



## Manuscript Submittal Requirements

### Manuscript Format

A complete manuscript should include the following: title, abstract, keywords, introduction, description of the work reported and methodology, results, discussion (or results and discussion), conclusions, acknowledgments, and references.

**Title Page.** The text should begin with the title of the paper. On the next line place the authors' names in the order in which they are to be referenced preceded by superscript numbers that correspond to their affiliations, which should be listed below. An example follows:

Berinda Rossini<sup>1</sup>, Lorna Ernesto<sup>2</sup>, Steve M. Harris<sup>3</sup>

<sup>1</sup> Executive Director, Municipal Sewer Authority, Manchester, New Hampshire

<sup>2</sup> P.E., Ipsosis, Englewood, Colorado

<sup>3</sup> Professor, Department of Environmental Sciences, Rutgers University, New Brunswick, New Jersey

**Abstract and Keywords.** The abstract should contain concise, factual information on objectives, methods, results, and conclusions. Opinions, obscure terms, and jargon should be avoided. A suitable abstract length is maximum 150 words. The line below the abstract should contain a maximum of 10 keywords, listed in order of importance, that identify the main points in the manuscript.

**Main Manuscript Body.** The body of the text should begin with an Introduction. It is recommended that this section include citations of prior related work as well as a statement of the objective(s) of the work. Sections on Description of Work and Methodology, Results, Discussion (or combined Results and Discussion), and Conclusions should then be included. An Acknowledgment section should follow the Conclusions, which may include any credits for funding of or assistance in the study, if applicable. Manuscripts are to be no more than 32 double-spaced (12-point Times New Roman font) pages in length on 220 mm × 280 mm (8.5 in. x 11 in.) paper, including tables and figures. This length allowance, approximately 10,000 words, is intended to allow authors to fully document and interpret their findings. All manuscripts should, however, be carefully edited to eliminate redundancy. In particular, similar data should not be presented in both figures and tables.

### Reference List Examples

Jones, A. B.; Smith, C. D. (2002a) Treatment of Hazardous Wastes in Wastewater Treatment Plants. *Water Environ. Res.*, 71, 999 - 1010.

Jones, A. B.; Smith, C. D. (2002b) *Survey of Hazardous Waste Sources in Wastewater Treatment Plants*. Report No. 12345; US Environmental Protection Agency: Washington, D.C.

Ross, B. J. (2000) Nutrient Removal Technology Guidance; EPA-450/4-99-030; US Environmental Protection Agency: Cincinnati, Ohio.

### Tables, Figures, Photographs

**Tables.** Great care should be given to preparing concise tables containing only that information essential to substantiating the text. Columns containing few entries or full columns of data that vary only slightly should be avoided. Judicious use of table footnotes can greatly simplify the presentation. Inclusion of lengthy explanations in the footnotes should be avoided, however. These discussions should be included directly in the manuscript text. Each table should be presented on a separate manuscript page and placed after the References section. Figures should be placed after tables.

**Graphs** should be used to substantiate data trends, correlations or illustrate points made in the text, not merely to present data. Legends identifying data series should be contained within the figures, not in the captions. Each graph should be prepared on a separate sheet and identified with a figure number. Graphs should be provided in their native file format and as high-resolution PDFs.

**Line drawings/schematics/maps** should be provided as high-resolution PDFs.

**Photographs** should be provided as high-resolution JPEGs or TIFFs. Do not embed photos in the Word document; however, note within the article roughly where each photo corresponds to the text to help with placement during layout. Photographs relating to water quality preservation will be considered for cover use at no charge, but not necessarily in the issue in which a specific manuscript appears. Full credit will be given if the photograph is used.

**Photograph captions** should be listed separately on a single sheet.

### Acronyms

The use of common acronyms to abbreviate long expressions is encouraged. All abbreviated terms (except for common mathematical units) should be written out on first occurrence. Authors should use notation that is already accepted in the field.

### Equipment and Materials

The vendor (or supplier) and its location (city, state or province, and country if outside the United States) should be included for all equipment and products identified in the methods section. Computer software should be identified by name and location of the developer.

### Units of Expression

It is the author's responsibility to supply all data in the text, figures, and tables in U.S. and in International System of Units (SI) nomenclature. Conversion of data will be requested from the author before publication. SI units shall be shown in parentheses following the U.S. units. See table of measurement unit conversions and abbreviations on next page.

## NEWEA Journal—Manuscript Submittal Requirements (continued)

Measurement Unit Conversions and (Abbreviations)		
	U.S	International System of Units (SI)
<b>Liquid volume</b>	gallon (gal)	liter (L)
	cubic feet (ft <sup>3</sup> )	cubic meters (m <sup>3</sup> )
	cubic yards (yd <sup>3</sup> )	cubic meters (m <sup>3</sup> )
	acre-feet (ac ft)	cubic meters (m <sup>3</sup> )
<b>Flow</b>	million gallons per day (mgd)	million liters per day (ML/d)
	for larger flows (over 264 mgd)	*metric volume per day (m <sup>3</sup> /d)
	gallons per minute (gpm)	liters per second L/s
<b>Velocity</b>	feet per second (fps)	meters per second (m/s)
	miles per hour (mph)	kilometers per hour (km/h)
<b>Weight</b>	pounds (lb)	kilograms (kg)
	pounds per day (lb/d)	kilograms per day (kg/d)
	ton – aka short ton (tn)	metric ton or tonne (MT)
<b>Length</b>	feet (ft)	meters (m)
	miles (mi)	kilometers (km)
<b>Diameter or length</b>	inches (in)	centimeters (cm)
<b>Area</b>	square feet (ft <sup>2</sup> ) or square yards (yd <sup>2</sup> )	square meters (m <sup>2</sup> )
	acre (ac)	hectare (ha)
	square miles (mi <sup>2</sup> )	square kilometers (km <sup>2</sup> )
<b>Gas</b>	cubic feet per minute (ft <sup>3</sup> /min)	cubic meters per minute (m <sup>3</sup> /min)
<b>Power</b>	horsepower (hp)	kilowatts (kW)
<b>Pressure</b>	pounds/square inch (psi)	kiloPascals (kPa)
	Inches water column (in wc)	kiloPascals (kPa)
	feet of head (ft-head)	kiloPascals (kPa)

### Equations

Equations and formulas should be numbered separately and sequentially throughout the text. All variables and special symbols, such as Greek letters, must be clearly identified and explained, and units of measurement provided.

### Statistical Analyses

When reporting results, the type of analysis conducted (e.g., Spearman rank test, Student's t test, leastsquares regression, etc.) should be reported. Also, all variables (e.g., r, R, p, P, μ, etc.) should be defined on first occurrence for clarity.

### About the Author

Include two sentences about each author at the end of the article, outlining each author's current position and experience relevant to the article topic.