

# 14<sup>th</sup> International Conference on Urban Drainage

September 10–15, 2017 | Prague, Czech Republic



## Abstract Submission Guidelines

### General Information & Deadlines

1. Abstracts **MUST** be submitted electronically via the [online submission system](#) by the given **deadline March 1, 2017**. Abstracts received by any other means or received after the deadline, will not be accepted or considered for the conference programme and/or publication.
2. Abstracts may be submitted under the following [Topics and Special Sessions](#).
3. All abstracts must be written in English.
4. Each **abstract will be reviewed** by at least 2 reviewers, who will consider its formal aspects and the content. The ICUD International Scientific Committee is responsible for deciding of the abstract acceptance/rejection and the final presentation type (platform or poster).
5. Abstract evaluations will be done only once. Therefore, we ask authors to pay close attention to the preparation, formulation and formatting of their extended abstracts.
6. All **presenting authors** will receive an acceptance/rejection notification via e-mail by **May 1, 2017**.
7. All **presenting authors have to register for the conference by June 20, 2017**.
8. The **presenting authors** will need to upload final versions of extended abstracts or full papers by **June 20, 2017**.
9. **Extended abstracts** or **full papers** will be published in the electronic conference proceedings. Please check your abstracts for correct spelling, grammar and the formal structure. The organizer reserves the right to edit abstracts formatting if necessary.
10. Each presenting author may submit no more than two abstracts.

*Please note that the Online Abstract Submission is a complex process, which requires all steps to be completed before the work can be saved. That means that SAVING can only be done by the “Save the Abstract” button at the end of the whole submission, CONTINUOUS FILE SAVING IS NOT POSSIBLE.*

*If you need to quit the system quickly, we recommend that you fill in all the required fields in an abbreviated form and save your work using the “Save the Abstract” button.*

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## Submitting and formatting abstracts: STEP-BY-STEP procedure

### Log into the submission system

1. Log into [the online submission system](#) using your credentials. For your first log-in, you will need to create a new user account using the *Account Manager*. The system will generate an automatic email with your **username** and **password**.

*Please, note that your account will serve for the all communications before and during the conference. Should you forget your password, the system will generate a new one when prompted.*

### Creating a new abstract, or editing an existing abstract

2. On the *Abstract Start Page* you can manage all your abstracts submitted to the conference.
3. Create a new abstract using '+' button or edit an existing one.

### Selecting the best fitting conference topic for your abstract

4. For placing abstracts in the conference programme, the authors are required to select the best fitting Topic and Subtopic, or Special Session for their abstract. If unsure about the best choice, provide also an alternative choice.
5. A **preferred presentation method** must be selected from the following options:
  - Oral presentation, or
  - Poster presentation
6. Young authors (<35 years) may compete for the [Poul Harremoës Award](#) referral and indicate their interest by selecting this option.
7. Young authors (<35 years) from Central and Eastern European Countries competing for the **Poul Harremoës Award** may apply for a [CEE Financial Support](#). Please select this option, if you wish to do so.
8. Authors are invited to serve as **reviewers** of other conference abstracts, such service would be greatly appreciated by the organizers and the Scientific Committee. Please select and indicate your preferred topic you are willing to review.

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## IWA Publishing Journals

9. Authors of selected extended abstracts will be notified to submit their full paper for further publication in IWA Publishing's journals Water Science and Technology or Water Practice and Technology. **Please select if you wish so.**

## Abstract title

10. The **abstract title** is limited to **150 characters (including spaces)** and must be submitted using the sentence case (eg. 'The concept of urban drainage on the planet Mars ...').

## Authors

11. Up to **15 authors** may be listed on one abstract.
12. The author's order can be changed, if needed, by swapping the listed author names.
13. Any author from the list may be designated as the presenting author; unless indicated otherwise, the first author is set as the presenting author, by default.

## Keywords

14. **At least 4, but no more than 6 keywords** are to be entered in the alphabetical order. Please note the keywords will be printed in the order you will have submitted them in.

## Biography

15. Please insert a brief bio sketch of the presenting author with the maximum length of **600 characters** (including spaces).

## Abstract text

*Copy the text of your abstract into the text boxes below (please note a plain text will be copied - special text formatting may be lost). For inserting equations, figures and tables, follow the special instructions presented below.*

16. The **extended abstract body** should consist of: Summary, Introduction, Material and Methods, Results and Discussions, Conclusions, Acknowledgments, References.
17. When using the **paragraphs**, please always create a new paragraph by adding one spare line.
18. When working with the **minor headings**, please always apply the following format: standard font, bold letters with no numbering, one spare line above, no spare line below

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19. The maximum length of the **summary** is 700 characters (including spaces). The summaries will be printed within the conference programme book.
20. The maximum **length of the whole extended abstract** (excluding Summary) is 6,000 characters (including spaces).
21. **Equations** may be inserted within the abstract text using the built-in editor. Please **number** each equation as shown below. Equation number should be added in a plain text, not within the equation editor.

$$z^2 \frac{d^2 f(z)}{dz^2} (z) + z \frac{df}{dz} (z) + (z^2 + \mu^2) f(z) = 0. \quad (3)$$

For referencing in the text use the equation numbers in brackets, e.g. "for calculating runoff volume, equation (3) has been used"

22. **Up to four artworks** (figures, tables) can be inserted in the abstract text fields *Materials and Methods* and *Results and Discussions* combined. Please ensure that you also insert each artwork caption in the corresponding location within the abstract text.

- **Tables** can be inserted only as artworks  
Insert one spare line after the last text line, then the caption and then the table below. To separate table from the following text place one spare line below.
- **Figures** can be inserted only as artworks  
Insert one spare line after the last text line, then insert the figure and place the caption below. To separate table from the following text place one spare line below.

Please use the labeling e.g. "Fig. 1. Catchment layout" and "Tab. 1. Sampling dates"  
For referencing in the text use **artworks abbreviations and numbers (e.g. Fig. 1, Tab. 1)**

Only \*.gif, \*.png and \*.jpg formats are allowed.

Before entering any artwork, it is recommended to read the step-by-step "Artwork Upload Guide" below.

23. **References** are to be formatted according to the Water Science and Technology guidelines (<http://wst.iwaponline.com/content/instructions-authors-wst>).
- For **citations** in text use surname of author and year of publication: Jones (2002) or (Jones 2002). The abbreviation "*et al.*" should be used in the text when there are more than two co-authors of a cited paper.

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- In the **list of references** all authors should be given. References should be listed alphabetically at the end of the paper.
- **Journal reference style:**  
Zeng R. J., Lemaire R., Yuan Z. & Keller J. 2004 A novel wastewater treatment process: simultaneous nitrification, denitrification and phosphorus removal. *Water Science and Technology*, **50**(10), 163-170.  
Note that to unambiguously identify articles published in *Water Science and Technology* before 2008 the issue number as well as the volume number is needed.
- **Book reference styles** - (i) article in compilation; (ii) multi-author work; (iii) standard reference; (iv) report; (v) thesis:  
(i) McInerney M. J. 1999 Anaerobic metabolism and its regulation. In: *Biotechnology*, J. Winter (ed.), 2nd edn, Wiley-VCH Verlag, Weinheim, Germany, pp. 455-478.  
(ii) Henze M., Harremoës P., LaCour Jansen J. & Arvin E. 1995 *Wastewater Treatment: Biological and Chemical Processes*. Springer, Heidelberg.  
(iii) *Standard Methods for the Examination of Water and Wastewater* 1998 20th edn, American Public Health Association/American Water Works Association/Water Environment Federation, Washington DC, USA.  
(iv) Sobsey M. D. & Pfaender F. K. 2002 *Evaluation of the H<sub>2</sub>S method for Detection of Fecal Contamination of Drinking Water*, Report WHO/SDE/WSH/02.08, Water Sanitation and Health Programme, WHO, Geneva, Switzerland.  
(v) Bell J. 2002 *Treatment of Dye Wastewaters in the Anaerobic Baffled Reactor and Characterisation of the Associated Microbial Populations*. PhD thesis, Pollution Research Group, University of Natal, Durban, South Africa.
- **Online references**  
These should specify the full URL for the reference and give the date on which it was consulted. Please check again to confirm that the work you are citing is still accessible:  
Alcock S. J. & Branston L. 2000 SENSPOL: Sensors for Monitoring Water Pollution from Contaminated Land, Landfills and Sediment. <http://www.cranfield.ac.uk/biotech/senspol/> (accessed 22 July 2005)
- **References in languages other than English**  
These should be accompanied by an English translation of the article title:  
Barjenbruch M., Erler C & Steinke M. 2003 *Untersuchungen an Abwasserteichanlagen in Sachsen-Anhalt im Jahr 2003 (Investigation on wastewater lagoons in Saxony-Anhalt in 2003)*, Report for the Environment Ministry of Saxony-Anhalt, Magdeburg, Germany

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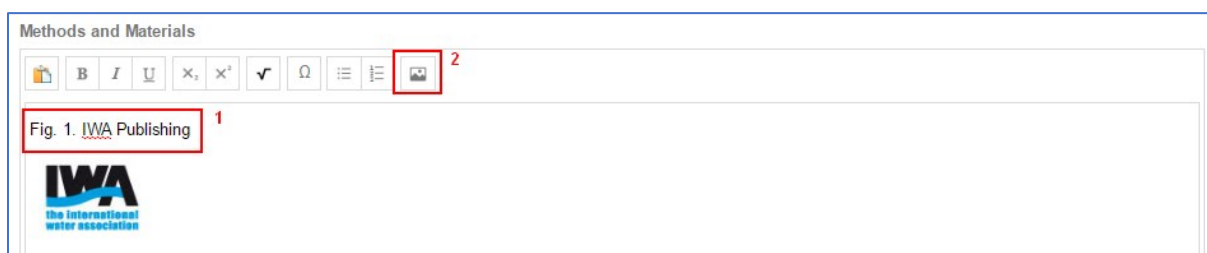


## Artwork Upload Guide

Up to four artworks (figures, tables) can be inserted within the “Methods and Materials” or “Results and Discussion” text boxes when submitting the abstract text.

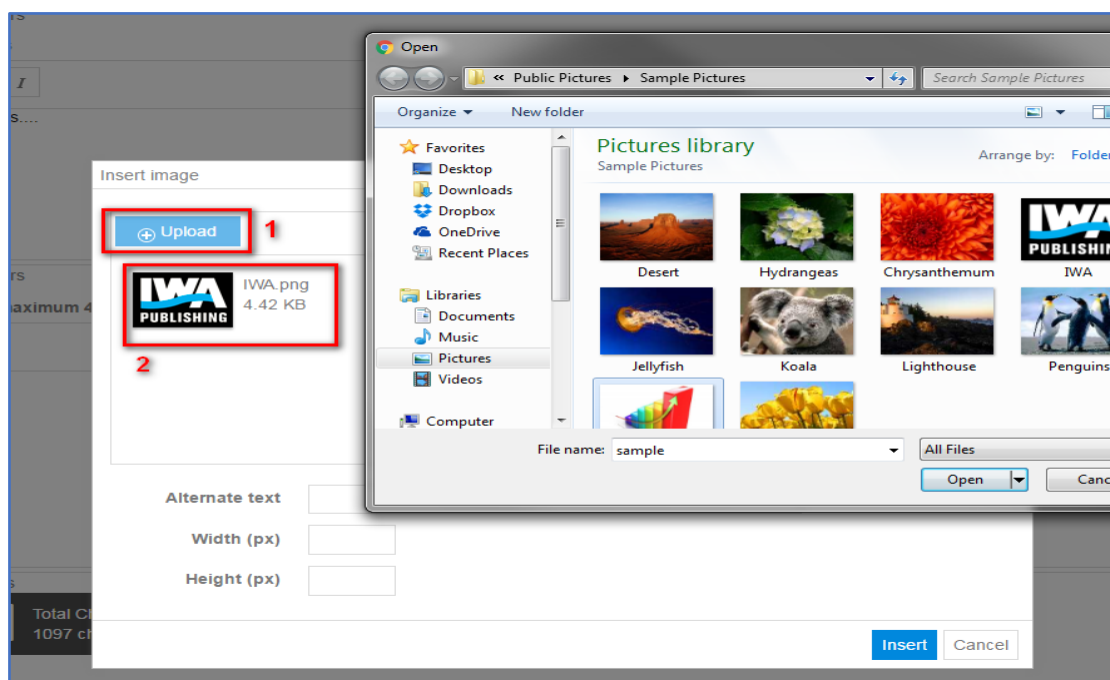
1. First of all, place the artwork caption within the abstract text to a final position you wish the artwork to be placed at (Fig. 1. IWA Publishing) (1). Click the “Artwork Insert” icon to start the upload process (2).

The maximum size of the uploaded artwork is **2MB (approx. 500px width)**.



Converter for your artwork is available here: <http://image.online-convert.com/convert-to-jpg>

Click the “Upload” button (1) and select the artwork you wish to insert from your computer. It will be uploaded to the insert gallery (2). You may add as many artworks into your gallery as needed, however only four can be selected and used in the extended abstracts.



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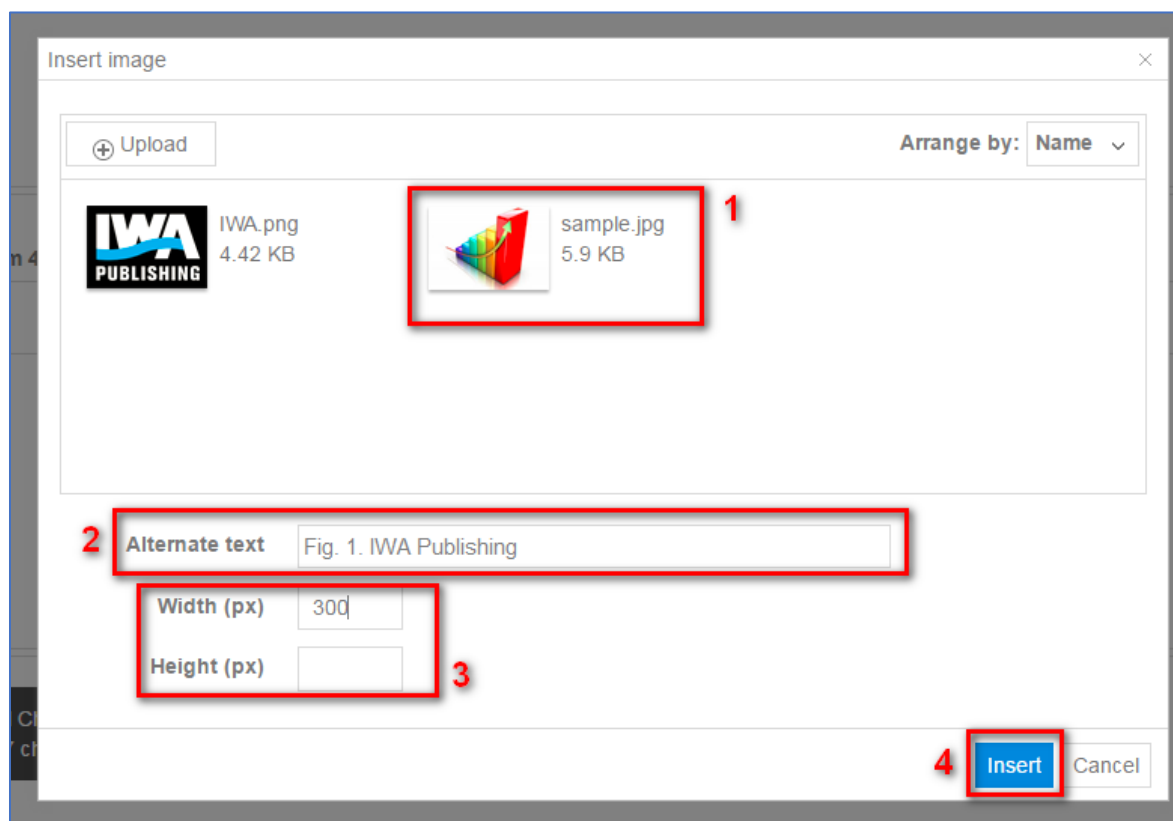


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2. Select the corresponding artwork (1), **copy the artwork caption used within the text into the "Alternate Text" field** (2), add the dimensions (one size is enough) (3) and confirm the selection with the "Insert" button. (4)



If unsure how to choose adequate dimensions you may consult the Elsevier standard dimensions below.

## Number of pixels versus resolution and print size, for bitmap images

Image resolution, number of pixels and print size are related mathematically:  $\text{Pixels} = \text{Resolution (DPI)} \times \text{Print size (in inches)}$ ; 300 DPI for halftone images; 500 DPI for combination art; 1000 DPI for line art. 72 Points in one inch.

TARGET SIZE	Image width	Pixels at 300 dpi	Pixels at 500 dpi	Pixels at 1000 dpi
Minimal size	30 mm (85 pt)	354	591	1181
Single column	90 mm (255 pt)	1063	1772	3543
1.5 column	140 mm (397 pt)	1654	2756	5512
Double column (full width)	190 mm (539 pt)	2244	3740	7480

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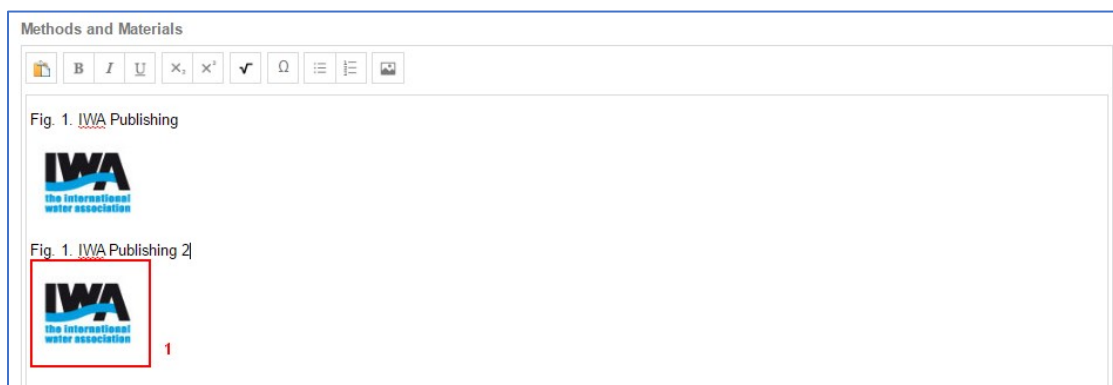


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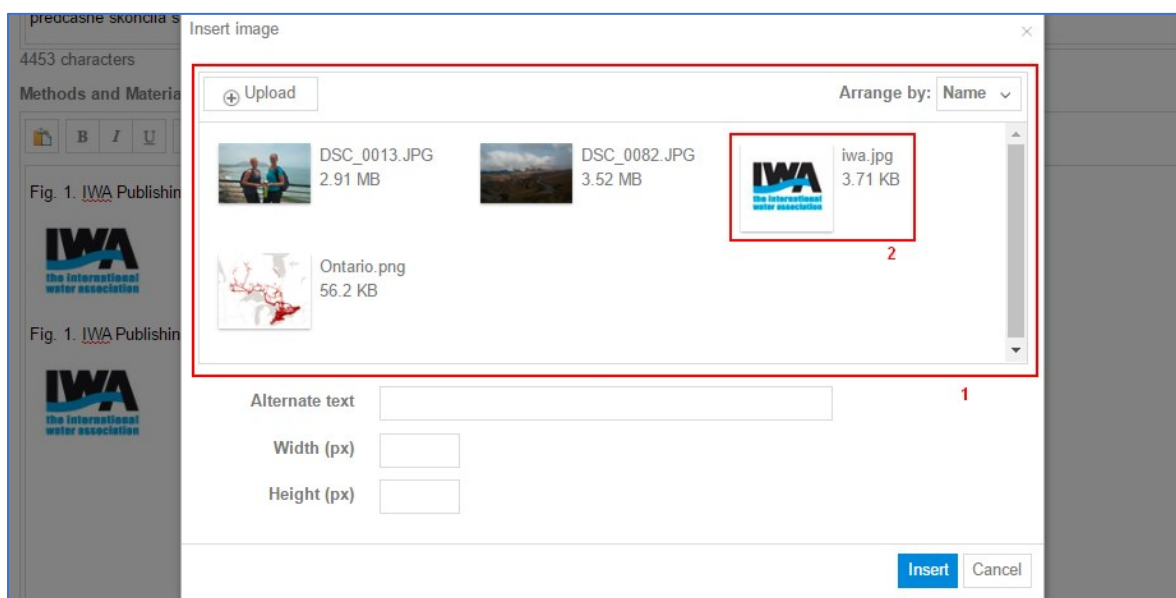
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3. When the artwork is uploaded, it will appear in the respective text box (1). If you wish to change the dimensions you can anytime edit the abstract and delete the inserted artwork and upload a new one.
4. To trash an artwork, please select the one you wish to delete in the text box where it is saved and use the delete button (1).



Such artwork will be deleted from the text box where inserted, but will remain in your gallery in the upload editor (1). To trash it completely (from the gallery), please select the respective artwork in the gallery and use the „Delete” button (2).



Please contact the [ICUD Scientific Programme Department](http://www.icud2017.org) for any assistance needed.