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| Den Haag, The Netherlands, 12 – 14 March 2019 All systems go! WASH systems symposium Write the title of your paper here using no more than two linesA. Author, B. Author & C. D. Author, [Insert country of first named author e.g. Uganda]  |
| This document has been created using Microsoft Word and provides an example of how your paper should be formatted for All Systems Go! WASH Systems Symposium 2019. Please ensure that every item of text in your paper is set to one of the pre-defined styles beginning with or containing ‘ASG’. Overwriting existing text in this template will set your text to the correct style. To change a style from, for example, ‘Body text – P2’ to ‘Body text with bullet point’, you must choose the appropriate style from the Format menu (click ‘Styles and Formatting’). Insert your abstract here using the style ‘Abstract’. Your abstract should be no longer than 250 words and only one paragraph in length. As you type you will notice this style extends or retracts in depth according to the length of your own text. Please note that this template and paper guidelines was originally provided by WEDC and adapted by IRC.  |

# The different types of conference papers

There are three types of paper that can be submitted:

1. *Research papers*: 8 page (approximately) papers that synthesise research evidence and provide a critical analysis of a particular systems challenge, issues, or topic, related to one of the symposium themes. The maximum length of these papers is 5000 words, including references and images.
2. *Practice papers*: 4-8 page (approximately) papers that present practical experiences from particular context, perspective, or approach to systems strengthening. These are expected to provide a critical assessment of innovative implementation and may include a call for policy change or specific action. The maximum length of these papers is 5000 words, including references and images.
3. *Literature review and/or historical overview papers*: 4-8 page papers that review a particular topic or specific local or national sector from a systems perspective. This paper will focus on document review but can also include the author’s perspective. The maximum length of these papers is 5000 words, including references and images.

# Preparing a paper

## Language and style

 The language of the conference is English with interpretation offered to/from French and Spanish. Papers will be accepted in all three languages with all abstracts available in English. The background paper and main Symposium outputs will be produced in English. One of the criteria for acceptance is the use of a reasonable standard of language. Please use the *Spelling and Grammar* check in Microsoft Word and ensure that your paper has been thoroughly proof-read prior to submission. Please use British English for submissions in English.

Avoid jargon, acronyms, excessive abbreviations and the use of specialist terms without explanation. Where local terms are used, a rough translation should be provided, for example *“… nulla (a water channel or drain)…”.* Asking a colleague who is unfamiliar with the work to read the paper prior to submission is highly recommended.

## Content

 Each paper should include an introduction and overview of relevant literature (for research papers), description of the context, methods, findings/results, and conclusion. If the paper content does not lend itself to such a format, please be sure your draft includes a clear structure that shows what you want to say, what evidence you have for your claims, what your conclusions are, and why they are relevant for the conference audience.

 Authors should assume that the conference audience has a general understanding of the subject, but not of local circumstances. This means there is no need to state general facts, such as “*2.4 billion people are without safe sanitation”* but regional or local facts are useful*.* The symposium is focused on addressing WASH as a system, using systems thinking and taking a systems approach; please provide context and be sure to situate your experience within the local system and surrounding context. This should provide further justification for the work and also provide a realistic communication of the challenges.

Research and practice papers should aim to answer the following questions:

* What part of the system are you trying to change?
* What problems are you aiming to solve (from a systems perspective)?
* What has been your method or approach to solving this problem? Does it build on previous approaches or the work of others?
* What is the role of the different stakeholders you are working with?
* What have been the results/impact on the system and/or for different actors in the systems (e.g. end-users of services)?
* What have been the challenges? What could be done differently?
* What about your experience might be relevant in other contexts?

Literature review and historical overview papers should aim to use a systems perspective and to offer a clear justification, framework, and conclusion.

Please ensure that you include clear “learning points” at the end of the paper or in the conclusion, which may have wider applicability and interest for other participants.

Please use sub-headings to break-up the content and help guide the reader through the different sections of your paper. You may draw on the questions included in the bullet points above to help structure your sub-sections.

## Formatting

Papers should be submitted using this sample Word document (which can be downloaded from the resources section at ircwash.org/symposium). Make a copy of the document first, then use it to start typing your text – or ‘cut and paste’ from another document. *Please ensure that every item of text in your paper is set to one of the pre-defined ASG styles.*

Note that the total length of your paper should be no longer than 6 pages for practice papers or 8 pages for research papers, and this should include text, illustrations, graphs, diagrams, charts, tables, photographs and references.

### Tables

Use the Table formats provided at the end of this Word document. Text tables created in Excel should be imported into the Word format.

### Figures, photographs and other images

Place images, including graphs, charts, diagrams, drawings and photographs into the Word document using the sample placeholder formats provided at the end of this document. All photos should include a caption providing the names and titles of people in the photo. All figures and other images should include a caption explaining the figure using the text format provided.

We require you to provide the original file of each item that is created using programs other than Microsoft Word (e.g. .xlsx, .jpg). These should be sent together with the Word document. The editor reserves the right to reject poor quality images.

Please save graphics (e.g. charts, graphs) created in Microsoft Excel as separate Excel files. All other images should be saved as high resolution 300 dots per inch (dpi) jpeg files.

Label all separate files as follows, with the caption used in your Word document : e.g.

Photographs: SURNAME -INITIALS-Photo1.jpg, SURNAME-INITIALS-Photo2.jpg, etc.

Figures: SURNAME-INITIALS-Figure1.jpg, SURNAME-INITIALS-Figure2.xl, etc.

### Image annotations

Any text including annotations or notes contained within jpeg or Excel images should be typeset in Arial. The point size should be between 8 and 9.

 The organisers reserves the right to return accepted papers to the author(s) should they not fully comply with the format instructions given here.

# Submission details for papers

Authors should send first draft papers in Microsoft Word format along with other supporting jpeg or pdf files by email to symposium@ircwash.org by the submission deadline date of 13 December 2018. The first draft must contain at least all of the sub-headings of the paper with detailed description of what goes in each section in addition to the concluding “learning points” from your paper.

The thematic leads will do a light review of initial drafts and send comments and suggestions to paper authors. We ask that you kindly take into consideration the feedback received in order to support your contribution of high quality content that is very relevant to the symposium topic and themes.

## File labelling

For ease of identification, please label your paper with the first author’s surname, followed by a hyphen and then the author’s initials (e.g. SURNAME-ABC.doc). If you submit more than one paper, make sure you add a number at the end of the filename (e.g. FAMILY NAME-ABC1.doc, FAMILY NAME-ABC2.doc etc.). See the section on Figures, photographs and other images for how to label separate image files.

DO NOT call your document “SYMPOSIUM PAPER.doc”. It is very likely to get lost!

## Important dates

Important deadlines are:

* Deadline for submission of first draft: extended to 13 December 2018
* Deadline for revised full papers: 22 January 2019
* Deadline for presentation/poster slides or other input to Symposium session: 1 February 2019
* All Systems Go! WASH Systems Symposium: 12 – 14 March 2019

It is vital that the deadline dates are met in order to ensure inclusion and to enable the conference programme to be arranged. Your co-operation is greatly appreciated.

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| Checklist Check that:* the title does not exceed 75 characters, including spaces;
* the abstract does not exceed 250 words;
* practice papers do not exceed 6 pages including graphs, tables, photographs and references;
* research papers do not exceed 8 pages including graphs, tables, photographs and references;
* your paper addresses the symposium theme of WASH systems and/or systems approaches
* all material has been proof-read and the English checked prior to submission; and
* supporting jpeg files accompany the Word file.
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# Heading 1 (Note: Do not use a numbering system)

Style = ASG - Body text – P1. Use for the first paragraph after every heading and to introduce bullet points.

[Note: full space between paragraphs]

Here is a numbered list:

1. Item 1 [ASG - Body text indented]
2. Item 2
3. Item 3

Bullet points:

point 1 [ASG – Body text with bullet;

* point 2; and
* point 3

# Heading 1

## Heading 2

Style = ASG - Body text – P1. Use for the first paragraph after every heading and to introduce bullet points.

Style = ASG - Body text – P2. Use for subsequent paragraphs after WEDC - Body text – P1.

### Heading 3

Style = ASG - Body text – P1. Use for the first paragraph after every heading and to introduce bullet points.

#### Heading 4

Style = ASG - Body text – P1. Use for the first paragraph after every heading and to introduce bullet points.

# Table formats

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| Table 1. Style: ASG - Table title |
| Table cell heading | 1 | 2 | 3 |
| Table text | Table text | Table text | Table text |
| Table text | Table text | Table text | Table text |
| Table text with text flowing over more than one line in the cell | Table text | Table text | Table text |

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| Table 2. For a table which does not need to span the entire column width |
| Table cell heading | 1 | 2 | 3 |
| Table text | Table text | Table text | Table text |
| Table text | Table text | Table text | Table text |
| Table text with text flowing over more than one line in the cell | Table text | Table text | Table text |

# Figure formats

Figures include diagrams, charts, illustrations, drawings, maps etc. *but not tables or photographs*

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| [INSERT YOUR JPEG or EXCEL IMAGE FILE HERE STYLE: ASG - IMAGE]Figure 1. ASG - Figure titleSource: ASG - Source |

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| [INSERT YOUR JPEG or EXCEL FILE HERE STYLE: ASG IMAGE]THIS IS A DOUBLE CELL TABLE WITH A 0.5PT BORDER OUTLINE |  | [INSERT YOUR JPEG or EXCEL FILE HERE STYLE: ASG IMAGE]THIS IS A DOUBLE CELL TABLE WITH A 0.5PT BORDER OUTLINE |
| Figure 2. ASG - Figure title |  | Figure 3. ASG - Figure title |

# Photograph formats

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| [INSERT YOUR JPEG FILE HERESTYLE: ASG IMAGE]THIS IS A SINGLE CELL TABLEWITHOUT A BORDERPhotograph 1. ASG - Photo titleSource: ASG - Source |

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| [INSERT YOUR JPEG FILE HERESTYLE: ASG IMAGE]THIS IS A DOUBLE CELL TABLE WITHOUT A BORDER |  | [INSERT YOUR JPEG FILE HERESTYLE: ASG IMAGE]THIS IS A DOUBLE CELL TABLE WITHOUT A BORDER |
| Photograph 2. ASG - Photo title |  | Photograph 2. ASG - Photo title |

# Box formats

|  |
| --- |
| ASG - Box titleASG - Box text. Introduction to bulleted list:* item 1: ASG – Box text with bullet;
* item 2; and
* item 3.
 |

# Acknowledgements

The author/s would like to extend thanks to …..

# References

###### Citing references in main body text

* More than four authors: use ‘et al.,’ e.g Potter, et al., 2011)
* When citing a ministry, corporation or organisation, use only the abbreviation. e.g. (WB, 2008))
* For phrases or sentences borrowed verbatim, always use quotation marks, and indicate page number of original work. e.g. (IRC, 2011, p.15) or IRC (2011, p.15)
* For paraphrased sentences (own words), use: (IRC, 2011) or IRC (2011)
* A diagram (table, figure, or photo), whether borrowed in whole or in parts (adapted) should always be referenced. Reference should always end with a full stop (.).
	+ Borrowed: Source: IRC, 2011.
	+ Adapted: Source: Own elaboration (2011), adapted from IRC (2011).

###### Conventions for building a reference list

IRC works with a reference list and **not a bibliography list**. Only references cited in the main body of your text should appear in the reference list. **You should not list materials mentioned in footnotes** in your final reference list.

* Between one to three authors: place a coma (,) between the names and "and" between the last two. Never use an ampersand (&). e.g. Smith, A., Smith, B. and Smith C., 2005.
* Four authors, and more (cited in text as ‘et al’), spell out all names of authors in your reference list e.g. Potter, A., van de Reep, M., Burr, P., Dubé, A. and Krukkert, I., 2011.
* If the author is a ministry, corporation, or organisation, etc.: first use the abbreviation, if available (or country for ministries), followed by the full name. e.g. WB-World Bank, 2008., Prime Minister’s Office, Tanzania, 2008.

**Example reference list**

Asutifi North District Assembly, 2018. Water sanitation and hygiene (WASH) masterplan : Asutifi North District, Ghana, Accra, Ghana: IRC Ghana and Asutifi North District Assembly. Available at: <https://www.ircwash.org/sites/default/files/084-201801ghana_district_master_plan09.pdf>.

Huston, A. & Moriarty, P.B., 2018. Understanding the WASH system and its building blocks : building strong WASH systems for the SDGs, (IRC WASH systems series) The Hague, the Netherlands: IRC. Available at: <https://www.ircwash.org/sites/default/files/084-201813wp_buildingblocksdef_web.pdf>.

McIntyre, P. & Duti, V., 2017. Strengthening local government capacity to deliver water services : documenting the process of transformation, Accra, Ghana: IRC. Available at: <https://www.ircwash.org/sites/default/files/strengthening_local_government_capacity_to_deliver_water_services.pdf>

Schouten, T. & Smits, S., 2015. From infrastructure to services : trends in monitoring sustainable water, sanitation and hygiene services, Rugby, UK: IRC and Practical Action. Available at: <https://www.ircwash.org/sites/default/files/pa_book_final_pdf_2015.pdf>.

Zoungrana, D., Bassono, R., Bere, C. & Ouedraogo, H., 2018. Commune de Banfora : municipal strategic plan for public water and sanitation services 2018 - 2030, Ouagadougou, Burkina Faso: IRC Burkina Faso and the commune of Banfora. Available at: <https://www.ircwash.org/sites/default/files/20180406_banfora_wash_strategic_plan_english.pdf>.

Note/s

Add your notes here using the ASG - Body text P1. Please use endnotes. Do not use footnotes.

Keywords

Please provide three to six keywords, written in lowercase, separated with commas.

Contact details

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| Name of Principal AuthorAddressTel: Email: www:  | Name of Second AuthorAddressTel: Email: www:  |