

GUIDELINES FOR THE PREPARATION OF PAPERS FOR PUBLICATION IN THE JOURNAL OF THE NEW ENGLAND WATER WORKS ASSOCIATION

General Information

The *Journal of NEWWA* will consider papers for publication which are pertinent to the drinking water field and are presented before a meeting of the Association; or are solicited by the editors or program committee from knowledgeable individuals but which may not be formally presented at a meeting of the Association; or are papers of general interest to the water works industry.

Unsolicited papers are received with the understanding that they have not been published nor are they under consideration by any other publication. If a paper is not scheduled for publication within one year following its receipt, the author(s) may request its return and this will be done promptly.

Editorial Policy

The *JOURNAL* reserves the right to edit all papers for style, grammar and readability. All papers must be written in a factual and objective manner. If specific services or products are involved, it is preferred to have the paper written from the perspective of the user of the service of product. Galley proofs will be sent to authors for review before publication, and each author will receive two complimentary copies of the *JOURNAL* in which the paper appears. Reprints of papers can be arranged **at the time of publication** at the author's expense. Published papers, unless otherwise noted, become the property of the Association and will be copyrighted as part of the *JOURNAL*. Content of the paper is the responsibility of the author; the Association as a body and the editors are not responsible for the content of published papers.

Organization of the Manuscript

The **cover page** of the paper must contain the title of the paper, the author's name(s), current titles and affiliation, mailing address and telephone number, and the circumstances of submission, such as name and specific date of conference presentation or date of submission. The paper must start with an **Abstract** of no more than 100 words. The **text** should be subdivided by major headings such as, but not necessarily limited to, Introduction, Discussion, Results, Summary, Conclusions, etc.

References

References should be limited to those cited within the paper and should be listed separately at the end of the paper by number in the order of notation in the text. *Chemical Abstracts* style is followed. For example: **Book**-Author's last name, initials. *Title of book*. Publisher, place published (year of publication). **Government publication**-Title of reference. Publication's name and number. Agency's name, city, state (date). **Journal Citations**-Author's last name, initials. Title of article. *Name of journal* (spell out), volume number; issue number; beginning page number of article (month and year of publication).

Submittal of Papers

Both a hardcopy and an electronic copy of the paper are required. Papers can be submitted on PC diskette, CD ROM or ZIP disks as word processing documents that were developed in Microsoft Word for Windows in ASCII or Rich Text Format. The hardcopy version should be submitted on 8½ x 11 white paper. For tables, graphs, charts and diagrams please submit originals or high quality reproductions. Photographs should be glossy finish, color or black and white. Sizes 3x5 or 4x6 are preferred. If charts, graphs or photos are available as digital images, they too can be submitted on disk or CD ROM in any of the following file formats: BMP, EPS, JPEG, or TIF. Spreadsheet files and charts are accepted in Microsoft Excel format.

Manuscripts should be submitted to Peter C. Karalekas, Jr., P.E., Editor, Journal of NEWWA, 35 Old Coach Circle, Ludlow, MA 01056 (phone 413-583-8179).