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WRRI **PROCEDURAL AND
EDITORIAL GUIDELINES FOR
PRINCIPAL INVESTIGATORS**

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PROCEDURAL GUIDELINES

Introduction

Principal investigators (PIs) of research projects sponsored by the New Mexico Water Resources Research Institute (WRRI) are required to follow certain procedural guidelines. These guidelines allow the institute to fulfill its obligations to federal, state, and various other sponsors. Any questions about these guidelines should be directed to the WRRI. Contact information appears on the front cover of these guidelines.

Reports

PIs must provide the institute with several reports on each WRRI-sponsored project. Some reports are required for record keeping purposes, while others are designed to meet information transfer objectives.

→ Technical Completion Reports

The technical completion report is a complete description of the project's objectives, methods, and results. **A final technical completion report must be received by the institute on or before the project completion date.** Within about 60 days following the project completion date, reports will receive peer reviews as well as in-house reviews for scientific content and editorial style.

The WRRI requires a camera-ready hard copy, along with a digital copy, of the report. The institute will handle printing, distribution, and Internet posting of technical completion reports from funds allocated in each project budget for such purposes. Special printing requirements, such as maps larger than page size and color graphics, should be anticipated and included in the printing funds budget. Please read the institute's editorial guidelines, which begin on page 5, before preparing the report. Also, **please note that the institute will not consider further proposals from a principal investigator or co-investigator who has a delinquent technical completion report.** Failure to complete a report may also jeopardize future funding for the PI's department, college, or institution.

→ Periodic Reports

Each year the institute requires PIs to provide information concerning the status of each project to be used in WRRI's annual report. Also, some funding sources require that PIs submit quarterly or biannual progress reports. The PI will be notified if interim reports are required.

→ Theses and Dissertations

PIs must provide the institute with a copy of master's theses or doctoral dissertations based on work supported entirely or partially by WRRI funds. The institute should receive these publications whether or not the student author was paid with WRRI funds.

→ **Journal Articles, Books, and Bulletins**

PIs must submit to WRRRI a copy of printed bulletins or journal article reprints, books, or any other published material that resulted from work financed under the project. Publishing research results in the open literature is the best way to communicate with the scientific community and reach a wider audience. The publication record of a PI is taken into consideration when a research proposal is being reviewed for possible funding. The institute also should receive copies of papers presented at professional meetings, speeches, and any other articles that illustrate the productivity of the sponsored research. WRRRI also likes to be notified of special recognition or awards received by a PI and of subsequent grants received when WRRRI funds were used as seed money.

All published work supported wholly or in part by WRRRI funds must bear an acknowledgment of support. An example is included in the editorial guidelines.

Popular Information

Institute staff may write press releases and newsletter articles based on interviews with PIs about their research. PIs should inform the institute when their projects are at a stage that might be of popular interest. The WRRRI often uses photographs related to research projects in presentations, publications, and displays.

Report Extensions

The due date for final technical completion reports is at the end of the stated research period. If special circumstances warrant, the project deadline may be extended upon written request to the WRRRI at least 60 days prior to the deadline. To extend the deadline, PIs must present compelling reasons that will enhance the research. An extension request must demonstrate that substantial work remains to be done and that sufficient funds are available for the direct expenditures required. Additional extensions will be granted only under very exceptional circumstances with comprehensive documentation justifying the request. Extensions will not be granted solely for report writing. When an extension has been granted, the PI must submit quarterly progress reports to the WRRRI.

Written Communications

All written communications between the PI and the WRRRI must be copied to the PI's department head and research center director or appropriate vice president. This procedure ensures that all parties remain informed of activities concerning the research project.

Site Visits

Institute staff may want to visit the research site with the PI to learn how the project is proceeding. A mutually convenient time for the visit will be arranged.

Financial Policy

The PI is ultimately responsible for WRRI-funded accounts. If the budget is over-expended or expenditures were improperly charged, the PI and his/her department or college are responsible for providing funds for the unauthorized spending.

\$ Budget

Funds for an award may **only** be used for the categories established in the proposal budget. Therefore, it is of critical importance that the budget be precise in allocating sufficient resources to perform the terms of the contract. If unforeseen problems occur that require budget revisions, the PI must submit a written request to the institute for approval **before** the expenditure is made. Failure to receive prior approval could result in nonpayment of unauthorized expenditures.

All major purchases for the project should be made during the first few months, and all expenses except those required for report preparation should be incurred at least 30 days before the project completion date. This lead time enables us to prepare timely final financial reports. Refer questions regarding title of equipment to the institute.

\$ Salaries for Principal Investigators

Up to eight weeks of summer salary can be paid through WRRI grants, provided it was included in the approved budget. The use of WRRI funds to supplement salaries above the regular salary rate is not allowed. Except in rare circumstances, the use of WRRI funds to provide a portion of an investigator's salary during the academic year is not allowed. Exceptions must be approved in advance.

\$ Accuracy of Effort Reporting

Effort reporting records of actual time expended on the research grant should be certified by the department head or other responsible person and kept on file in the department for accessibility in case of an audit request. The Office of Management and Budget Circular No. A-21 states, "Budget estimates on monthly, quarterly, semester, or yearly basis do not qualify for support for charges to federally sponsored research projects and should not be used unless confirmed after the fact."

\$ Overtime

Institute funds may **not** be used to pay overtime.

\$ Facilities and Administrative Costs/Cost Sharing

WRRRI projects do not allow Facilities and Administrative (F&A) costs as a recoverable cost to the department, but they may be used to meet cost sharing requirements when appropriate. The inclusion of direct costs as cost sharing, such as a portion of the investigator's salary and corresponding benefits, is encouraged whenever possible.

Travel Policy

→ All requests for travel funds must be specified in the proposal budget. **All travel to conferences, conventions, and professional meetings sponsored by technical and professional organizations must be clearly identified in the proposal budget and must include specific details on the destination, justification for the trip, and travel expenses in order to be considered and approved by the WRRRI.**

→ Domestic Meetings

Approval is normally given if the PI is a listed speaker or member of a panel and participation is related directly to the supported project. Attendance solely as an observer or listener is not adequate justification for the use of WRRRI funds. A maximum of \$500 **per project** will be authorized for active participation at professional meetings.

→ Foreign Meetings

Normally this travel must be for the purpose of reporting on institute-sponsored research of international significance. WRRRI support will be limited to a maximum of \$500.

Per diem on federally funded projects at New Mexico State University (NMSU) must be based on current federal per diem rates, as specified in the policy for federally funded travel. Rates can be obtained from the NMSU travel office.

Any change in the approved proposed travel plan or revision to the travel budget requires prior approval by the WRRRI.

PI Status

→ The PI must notify the WRRRI **in advance** if there is to be any change in his/her status, including sabbatical leave, other types of extended leave, change in position responsibilities, or intent to terminate.

Any significant deviation from proposed project objectives or methodology requires prior written approval by the WRRRI. Expenditures for unapproved activity are not allowed, and the PI and his/her department or college are responsible for providing funds for the unauthorized spending.

EDITORIAL GUIDELINES

Introduction

Technical completion reports are the institute's primary means of information transfer. Because WRRRI, its cooperators, and clients are judged by the reports, it is important that every report be of the highest technical and editorial quality.

These reports are read by a variety of audiences including researchers, water resources professionals and technicians, and the general public. Because of the wide variety of audiences, the WRRRI requires that scientific jargon be explained and that the report summary especially be clear and concise.

WRRRI Requirements

Because WRRRI will print and distribute the report, the editorial guidelines should be followed for each technical completion report. Each report must contain:

- Title page (Figure 1)
The title page must contain a descriptive title, WRRRI project account numbers, nature of report whether technical completion or miscellaneous, names, departments and institutions of all authors, month and year the report is sent to the printer, and acknowledgement of **all** funding sources.
- Disclaimer (Figure 2)
The disclaimer as shown in Figure 2 must be page ii.
- Acknowledgements (if any)
- Informative abstract, including a list of keywords (Figure 3). An informative abstract of **200 words or less** should appear on page iii or iv if there is an acknowledgement page. Provide several keywords suitable for indexing the project.

- Table of contents, including list of figures and/or tables
- Justification of work performed
Clearly state project objectives which should reflect those included in the proposal. Provide detailed statements indicating the degree to which project objectives were achieved.
- Review of methods used
- Discussion of results and their significance
- Principal findings, conclusions, and recommendations to water resources problems and recommendations for additional research or application
- Summary
- References

EFFECTS OF SALINITY AND SUSPENDED SEDIMENT ON PHYSICAL PROPERTIES OF
THE EGG OF THE RIO GRANDE SILVERY MINNOW (*Hybognathus amarus*)

By

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TECHNICAL COMPLETION REPORT
Account Number 01423990

May 2005

New Mexico Water Resources Research Institute
in cooperation with the
Department of Fishery & Wildlife Sciences
New Mexico State University

The research on which this report is based was financed in part by the U.S. Department of the Interior, Geological Survey, through the New Mexico Water Resources Research Institute.

Figure 1. Title Page

DISCLAIMER

The purpose of the Water Resources Research Institute (WRRI) technical reports is to provide a timely outlet for research results obtained on projects supported in whole or in part by the institute. Through these reports the WRRI promotes the free exchange of information and ideas and hopes to stimulate thoughtful discussions and actions that may lead to resolution of water problems. The WRRI, through peer review of draft reports, attempts to substantiate the accuracy of information contained within its reports, but the views expressed are those of the authors and do not necessarily reflect those of the WRRI or its reviewers. Contents of this publication do not necessarily reflect the views and policies of the Department of the Interior, nor does the mention of trade names or commercial products constitute their endorsement by the United States government.

Figure 2. Disclaimer

ABSTRACT

Specific gravity and diameter affect the potential and rate of downstream transport of semi-buoyant fish eggs. Salinity and suspended sediment were found to alter significantly both of these physical properties of the egg of the endangered Rio Grande silvery minnow (*Hybognathus amarus*). Under control conditions (no salts added to elevate salinity) egg specific gravity for *H. amarus* declined significantly in the first hour after fertilization as the perivitelline space of the egg filled with water. Egg specific gravity achieved a minimum value by 12 hours post-fertilization, which was approximately constant until hatching approximately 48 hours post-fertilization. Egg specific gravity was highly dynamic and it depended on the salinity of the water surrounding the egg. An egg transferred to water with a different salinity initiated immediate change in its specific gravity. Egg diameter and specific gravity of *H. amarus* eggs were reduced strongly by salinity but only modestly so by suspended sediment. In contrast, the length of newly hatched larvae was not affected by either salinity or suspended sediment. Assuming eggs were spherical, the reduction in egg diameter caused by increased salinity decreased egg volume by more than 20% and egg surface area by more than 15%. Our experiments showed that artificial eggs (Gellan beads) were a close approximation to the specific gravity of *H. amarus* eggs at salinities between 0.5 and 4 ppt. However, the specific gravity of artificial eggs was greater than that for *H. amarus* eggs at salinities near zero and was substantially less than the specific gravity of *H. amarus* eggs at 8 ppt salinity.

Keywords: Cyprinidae, development, egg drift, egg buoyancy, endangered species, fish eggs, fluvial transport, ontogeny, minnow, osmotic flux, pelagic, pelagophil

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Figure 3. Abstract Example

Style

The institute uses *The Chicago Manual of Style*, 15th edition, published by the University of Chicago Press, as its reference for punctuation, capitalization, and format. Beginning on page 13 is an abbreviated style sheet containing the most common style questions in report writing. *Webster's Collegiate Dictionary*, tenth edition, is WRRRI's standard for spelling and hyphenation. If PIs use a different style reference, they should inform the WRRRI of the title when they submit the final report.

Although it is strongly recommended that PIs follow the WRRRI suggested style, no matter what reference used, the most important guideline in preparing a technical completion report is **consistency** in format, writing, and editing. If the report was written through a team effort, the senior author should take editorial responsibility for the entire report. Editorial control is crucial when separate authors contribute individual chapters. The senior author's final edit can ensure that the report's style, format, and tone will be smooth and consistent.

References

A reference list must contain all sources cited in the text of the report. References must be complete and accurate. Generally, entries are arranged alphabetically and are not numbered. PIs can use other reference styles as long as they use them consistently throughout the report. Below are examples for recommended reference entries. Citations in brackets come from *The Chicago Manual of Style*, 15th edition.

→ **Format for WRRRI reports**

Hawley, J.W. and J.F. Kennedy. 2004. *Creation of a Digital Hydrogeologic Framework Model of the Mesilla Basin and Southern Jornada del Muerto Basin*. New Mexico Water Resources Research Institute, Technical Completion Report No. 332, New Mexico State University, Las Cruces, NM.

→ **Format for proceedings**

Tarquin, A.J., G. Patwardhan, and B. Kolluri. 2004. The science of concentrate management. In *Proceedings of the 49th Annual New Mexico Water Conference: Water Desalination and Reuse Strategies for New Mexico*. Edited by C. Ortega Klett. pp. 73-76.

→ **Format for journal article [17.149-179]**

Bohannon, P. and P.E. Lin. 2005. Polluters and protectors: Combined sewer system authorities and urban waterway restorations. *Natural Resources Journal*. 45: 539-586.

→ **Format for electronic journal article [17.180-181]**

Testa, B., and L.B. Kier. 2000. Emergence and dissolution in the self-organisation of complex systems. *Entropy* 2 (1): 1-25. <http://www.mdpi.org/entropy/papers/e2010001.pdf>

→ **Format for forthcoming works** [17.167]

“Forthcoming” is used when an article has been accepted for publication by a journal, but the date of publication is not yet known. “In press” is used for a printed work that has already been typeset and paginated.

Vinten, A.J.A., B.J. Vivian, F. Wright, and R.S. Howard. In press. Comparative study of nitrate leaching from soils of differing textures under similar climatic and cropping conditions. *J. of Hydrology*.

→ **Format for dissertation or thesis** [17.214]

Loveland, T.A. 2004. Depositional history and origin of the Holocene Estancia playa complex. Master’s thesis, Univ. of New Mexico.

→ **Format for chapter in a volume** [17.68]

Ferguson, B.K. 1994. Infiltration Hydrologic Design. In *Stormwater Infiltration*, 125-152. Boca Raton: Lewis Press.

→ **Format for three or more authors** [17.29]

Goff, F., L. Shevenell, J.N. Gardner, F.D. Vautaz, and C.O. Grigsby. 1988. The hydrothermal outflow plume of Valles Caldera, New Mexico, and a comparison with other outflow plumes. *Journal of Geophysical Research*. 93:5041-5048.

→ **Format for several works by same author** [16.84-5]

National Research Council. Committee on Fluoride in Drinking Water. 2006a. *Fluoride in drinking water: A scientific review of EPA’s standards*. Washington, D.C.: National Academies Press.

———. Committee on Improving Practices for Regulating and Managing Low-Activity Radioactive Wastes. 2006b. *Improving the Regulation and Management of Low-Activity Radioactive Wastes*. Washington, D.C.: National Academy Press.

→ **Format for a presentation** [17.215]

Papers included in published proceedings of a meeting or in a journal may be formatted like a book chapter or journal article. Other presentations are formatted as follows:

Bahr, T. 2005. My life and how to make wine. Lecture presented at the 50th Annual New Mexico Water Conference, Las Cruces, New Mexico.

→ **Format for personal communication** [17.208-9]

Brown, D. 2005. Telephone conversation with the author, 12 October.
Smith, J. 2006. Letter to author, 10 January.

→ **Format for websites other than electronic periodicals** [17.235-7]

Include as much information as possible: author of the content, title and owner of site, URL, and access date in parenthesis if content is time sensitive. If this information cannot be determined, then a descriptive phrase must be included along with the URL to indicate what the source is.

USGS and Department of the Interior. Water science for schools: Water use in the United States. <http://ga.water.usgs.gov/edu/wateruse.html> (accessed May 22, 2006).

Use this reference format in the text:

A 2004 study (Smith) found diminished water quality in the basin. According to Jones (2000), water quality is heavily affected by the geological features of the basin. However, there are “multiple other factors to consider” (Lopez et al. 2006, 112).

When direct quotations are used in the text, the parenthetical citation must include a page number. The name and date are separated from the page number by a comma, without p. or pp. as above.

Format

Format and type are key to the publication’s professional appearance. Given the wide availability of computers and word processing software packages, PIs are able to produce high-quality camera-ready copy fairly easily. PIs can use their discretion in choosing font style, point size, vertical line spacing, and whether or not to right justify text (to make each line of text exactly the same length). When choosing among the many options made available by the software used, keep in mind the readability of the report, the report’s length, and the nature of the manuscript, that is, whether the text is highly technical with mathematical equations that require additional spacing.

The following guidelines are preferred by the WRRI:

- Provide an original, clean, camera-ready hard copy with high-quality graphics that will reproduce well.
- Provide an original, clean digital copy as well.
- Use a 11- or 12-point Times Roman typeface (font). Avoid disproportional font types, like Courier.
- Lines should be 1.5-spaced or double-spaced.
- Single space the references, disclaimer, footnotes, endnotes, and figure legends.

- Justify the left margin only. Do not full justify the text. When lines of text are justified—each line the same length—spacing between words may be excessively wide and detract from readability. Also, use the hyphenation mode to prevent excessive disparity in line length.
- Use a 6 ½" x 8 ¾" image area for 100-percent reproduction. Generally, reports are perfect bound.
- Use one inch left, right, top, and bottom margins.
- Use a letter quality, laser, or postscript printer.
- Consider adding extra space between paragraphs. This type of format requires no paragraph indention.
- Center page numbers one-half inch from bottom of page.
- Count the title page as lowercase 'i' but do not type it on the page.
- Count the disclaimer as page 'ii,' the acknowledgement page as 'iii,' the abstract page as 'iv,' and the table of contents as 'v.' If there is no acknowledgement page, the table of contents would be 'iv.' If there is a "List of Figures" or "List of Tables," they would be on pages 'v' and 'vi' respectively, depending on whether there is an acknowledgement page.
- Count the first page of text as page 1, but the page number should not be typed on the page.
- CENTER, BOLD, and CAPITALIZE MAIN HEADING, followed by a double space.
- Second heading is bold, upper and lower case at left margin. Add one extra line space after heading, before beginning the text.
- Third heading is upper and lower case at the left margin. Do not add an extra line space after heading.
- Fourth heading is at left margin, upper and lower case, followed by a period. Text follows directly after the period.
- **BE CONSISTENT.**

An example of four types of headings:

<p>METHODS</p> <p>Egg Collection and Experimental Setup</p> <p>Origin of Eggs Gravid adult <i>H. amarus</i> used in these experiments were obtained from the captive stock...</p> <p>Measurements. Specific gravity, egg diameter, and total length of newly hatched larvae were measured on random samples of eggs from the treatment aquaria...</p>

Style Sheet

Citations in brackets come from *The Chicago Manual of Style*, 15th edition.

Punctuation

- Only one space should follow any punctuation at the end of a sentence [6.11]
- Items in a series are separated by commas (unless they are separated by conjunctions in which case no comma is needed). When a conjunction joins the last two items of a series, a comma should appear before the conjunction: They were concerned with water quality, quantity, and conservation. **But** They were concerned with water quality and quantity and conservation [6.19]
- When items in a series involve complete sentences or long, complex phrases, they should be separated by semicolons [6.21]
- Use semicolons to join two independent clauses not joined by a conjunction: They tested water quality; the test results were inconclusive. *Not* They tested water quality; and the test results were inconclusive [6.57]
- Adverbs are preceded by a semicolon and followed by a comma when used to join two independent clauses:
They tested water quality; however, the test results were inconclusive [6.58]
- The colon functions much the same as a semicolon, but emphasizes sequence more:
Many of the research scientists shared specialties: four of them, for example, studied hydrologic models [6.63]

Abbreviations in the Text

- Sen. Pete Domenici, **but** the senator; Gov. Bill Richardson, Governor Richardson (when title is with surname only), **but** the governor [15.13]
- Spell out names and include the abbreviation in parenthesis on the first reference; all subsequent references can be abbreviated: U.S. Geological Survey (USGS) on first reference, USGS on subsequent references; New Mexico Water Resources Research Institute (WRRI) on first reference, WRRI on subsequent references [15.25]
- Office of the State Engineer (OSE) is the agency; John D'Antonio is the state engineer
- Spell out the state after city, followed by a comma: "Las Cruces, New Mexico, is a small college town." [15.29]
- Spell out street, avenue, boulevard, and so on in addresses, with the exception of the abbreviations NW, NE, SE, SW: 1060 Main Street NE [15.35]
- Spell out months and days [15.42-43]

Capitalization

- Lower Rio Grande Basin, Capulin Basin, **but** lower Rio Grande, the basin
- Lea County Underground Water Basin
- Well-known geographic areas are capitalized, but directions are not: the Southwest, **but** the wind came from the southwest [8.50]

- The city of Albuquerque, **but** Oklahoma City [8.56]
- Names of administrative, judicial, and legislative bodies, departments, offices, and so on are capitalized, but adjectives derived from them and generic terms for such bodies are lowercased:
 - New Mexico State University, the university;
 - Department of Economics, the economics department;
 - The United States Congress, Congress, congressional;
 - The United States Senate, the Senate, senatorial;
 - The New Mexico Supreme Court, the state supreme court [8.66-69]
- Some terms related to governmental bodies are always lowercased: administration, the federal government, government, state [8.70]
- Pueblo Indians, **but** the pueblo (when referring to municipalities)
- Ogallala Formation, **but** Ogallala aquifer
- Formal names of plans, programs, laws, and so on are capitalized: the Federal Clean Water Act [8.86]
- The generic terms mountain, river, ocean, county, city, and so on are capitalized when they occur as part of the name. When the same generic term applies to two names, it is capitalized when it precedes the names and lowercased when it follows the names: Lakes Michigan and Erie, **but** the Mississippi and Missouri rivers; Curry County, **but** Curry and Quay counties [8.57]

Hyphenation

- Compound adjectives preceding nouns are hyphenated: water-quality regulations; pre- and post-experiment observations [5.92]
- A compound adjective that begins with an adverb ending in *ly* does not require a hyphen: highly developed species [5.93]
- Most words should be divided according to pronunciation, which can be ascertained from a dictionary, such as Webster's [7.35]. Division should be made after a vowel, unless the break causes mispronunciation. Where a vowel alone forms a syllable in a word, it should be on the first line: physi-cal, **not** phys-ical or physic-al. Treat diphthongs as single vowels: aneu-rysm [7.36]

Numbers and Dates in the Text

- Spell out common fractions: one-half, two-thirds [9.15]
- Percentages should always appear as numerals, but in humanistic copy the word percent should be used, and in scientific copy the symbol %: Only 45 percent of the electorate voted. The treatment resulted in a 10%-15% reduction in discomfort [9.19]
- Spell out numbers at the beginning of a sentence: Ten samples were taken [9.5]
- Spell out whole numbers from one through ten
- Express numbers in figures for physical quantities in technical copy: 3 mi, 120 g. In nontechnical contexts, spell out the numbers: two days, one pint [9.17]
- A numeral followed by a portion of the number spelled out is used to express large numbers: 5 million, 2.3 billion [9.10]
- Dates should be written as cardinal numbers: May 24, 2006, *not* May 24th [9.35]

- Spell out references to particular centuries or decades: the twenty-first century, the nineties, the mid-1980s [9.36-37]
- When a period of time is referred to only by the month and year, no comma is necessary: March 2006 [6.46]

Lists in Text

- All items in a list must be parallel, or syntactically alike: He enjoyed researching, writing, and experimenting. *Not* He enjoyed to research, writing, and experiments within the classroom [6.125]
- No punctuation follows items in a list unless they consist of complete sentences: The project failed for the following reasons:
 - a. Small cracks in the casing
 - b. Poor foundation construction
 - c. Inadequate ventilation [6.127]
- Commas do not usually follow items in a vertical list. If the items in a vertical list grammatically complete the sentence in which they appear, commas may but do not have to be used. When used, the last item is followed by a period: The results of the experiment included:
 - the removal of salt from the water,
 - the development of a new technology,
 - the understanding of desalination processes. [6.129]

Tables and Figures

- Tables and figures should appear in the text immediately following the paragraph in which they are referred. Unless the table or figure requires an entire page, text should continue immediately following the table or figure.
- The table or figure should be bordered with a single thin line.
- Use photographs only if they add information to the report.
- Use ink drawings or high contrast photographic reproductions. Shading within figures does not reproduce well. Use only black and white illustrations, photographs, and tables, unless color is necessary and color reproduction has been budgeted. Reports are made accessible to the public via the institute's website. Color may be used for the digital copy of the report.
- Identify tables by Arabic numerals above the tables. Use this form:

TABLE 1. Increases in Salt Load with Time

 Within the text, use this form:

The salt load in the water increased with time (Table 1).
- Identify each drawing, chart, or graph by Arabic numeral beneath the illustration. Use this form, left justified under the figure:

FIGURE 1. Major River Basins in New Mexico

 Within the text, use this form:

There are nine river basins in New Mexico (Figure 1).

- Prepare an illustration so it will reproduce clearly, even if it must be reduced. Use illustrations, photographs, and tables that reduce proportionately to the 6 ½" x 8 ¾" image area.
- If a figure or a table is reduced, do not reduce the title and figure or table number. Make sure the contents of the figure or table are readable.
- Lines of a computer program should be single spaced.

Problem Words

aboveground

acre-feet (AF)

affect (verb meaning to impress, to influence)

algae are (when algae is plural)

among (more than two); between (only two)

and/or (avoid; rephrase sentence)

cleanup (noun or adjective); clean up (verb)

continual (implies close recurrence in time, rapid succession); continuous (implies constant, without interruption)

Corps of Engineers

crop-production function

currently (now); presently (soon)

data **are**

effect (verb meaning to accomplish, to cause, to bring about; noun meaning the result of some action)

e.g. (use only in parenthetical phrases, in text use 'for example')

ensure (to guarantee); insure (to underwrite financial risk)

farther (distance); further (time or quantity)

floodplain

freshwater

gauge

geohydrologic

groundwater

growing degree days (GDD)

i.e. (use only in parenthetical phrases, in text use 'that is')

imply (to suggest or indicate without being expressed); infer (to deduce)

in-depth

in situ (not underlined)

instream flow (verb); streamflow (noun)

irrigating (verb); irrigation (noun)

Internet

long-range

long-term

mg/l (milligrams per liter)

more than (amounts); above (location)

'non' words are not hyphenated except when the root word is a proper noun (non-Indian) or when the 'non' modifies two words (non-interest bearing account; non-point source pollution)

online

other (use when making a comparison such as: San Juan is drier than any other place in the world. **Not** San Juan is drier than any place in the world.)

regardless, **not** irregardless

Rio Grande, **not** Rio Grande River

riverbed

salt grass

salt cedar

saltwater

seawater

semiarid

snowmelt

sprinkler-line source

that/which

(That applies to things and people and is used restrictively to narrow a category or identify a particular item)

(Which applies to things and is used nonrestrictively to provide more information; it is preceded by a comma except when used with a preposition, i.e. in which)

that (this, it, etc.) is interesting (correct, problematic, etc.) should be clarified through specificity

toward (**better than** towards)

wastewater

water-cooled

watercourse

waterline

watermaster

water right

water table

website

wetlands

Reducing Wordiness

Reduce these

a certain length of time

after the conclusion of

am (is, are) going to

as a result of

as to whether

at the present time

at this point in time

before long

To these

after

after

shall, will

because

whether

now

now

soon

by means of
by the time
due to the fact that
during the time that
for the amount of
in accordance with
inasmuch as
in case
in connection with
in lieu of
in order to
in regard to
insofar as
in the event that
in the month of May
in view of the fact that
it is interesting to note that
long in size
of great importance
on a timely basis
on condition that
one of the purposes
prior to
provided that
regarded as being
the length of five yards
the necessary funds
with the exception of

by
when
due to, since
while
for
by
since
if
with
instead
to
regarding, about
because, since, as
if
in May
since
(begin with word following that)
long
important
quickly
if
one purpose
before
if
regarded
5 yards
money, funding
except