**GUIDELINE FOR STUDY CASE-AND-SOLUTION PROPOSAL**

**Submission Instructions:**

1. Maximum 2 pages of text followed by a maximum of 2 pages of supporting tables and graphics.
2. The submission must be prepared for A4 size paper (210 x 297mm), with overall margins of 20mm on all sides of the paper (top, bottom, right and left). The font type must be Aerial, font size 12pt for Paragraphs, 14pt bold for Title and Headings; 12pt bold for Sub-headings 10t for References (limit to 3 references). Authors and affiliations must be in 10pt font.
3. Justify text.
4. Do not include page numbers, headers or footnotes.
5. Run a spell-check and ask a peer to proof your abstract prior to submitting.
6. Cut & paste your text into the online submission block before submitting.
7. If your abstract does not meet the submission requirements, it will not be processed for review.

The submission must contain one or a combination of the following:

**Case Study Detail**

Maximum of 700 words providing an overview of the activity addressing the points below.

* The specific issue being addressed.
* Approach developed to address this issue.
* Summary of activities and their implementation.
* Summary of outcomes and measurable impacts of the activities.
* The extent to which the outcomes are sustainable and were achieved in a cost-efficient manner.
* Important lessons learnt and critical success factors.
* Other comment/information

**Solutions Detail**

Maximum of 700 words providing an overview of the activity addressing the points below.

* The specific issue that the solutions addresses or case studies where the solutions was applied.
* Approach developed to apply the solution.
* Summary of activities and their implementation.
* Summary of outcomes and measurable impacts of the solution or technology application.
* The extent to which the solution is sustainable and were achieved in a cost-efficient manner.
* Important lessons learnt and critical success factors.
* Other comment/information.

1. The abstract composition should be as follows:

case-and-SOLUTION title (15 words max)

Author Name\*, Author Name\*\*, initials then surnames, separated by commas

\*This is the first author’s address

\*\*This is the second author’s address

Affiliations must be entered as follows: Organisation, City/ Town, Country, email address.

**Keywords**

Three keywords separated by semi-colons (;).

**SDG link**

Max three SDG linkages separated by semi-colons (;).

# Background

This section provides context to the case study and the solutions available. It gives year and date that case study was implemented.

# Methodology

This section describes the approach, method, model, materials, et al. used during the research/study/project to collect and monitor the results leading into the results and findings.

**Results and Findings**

This section provides and discuss the core results or expected findings (if work is still in progress) by means of tables, figures, equations and written interpretations.

## *Figures and Tables*

Figures and tables, both of which must have numbers and captions, can be included in a maximum of 3 pages at the end of the abstract. Colour images are welcome. Table and Figure titles must follow the following style:

***Table 1.1*** *“Table 1.1, 1.2 etc” should be in bold and italic. Table captions appear* ***above*** *tables.*

***Figure 1.1*** *“Figure 1.1, 1.2 etc” should be in bold. Figure legends appear* ***below*** *figures.*

## *Equations*

Mathematical equations should be created using equation editor in Word. Equations should be centred between left and right margins and be separated by a blank line. All equations should be sequentially numbered using numbers in parentheses along the right margin.

# Conclusion

This section makes short concise conclusions from the study or research, but avoid duplicating sentences from the Results/Findings section.

**References**

Select a maximum of three key references to support the abstract. Use the following style: “..other researchers reported 1,2…”. And link this reference to the number 1., 2. etc in the References section. *Example*: 1. Viljoen, M. 2012.

Use the following style for reference listings:

**Report**: Viljoen, M. 2012 *Water Safety Planning in Municipalities.* Water Research Commission TT693/2012, Pretoria, South Africa

**Journal:** Robson, A.J., Jones, T.A. & Reed, D.W. 1998 A study of national trend and variation in UK floods. *Int. J. Climatol.* **18**, 165–182.

**Book:** Metcalf and Eddy. 2015 *Wastewater Engineering.* IWA Publishing, London.

**Edited book:** Yoshida, Z. 1963 Physical properties of *snow*. In: *Ice and Snow* (W. Kingery, ed.). MIT Press, Cambridge, Massachusetts, USA, pp. 124–148.