

## **Guidance – Producing groundwater issues articles for the UK Groundwater Forum web site**

### **Our aims**

The aim of producing articles on groundwater issues for the UK Groundwater Forum web site is to highlight topical policy and management issues that are relevant to groundwater. These may include developing areas of science that have policy and management implications. The groundwater issues section of our web site attracts a large number of browsers with each groundwater issues article typically viewed by 500 or more people per month and therefore provides an excellent means to highlight your involvement in a particular topic.

It is not necessary to include information about the basic concepts of groundwater science within the article as this is already covered in the ‘Groundwater Basics’ and ‘Groundwater in depth’ sections of our web site. The article should however provide the reader with sufficient background information on the topic you are writing about.

To view current articles on groundwater issues please visit our web site here

<http://www.groundwateruk.org/Groundwater-Issues%20.aspx>

Our articles are categorised into five themes:

- [Policy and Legislation](#)
- [Groundwater Management](#)
- [Groundwater Quality](#)
- [Groundwater, Climate Change and Extreme Events](#)
- [The Groundwater Profession](#)

### **Our audience**

We assume that people reading articles on our web site have a basic understanding of groundwater. The audience we are aiming for includes policy makers, managers, professionals, scientists and students with an environmental link, however, where possible we would like the article to be understandable by the lay person. Where specialist terminology is used we will provide the reader with a web link to an appropriate definition.

### **Length of document**

The article should include between 900 and 1200 words including a summary paragraph but excluding image captions, web links and references.

### **Document structure/ format**

Please email the article to us as a Word document. It is not necessary for you to do any special formatting of the text. The article should include:

- A title
- Acknowledgement of the articles authors and their employer, if appropriate
- A summary paragraph at the beginning of the article
- Main text separated by sub-headings.
- Identified text to be hyperlinked and the linked locations
- Recommended reading (optional)
- References (if necessary).

The groundwater issues pages currently on our web site provide examples of what we expect. As the UK Groundwater Forum is a non-profit organisation and objective it is not appropriate to include advertising within the articles, nor should they favour an individual company or companies. Links to relevant web sites are encouraged however.

**Photos, images and diagrams**

To visually enhance the article we would recommend including 3 or 4 photos, images or diagrams. Please send these in as high resolution as possible. Please include a copyright statement and confirm permission has been sought where these are sourced externally to your organisation. If you are having difficulties obtaining relevant images please let us know as we may be able to use some of our own. Captions for the images should be provided but will not form part of the word count.

**References/links/recommended reading**

It is useful for our readers to have sections at the end of your article which include links to relevant web sites, recommended reading and a reference list. We can help compile these sections for you.

**Reviewing the article**

Once the article is written please email the draft text to us at [contact@groundwateruk.org](mailto:contact@groundwateruk.org), with images attached separately. We will then put the article through an internal review process and finalise the formatting of the text into a web page. Before the web pages go live on our web site we will liaise with you to ensure that you are happy with any edits. Once the article is live on our web site it is normal for us to highlight the new article to our registered users via our quarterly newsletter.