



Manuscript Submittal Guidelines

MANUSCRIPT FORMAT

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

Title should concisely describe the subject in the shortest possible form using terms that will attract the widest possible audience

Author(s). First and last name (exclude middle initials unless essential) followed by professional qualifications and affiliations.

Examples:

1. Berinda Rossini, Executive Director, Municipal Sewer Authority, Manchester, New Hampshire
2. Lorna Ernesto, PE, Ipsosis, Englewood, Colorado
3. Steven Harris, Professor, Department of Environmental Sciences, Rutgers University, New Brunswick, New Jersey

Abstract should contain concise information on objectives, methods, results, and conclusions. Opinions, obscure terms, and jargon should be avoided. A suitable abstract length is maximum 150 words.

Keywords. Search engines rely on keywords to help classify and identify critical content. Furnish a maximum of 10 words identifying the main points in the manuscript, listed in order of importance.

Main Manuscript Body should begin with an introduction that includes items such as citations of prior related work and a statement of the objective(s) of the work. Following sections should include a description of the work and methodology applied, results, discussion, and conclusions. Manuscript text, not including tables and figures, is to be no longer than 5,000 words. Longer articles will be cut or published as a multipart series. All manuscripts should be carefully edited to eliminate repetitive information and to avoid presenting similar data in both figures and tables.

Acronyms. The use of common acronyms to abbreviate repeated long expressions is encouraged. Such abbreviated terms (except for common mathematical units) should be written out fully on first occurrence followed by the acronym in parentheses, with only the acronym used thereafter. Authors should strive to use notation that is already accepted as standard in the field.

Product, Manufacturer, Vendor, and Other Professional Firm or Company Names. Specific product or company information should be made generic, and firms referred to by function rather than by firm name unless inclusion of the specific branding is essential for the reader's technical understanding of the manuscript subject. Names of products, firms, or personnel having made substantive contributions to the work

or information described in the manuscript may be identified in the acknowledgments following the conclusions portion of the manuscript.

Acknowledgments are optional and may include any credits for funding of or assistance in the preparation and execution of the project or study described in the article.

References are listed following the conclusions and not as footnotes within the manuscript body. They should be used to acknowledge sources of published data, ideas, and quotations used in the article. Examples:

From a book:

Author, I. N. (Year). *Title of book*. Location: Publisher.
Smeltone, I. D. (1961). *On detection of odors*. Boston: Houghton Mifflin.

From a periodical:

Author, I. N. (Year). Title of the article. *Title of the Journal or Periodical*, volume number, page numbers.
Foolos, S. A. (2010, June 6). Life in the WEF lane. *Reclamation Journal* 18, pp. 48-52.

From the WEB:

Author, I. N. (Year, Month Date Published). *Article title*. URL. Accessed date.

Dansre, A. (2014, July 1). *Wastewater aerobics*. <http://www.dooduuzzle.org> Accessed June 30, 2016.

From the EPA: (Identify "Print" or "Web. Access Date")

United States. Environmental Protection Agency. *Arsenic Rule*. Washington, D.C.: GPO, 2001. Web. 4 Mar. 2013.

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

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.

Continued on next page

NEWEA Journal—Manuscript Submittal Guidelines (continued)

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

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.

UNITS OF EXPRESSION

It is the author's responsibility to supply all quantitative data 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. When converting U.S. units to SI, use units of similar magnitude and technical relevance. See table of measurement unit conversions and abbreviations on page two.

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 specific type of analysis presented (e.g., standard or paired t-test, one- or two-way Analysis of Variance, linear regression, etc.) should be reported. Also, all variables (e.g., r, R, p, P, μ , etc.) should be defined on first occurrence for clarity.