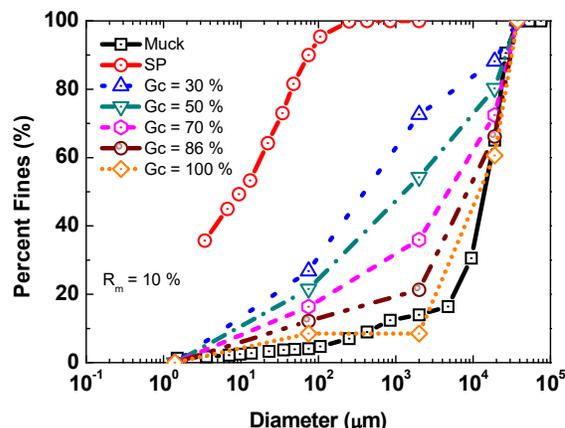


Fig. 1. Caption of figure should be centered if it occupied whole two columns. If it is long, it should be continued like this (left-right justified).

Table 1. Caption of table should be centered if it occupied whole two columns above the table. If it is long, it should be continued like this. *Avoid vertical border lines in Table if possible.*

Descriptions		Experimental adjustments
Initial water contents, w (%)		25, 30, 35
Lime, L (%)		0, 2.5, 5.0, 7.5, 10
Time, (minutes)	T	20
Dimensions, (mm)		50 X 100

author(s) in the same year must be identified by the letters "a", "b", "c", etc., placed after the year of publication. Titles of papers, books, reports, etc. should follow the regular font and should not capitalize after the first initial word.

Unpublished results and personal communications should be indicated at the end of the reference in the bracket using the word "unpublished". Citation of a reference as 'in press' implies that the item has been accepted for publication.

Citing and listing of web references. As a minimum, the full URL should be given. Any further information, if known (author names, dates, reference to a source publication, etc.), should also be given. Web references can be listed separately (e.g., after the reference list) under a different heading if desired, or can be included in the reference list. For anonymous reports and standards, alphabetize by the issuing institution.

The reference list must be summarized at the end of the main text. Make sure reference information is complete and accurate in the following order: last names and initials of all authors; year of publication;

title of paper, report, or book chapter; title of book or periodical; volume and issue numbers; name and location of publisher (for books), name and location of publisher or sponsor (for proceedings); and inclusive page numbers. The references should be in 5 mm hanging indentation. Following examples will provide you the details of usage of references which should be enlisted at the references section in alphabetical and chronological orders. Please follow the references lists at the end of this section.

Journal papers

- Manandhar, S. and Yasufuku, N., 2013. Vertical bearing capacity of tapered piles in sands using cavity expansion theory. *Soils and Foundations*, **53** (6): 853-867.
- Hino, T., Jia, R., Sueyoshi, S. and Harianto, T., 2012. Effect of environment change on the strength of cement/lime treated clays. *Frontiers of Structural and Civil Engineering*, Springer, **6** (2): 123-165.

Book and monograph

- Taylor, H.F.W., 2003. *Cement chemistry*. Thomas Telford Publishing, Thomas Telford Services Ltd., 1 Heron Quay, London E144JD, Second Eds.: pp 465.

Unpublished papers and theses

- Moustakas, N., 1990. Relationship of morphological and physicochemical properties of vertisols under Greek climate conditions. Ph.D. Thesis, Agricultural Univ. Athens, Greek (unpublished).

Edited volume papers

- Madhav M.R. and Miura N., 1994. Lowlands, development and management. Introduction In: Miura, N., Madhav, M.R. and Koga, K. (Editors), A.A. Balkema, Netherlands and U.S.A.: 31-37.

Symposium proceedings papers

- Manandhar, S., Suetsugu, D., Hara, and S., Hayashi, S., 2014. Performance of waste quarry by-products as a supplementary recycled subgrade material. Proc. 9th International Symposium on Lowland Technology (ISLT 2014), September 29-October 1, 2014, Saga Univ., Saga, Japan: 271-278.

Websites

- The Ministry of the Environment, Japan (2010). Japan's National Greenhouse Gas Emissions, FY-2010,

<http://www.nies.go.jp/whatsnew/2011/20111213/20111213-e.html>, 2011.

10. Acknowledgement and reference

Acknowledgements

If it exists, it should appear at the end of the text, before the references, otherwise eliminate it.

References

- Ankum, P., Koga, K., Segeren, W.A. and Luijendeijk, J., 1988. Lessons from 1200 years impoldering in the Netherlands. Proc. Int. Symposium on Shallow Sea and Lowland, Institute of Lowland Technology, Saga Univ. Saga: 102-108.
- Hino, T., Jia, R., Sueyoshi, S. and Harianto, T., 2012. Effect of environment change on the strength of cement/lime treated clays. *Frontiers of Structural and Civil Engineering*, Springer, **6** (2): 123-165.
- Loganatham, N., Balasubramaniam, A.S. and Bergado, D.T., 1993. Deformation analysis of embankments. *J. Geotech. Engrg., ASCE*, **199** (8):1185-1206.
- Manandhar, S., Suetsugu, D., Hara, and S., Hayashi, S., 2014. Performance of waste quarry by-products as a supplementary recycled subgrade material. Proc. 9th International Symposium on Lowland Technology (ISLT 2014), S