



WEFTEC® PREPARING AND SUBMITTING YOUR MANUSCRIPT

To ensure timely delivery of the online proceedings to all participants, it is **important** that you follow these instructions and submit your manuscript **NO LATER THAN August 19, 2013 via the online submittal system**. Late or incorrectly formatted manuscripts will not be accepted and your presentation will be removed from the program. To assist in publishing your paper, we have slightly modified the instructions. Please review them carefully. You will receive an email in early June with instructions on how to upload your manuscript.

Scholarship

WEF requires authors to practice good scholarship in the preparation of technical papers. Authors that are reliant on the concepts of other earlier investigators must provide references to that work. This is also extends to the use of data, information and reproduced figures or tables. This requirement is not only for the ethical practice of giving credit where it is due but also to allow any reader to research earlier developments.

A sample manuscript is available on the WEFTEC <u>Presenter Information</u> webpage to give an example of a correctly formatted final manuscript according to WEF's guidelines.

Please have your manuscript edited and proofed before submittal. It will be published as is on the online proceedings, and in other publications if accepted. WEF has aligned formats for WEFTEC and our scholarly journals to make it easier for you.

	DETAILS	
FORMAT		
Paper Size and	8.5" x 11" with portrait orientation	
Orientation		
Length	30 pages maximum	
Line and	a) Single space within paragraphs, double space between paragraphs.	
Paragraph	b) Do not indent paragraphs.	
Spacing		
Margins	1 inch margins all around (top, bottom, left & right).	
Justification	Left-justify with no indentations.	
Font	a) Times New Roman, 12 point, except where otherwise noted.	
	b) Superscripts and subscripts should be no smaller than 6 point.	
Electronic File	PDF (.pdf) preferred or Microsoft Word (.doc, .docx)	
Formats		
Page Format	a) Do not insert headers, footers, or page numbers.	
"Do Nots"	b) Do not insert corporate/organization logos, including the WEF or	
	WEFTEC logos.	
	c) Do not use footnotes. Endnotes preceding the references are	
	acceptable.	
Graphics	a) Must be embedded.	

	b) Color is encouraged.
	c) May be landscape and/or portrait orientation.
	· · · · · · · · · · · · · · · · · · ·
	d) Must fit on 8.5 x 11 inch paper.
	e) Do not include any in the Abstract section.
	f) Headings for figures should be located under the figure.
	g) Headings for tables should be just above tables.
	h) Photographs of people should not be used.
Equations	a) Equations should remain in the body of the text.
'	b) Format as a separate paragraph.
	c) Equations and formulas should be numbered separately and sequentially
	throughout the text.
	d) All variables and special symbols, such as Greek letters, must be clearly
11.26	identified and explained, and units of measurement provided.
Units of	a) Supply all data in the text, figures, and tables in metric notation and
Expression	International System of Units (SI) nomenclature.
	b) If desired, show English/conventional units in parentheses following the
	metric quantities.
	c) Common conversion factors can be found at:
	http://www.wef.org/AWK/page.aspx?id=1949&terms=constants%2c+chemicals
Additional Style	a) Capitalization:
Elements	Capitalize words that are 4 characters and over, including prepositions
Liomonio	
	Develop New Logo (infinitive)
	to – lowercase when part of a preposition: Driving Production to the
	Brink of Insanity (preposition)
	 as: lowercase when used as a preposition; capitalize otherwise
	mgd: all lower case
	b) Punctuation:
	 Use a serial comma when writing lists (The flag is red, white,
	and blue.).
	Spacing: only one space after any punctuation mark (period,
	comma, colon, etc.)
	Bulleted list: introduce list with a colon: And capitalize the first
	letter after the colon in a sentence.
	c) Hyphenation and Commonly Used Words:
	Cost-effective
	Fixed-film
	Graywater
	 High- most compound adjectives formed with "high" are hyphenated:
	high-rate, high-velocity, high-speed
	Hollow-fiber (adjective)
	· · · · · · · · · · · · · · · · · · ·
	Jump-start (always hyphenate)
	Leading-edge (adjective)
	Low-dose (adjective)
	 Long-term (adjective), long term (noun)
	Online (except on-line process analyzer)
	Onsite
	Pretreatment
	Real-life (adjective)
	· · · · · · · · · · · · · · · · · · ·
	Real-world (adjective)
	Re-rate, re-rating
	Reuse

	Sidestream
	Small-scale
	Stormwater
	System-wide
	Triple-bottom-line (adjective)
	d) State Names:
	State names should be spelled out. For example Virginia and not VA
Acronyms and	a) Use common acronyms to abbreviate long expressions.
Terminology	b) Spell out acronyms on the first occurrence.
0,	c) To promote public acceptance of reuse projects, the Water Environment
	Federation has adopted the use of the word biosolids to describe the
	primarily organic solids product of municipal wastewater treatment that
	meets U.S. Environmental Protection Agency or applicable criteria for
	beneficial use. Biosolids is generally used after recycling criteria have been
	achieved, typically at the outlet of the stabilization process. Sludge refers to
	the unstabilized solids and should be used with a specific process
	descriptor, such as primary sludge, waste activated sludge, or secondary
	sludge. For a general description, solids or residuals is preferred. In
	addition, sludge is discouraged as a process descriptor. For example, use
	dewatering and not sludge dewatering.
In-Text Citations	a) Scholarship – WEF requires authors to practice good scholarship in
III TOXE Officiations	the preparation of technical papers. Authors that are reliant on the
	concepts of other earlier investigators must provide references to that
	work. This is also extends to the use of data, information and reproduced
	figures or tables. This requirement is not only for the ethical practice of
	giving credit where it is due but also to allow any reader to research earlier
	developments.
	b) Cited references in the narrative, graphics and tables should consist of
	either the author(s) and year of publication or the year of the publication
	only, depending on the narrative context.
	c) If the same author(s) is cited in more than one publication in the same year, lower-case letters (a, b, c, etc.) are appended to the year in the
	first and succeeding citations.
	d) Periodical titles are to be abbreviated in accordance with the CAplus
	system (http://www.cas.org/sent.html).
	e) Examples:
	"There are several alternatives (Jones and Smith, 1992a) for handling these
	wastes."
	"Jones and Smith (1992b) have documented the source of these wastes."
CONTENT DETAIL	
Title	a) Title should use bold, 16-point type, and be aligned to the left.
	b) Refrain from using colons, question marks, or other unnecessary
	punctuation.
	c) Limit to 135 characters.d) Do not include the name of the conference, location of conference,
	conference dates and session/number in your paper. They will be
	linked from a table of contents.
Author Affiliation	a) List all authors (full name) and their affiliations (institution or company
, tation / tilliation	name only) using numerical superscripts.
	b) Identify the corresponding author by an asterisk.
	c) Provide an email address for the corresponding author.
Headings and	a) Headings should be flush left, boldface, 12-point, all caps (ABSTRACT)

Subheadings	b) Subheadings should be flush left, boldface, 12-point, upper and lower case (Subhead Title)
Abstract	 a) Should be a concise, factual summary of the paper including objectives, methods, results, conclusions. b) Limit: 150 words.
Keywords	a) Keywords are required
Reywords	b) List in order of importance
	c) Should identify the main points of the paper
	d) Limit: 10 keywords/phrases
	e) Separated by a comma
	f) Follow format in sample manuscript
Introduction	a) Introduce your topic and outline the problems here.
	b) Place your work in the context of other work done in the field, referencing
	pertinent research and background.
Methodology	a) Include all information here that is necessary for replication of the work.
	b) Include source of materials, experimental conditions, and detail
	descriptions of any new techniques.
	c) Include the vendor (or supplier) and its location (city, state or province,
	country) for all products and equipment.
	d) Identify computer software by name and location of the developer, and the
	version number.
Results	a) This section organizes and presents data.
	b) Highlight the key outcomes here.
	c) Attribute and acknowledge all data properly.
Discussion	a) Use this section alone or in combination with the Conclusion section.
	b) Place the results in the proper context, being sure to cover the points you
	said you would in your introduction.
Conclusions	c) Elaborate upon any important and/or unexpected outcomes.
Conclusions	a) Tie up your key points.
Deferences	b) Discuss possibilities for further research or work.a) References should be included at the end of the manuscript.
References	a) References should be included at the end of the manuscript.b) Follow the format in the "Sample Manuscript". The American Chemical
	Society guidelines may also be used if you do not see a sample reference
	that matches your source.
	c) Basic format is:
	d) Alphabetize by list by the last name of the first author cited.
	e) Order the items in each reference as: author(s); year of publication; title of
	work; periodical, publisher, conference, etc.; volume number, issue number
	(if journal does not use continuous pagination), and initial and final page
	numbers.
	f) Begin each reference on the left margin and indent subsequent lines by ½ inch.