



## **Guidelines for Preprint and Publication**

Authors are requested to observe to these guidelines in the preparation of manuscripts. Manuscripts that do not meet the format requirements for TEXT, TABLES and FIGURES will be returned to authors for correction, and those not resubmitted in the proper format by the deadline for printing may not be published.

Manuscripts should be single-spaced. Text, Tables and Figures should not extend into the outside margins. If submitting hard copies of your presentation, the Author's last name and page number **MUST** be shown on the bottom right corner on the back of each page.

The final manuscript is recommended not to exceed fifteen (15) pages for Papers and eleven (11) pages for Reports including all tables and illustrations. **ELECTRONIC** format is required and should be a single file. The preferred format is PDF format, but MS Word format will also be accepted.

### **MANUSCRIPT ELEMENTS**

The typed manuscript should have the following items which are to be arranged in order as listed below.

1. **TITLE** (enclosed & required) - type the exact title of the paper, the author(s), and affiliation(s) in upper and lower case across the entire width of the page. A sample first page is included for reference. Do not include the author's title, position or degrees.
2. **ABSTRACT or KEYWORDS** (suggested) – A brief abstract or summary of your presentation as well as any industry specific keywords, may be shown before the Main Body. This information should also go across the entire width of the page.
2. **MAIN BODY** (required) - See detailed instructions which follow.
3. **GRAPHICS** (if applicable) - See detailed instructions which follow.
4. **ACKNOWLEDGMENT** (if applicable) - Type acknowledgment within one column, using main head for the title "Acknowledgment".
5. **REFERENCES** (if applicable) - See detailed instructions which follow.
6. **APPENDIX** (if applicable) - Type appendix in one- or two-column format, using main head for the title "Appendix". An appendix may consist of only figures and/or tables although it is preferable to insert figures/tables in the text. These must conform to the detailed instructions.

NOTE: Materials submitted will not be returned or saved.

## **PREPARATION FOR PUBLICATION**

**PUBLICATION FORMAT** – Proceedings for the International Water Conference® are now published on CDROM. The final manuscript should be 2 column format, and is recommended not to exceed fifteen (15) pages for Papers and eleven (11) pages for Reports including all tables and illustrations. **ELECTRONIC** format is required and should be a single file. The preferred format is PDF format, but MS Word format will also be accepted.

**FONT TYPE** –10 pt. and larger fonts are suggested. The smaller fonts will enable you to fit more on each page and will help you to stay within the 15-page limit for PAPERS and 11-page limit for REPORTS. Due to the variety of fonts available today, no specific font style is required. Appropriate fonts may include Arial and Microsoft Sans Serif. Do not use anything inappropriate for ordinary business use and do not use script.

**MARGINS AND TABS** - Type only within the margins specified - ¾" for left, right, top and bottom margins. Set tabs at five-space intervals.

**SPACING** - To enable you to take maximum advantage of the allowed space, all copy must be single-spaced (with the exception of main headings). Do not space between paragraphs.

**HEADINGS** - There are three types of headings: main, subhead and secondary subhead. They are shown below as they should be typed in your paper.

### MAIN HEAD

A main head should be typed in all capital letters and centered with one line of space above and below.

SUBHEAD - A subhead within a section should be typed in all caps and run into the paragraph and do not leave a line of space above or below.

Secondary Subhead A secondary subhead should be typed in upper and lower case, underscored, indented, and run into the paragraph. Do not leave a line of space above or below.

**REFERENCES** - Literature references should be listed at the end of the paper in the same order in which they appear in the text and in accordance with the following examples. When referring to:

1. Journal Article - EX: Bellar, T. and J.J. Lichtenberg, J. Amer. Water Works Assoc. 66 739-44 (1974)
2. Book - EX: R. Kunin, "Ion Exchange Resins", p. 88, Robert E. Krieger Publishing Company, Huntington, New York (1972)
3. Patent - EX: Ralston, P.H. and G.B. Hatch, U.S. Patent 3,803,048

**EQUATIONS** - Center equations (approximately) within a single column, using accepted rules for splitting of the equation if it is too long to fit on one line. Equations should be numbered consecutively with the number enclosed in parentheses, flush to the right-hand margin. Correct reference to an equation in the text is Eq. (1).

**FOOTNOTES** - Each footnote must be inserted at the bottom of the column in which its reference appears. Designate each such reference in the text with an asterisk (\*), not a number. Use dot asterisks if two or more footnotes occur in the same column.

**GRAPHIC ELEMENTS** - Specific instructions for Tables, Graphs, and Photographs appear below. For electronic submissions, these materials must be imbedded into your document so that only a single electronic file is sent to the Conference Offices.

**TABLES** - Tables should be numbered consecutively and mentioned at the proper places within the text. They should be typewritten within the text at the appropriate places, as explained in "One-column tables" and "Two-

column tables". Tables which have been lettered (for slides) will not be accepted for printing.

Tables must be numbered with Arabic numerals and given a title to avoid the necessity of a detailed description in the text. The table number and title should be centered above the table.

The identity of data, the units of measurement, and other qualifying information should be placed at the top of each column. Column headings should be brief, specific, and clear. Where space is limited, symbols or characters may be used in place of headings and defined in a footnote.

Special care should be taken in dealing with decimal quantities. The number 1.5 is not the same as 1.50 or 1.500. A measurement of 1.5 indicates accuracy to the nearest tenth; 1.50 indicates accuracy to the nearest one hundredth. Authors should check carefully to avoid misrepresentation. It is good practice to use a zero before the decimal point where the value of the number is less than one.

**One-Column Tables** - One-column tables are preferred when possible. A one-column table should be typed immediately after the paragraph in which it is first mentioned. If there is not enough room in that column for the entire table, the table should be placed at the top of the next column and the first column should be filled with type.

**Two-Column Tables** - A two-column table should be typed at the bottom of the page on which it is first mentioned. If there is not enough room for the entire table on that page, the page should be filled with type and the table should be positioned at the top of the following page.

**PHOTOGRAPHS** – Where possible, images should be imbedded directly into the text. Bear in mind that, while the Proceedings will be produced in color the Preprints will be duplicated in black & white. If you do use photographs, please ensure that they have good contrast when duplicated.

**FIGURES** - Figures include any line drawings. All figures should be numbered consecutively and mentioned at the proper places in the body of the text. Follow instructions under TABLES for figure placement. Figures must be numbered with Arabic numerals and given a caption to avoid the necessity of a detailed description in the text. All figures should be imbedded in the text where they belong.

**MAILING PROCEDURE** - Submit all requested information to ESWP in compliance with established deadlines. Materials not received by the deadline may not be printed.

Files may be e-mailed or sent on CD-ROM or diskette. For electronic submissions, please save your file as your presentation number i.e. IWC-09-XX where XX is your individual paper number as published in the On-Site Brochure. For example "IWC-09-01".

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