

Keystone Water Quality Manager – PWEA’s Technical Publication

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, will also 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. Each manuscript must be submitted as an electronic document via email to the Editor at pweaeditor@pwea.org. After a manuscript has been reviewed and accepted for publication, you will be notified to send the original figures, captions and photographs with high resolution for printing; please refer to items 11-15 for more specific information on supporting graphics. Include the author’s name, the manuscript title, and the name(s) of the program(s) used to create the files you are submitting for publication. Questions pertaining to manuscripts or images should be directed to the Editor at pweaeditor@pwea.org
6. Manuscripts should be no longer than 16,000 characters or 2,500 words. . 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 required. 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.
14. Photographs should be submitted electronically as high resolution files for printing (300 dpi). We accept eps, tiff, jpg, and psd formats.
15. Tables, graphs, figures, photos, etc., should be submitted in their original format or as an eps file.
16. Articles will be reviewed by two (2) or three (3) Editorial Committee members, at the discretion of the Editorial Committee. 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.