



PWEA

Keystone Water Quality Manager

# Guidelines for Manuscript Submittal

1. Membership in the PWEA is not required for publication of articles in the *Keystone Water Quality Manager*.
2. Articles should be viewed as educational, covering a broad range of subject matter. We encourage articles regarding water pollution control. However, articles regarding environmental concerns as well as articles which may be of general interest to the readership also will be considered.
3. Articles should not be construed by the readership as promotional material for a particular company, firm, product or service. The appearance of the company or product name in the article shall be limited to one occurrence. Company, product or service affiliation shall be limited to the author's biography.
4. Manuscripts must be accompanied by a letter of submission stating whether the manuscript has been published in part or in full, or is under consideration for publication elsewhere. If it has been published elsewhere, please submit a written transfer of copyright to the PWEA. (*Please contact the PWEA office if you need a copy of a Copyright Transfer Form.*)
5. An original and three (3) copies of the manuscript must be submitted to the Editor.

After a manuscript has been accepted for publication, the word-processed manuscript must be submitted on disk. Extraneous codes within the document should be eliminated. The preferred storage medium is a 3½-inch PC disk as a Text Only document. A hard copy of the final manuscript must accompany the disk, along with original figures and captions.
6. Manuscripts should be no longer than six (6) to eight (8) pages, double-spaced, 10 pitch on 8.5 x 11 in. paper including tables, graphs, figures, photos, etc. Longer articles will be considered, however, they must be separated into discrete segments so they can be published as a series if necessary.
7. The initial page of the text should begin with the title of the paper including the author's name(s), without affiliation. A biography of the author(s) is encouraged. Biographies should be no longer than one paragraph.
8. The title should provide a clear indication of the nature of the paper. Acronyms, abbreviations, and chemical symbols should not be used in the title (they may be used in the text).
9. The text should begin with an abstract that concisely summarizes information on objective, methods, results, and conclusions (100-150 words).
10. If references are cited, a list of references should be included at the end of the manuscript.
11. Tables should summarize data and contain information essential to substantiating the text. Columns containing very few entries, or full columns of data that vary slightly should be avoided. Use of footnotes can greatly clarify the presentation.
12. Graphs should be used to substantiate correlations or illustrate points made in the text, not merely to present data. Legends identifying curves should be contained within the graphs, not in the captions.
13. Tables, graphs and line drawings should be electronically produced for clarity. Please use bold, black lettering and lines. **Please do not fold, staple or mark the original.**
14. Photographs should be sharp, glossy, black-and-white prints. **Do not write on any photographs. Do not fold, staple or paper clip. Include with the manuscript as flat photos between cardboard.**
15. Tables, graphs, figures, photos, etc., should be presented on separate photo-ready paper.
16. Articles will be reviewed by at least three (3) Editorial Committee members, at least two of which will have knowledge of, or familiarity with, the subject matter in the article. The other committee member selected to review the article will proof for clarity and understanding of material presented.
17. It is the policy of the Editorial Committee to encourage submittal of articles by plant operators. Furthermore, it is the policy of the Editorial Committee to assist and advise any prospective author with the writing and preparation of those papers which are to be submitted and published in the *Keystone Water Quality Manager*.