



**American Water Works
Association**

Dedicated to the World's Most Important Resource™

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Journal AWWA Submission Guidelines

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Journal AWWA Submission Guidelines

EDITORIAL POLICY

- *Journal AWWA* invites water professionals (both AWWA members and nonmembers) to submit articles pertinent to the water and wastewater field.
- Papers are considered for publication with the understanding that they have not been published elsewhere and are not under consideration by any other publication. Any repetition of work published elsewhere (without the proper permissions and approval) will result in immediate rejection of a submitted manuscript.
- Manuscripts may have been prepared initially for presentation at an AWWA conference or section meeting.

PUBLICATION POLICY

- *Journal AWWA* publishes accepted manuscripts as soon as possible.
- If a manuscript is not scheduled for publication by the end of the one-year period following acknowledgment of receipt, authors may request that the manuscript be released to them.
- Papers that are published or held by the *Journal* may not be published elsewhere (either in sum or in part) without written permission from AWWA.
- AWWA reserves the right to edit all papers for style, syntax, grammar, and clarity.

PROPERTY RIGHTS

- All authors of published papers are required to transfer copyright ownership of the manuscript to AWWA, unless the paper was prepared under the purview of the US federal government.
- Authors are allowed to write derivative work of the published manuscript; this would not violate the terms of the copyright agreement.
- Authors are required to obtain written copyright permission to include material in their paper for which they do not own copyright.
- AWWA reserves the right to reproduce published papers in full or in part in other AWWA media.

PEER-REVIEWED SUBMISSIONS

Submission Process

- All peer-review manuscripts must be submitted online via the *Journal's* web-based submission service at <http://jawwa.msubmit.net>.
- Submissions must follow the *Journal's* "Formatting Guidelines" (see below). Papers that do not conform to the guidelines will be returned to the author and will not be considered for review until they comply with the guidelines.
- Upon acceptance, authors will be asked to submit original source files for figures, photographs, and other graphical elements.

Review Process

- Receipt of manuscripts will be acknowledged promptly by the editorial staff.

- Manuscripts will be forwarded to the member of the Journal Editorial Board (i.e., technical editor) who has been identified as an expert in the topic area of the paper.
- Submissions will undergo initial evaluation by the technical editor to determine appropriateness for publication in the *Journal* and to identify qualified technical reviewers based on the topic and content of the paper.
- Papers will be sent to three peer reviewers for evaluation. (At the time of submission, authors will be required to provide names and addresses of potential reviewers to include or exclude for review of their manuscript.)
- Conflicting reviews or other issues affecting the final evaluation of a manuscript will be resolved by the *Journal's* editor-in-chief in collaboration with the technical editor.
- The first decision (acceptance, revision needed, or rejection) on submissions typically occurs within 50 days. Time to final decision is dependent on many factors including the speed of the author's response to comments and averages about 100 days. Authors may access the online *Journal* site at <http://jawwa.msubmit.net> to monitor the progress of their paper.

PEER-REVIEWED MANUSCRIPT FORMATTING GUIDELINES

Manuscripts submitted for consideration to *Journal AWWA* must conform to the following requirements to facilitate preparation of the article for publication.

General Manuscript Requirements

- Double-spaced text, tables, and references
- One-in. margins (top, bottom, left, and right)
- 12-point typeface
- Consecutive line numbering throughout the article text pages
- Page numbering
- Supplemental materials can be submitted for peer-review purposes. Please note that these data will not be published in print or in the online *Journal*. A link or reference to the supplemental materials can be provided in the text of the manuscript.

Manuscript Length

- Most manuscripts may not exceed 25 double-spaced pages, including text and references, and the number of figures and tables combined must not exceed 15.
- Manuscripts or committee reports that exceed these guidelines will be subject to reductions in length.
- **Exceptions** to the limit on manuscript length and associated figures and tables will be made by the editor-in-chief for high-quality, review-style articles. Authors seeking exceptions to the length requirements should alert the editor-in-chief (journaleditor@awwa.org) before submitting so that the paper is not automatically rejected for not adhering to the page limit that applies to most articles.

Title Page

- Maximum length of title is 12 words.
- List author names as they should appear in print.

Author Information Page

- Article Title:
- Corresponding author name
- Author details (list in the order that names should appear in the article byline):
 - Full name and credentials
 - Job title
 - Affiliation, City, State, Country
 - Mailing Address
 - Preferred telephone number
 - E-Mail address
 - First author bio (up to 250 words; may include academic degrees, work projects, publications, awards, or any other pertinent information that is relevant to the current work)

Abstract

- Maximum length is 150 words.
- State the paper's purpose, methods or procedures, results, and conclusions.

Text

- Write in the third person ("the author concludes . . .").
- Text should be saved as a Word file. Tables and figures may be submitted separately or embedded in the text file.
- Major headings should be uppercase, boldface, and appear flush left on a separate line.
- Subheadings should be boldface, indented, and end with a period, with the text continued on the same line. Only the first word of subheadings should be capitalized.
- Cite references in the text in parentheses. Style them according to the examples given in the "References" section to follow.
- Refer to specific products or services by generic names in the text. Cite the trade name, the manufacturer or consultant, and the manufacturer's or consultant's location (city and state/province or country) in a numbered endnote. List all endnotes in numerical order at the end of the paper before the references.
- Spell out all initialisms, acronyms, or abbreviations (not units of measure) on first use. Put the initialism or abbreviation in parentheses after the spelled-out version.
- Conclude the text with a summary or conclusion section.

Acknowledgment

- The acknowledgment should give essential credits and should include the persons full name, title, and affiliation.

Author Photograph

- A photo of the first author will be requested prior to publication. (The “first author” is the one whose name is listed first if there are multiple authors.) The photo should be in color and should be long enough to include the chest and wide enough to include the shoulders. Photo should be
 - saved as a jpg or tif file,
 - high resolution (the equivalent of 300 ppi [pixels per in.] at a 1½ × 2 in. in size or larger),
 - in separate files (not embedded in the text).

References

Reference Citations in Text

Journal AWWA uses the author–date citation method. General examples of how to cite references in the text of an article are provided below.

- **For single authors of single studies:** The findings of this study (Smith 2000) showed that *Cryptosporidium* oocysts were resistant to chlorine disinfection.
- **For single authors of multiple studies in the same year:** The findings of these studies (Smith 2000a, 2000b, 2000c) showed that *Cryptosporidium* oocysts were resistant to chlorine disinfection.
- **For two authors of a single study:** The findings of this study (Smith & Jones 2002) determined that *Cryptosporidium* oocysts were resistant to chlorine disinfection. **Or,** In their study, Smith and Jones (2002) found that *Cryptosporidium* oocysts were resistant to chlorine disinfection. *Please use “and” between authors’ names in text only; parenthetical citations citing two authors should use an ampersand (&).*
- **For multiple authors of single studies:** The findings of this study (Smith et al. 2000) showed that *Cryptosporidium* oocysts were resistant to chlorine disinfection.
- **For multiple authors of different studies, list the references in order of year, with the most recent first:** The findings of these studies (Smith et al. 2000, Doe 1998, Jones & Johnson 1997) showed that *Cryptosporidium* oocysts were resistant to chlorine disinfection.

List of References

Provide an alphabetical list of references at the end of the paper per the following examples. Do not use reference-formatting software or the reference function provided in Word (endnotes).

- All authors’ names should be listed. For a reference with 11 or more authors, list the first seven authors followed by “et al.”
- Journal names must be spelled out in their entirety; do not use abbreviations. Publishers and organization names should also be spelled out.
- Include the volume number, issue number, and page number, if available, for periodicals (e.g., 21:11:126).

AWWA References

AWWA Conference Proceeding: Collins, J.; Cotton, C.; Jousset, J.; Dotson, A.; & Linden, K., 2010. Evaluation of Hydrogen Peroxide Quenching Alternatives for AOP Treatment. Proc. 2010 AWWA WQTC, Savannah, Ga.

AWWA Manual: AWWA, 2012 (5th ed.). Manual of Water Supply Practices, M6. *Water Meters—Selection, Installation, Testing, and Maintenance*. AWWA, Denver.

AWWA Standard: AWWA, 2005. AWWA Standard for Cold-Water Meters—Multijet Type. AWWA, Denver.

Standard Methods: *Standard Methods for the Examination of Water and Wastewater*, 1998 (20th ed.). APHA, AWWA, and WEF, Washington.

Book

Carson, R., 1962. *Silent Spring*. Houghton Mifflin, New York.

Tabatabai, S.A.A., 2014. Coagulation and Ultrafiltration in Seawater Reverse Osmosis Pretreatment. CRC Press, Boca Raton, Fla.

Book chapter

Carson, R., 1962. A Fable for Tomorrow. *Silent Spring*. Houghton Mifflin, New York.

O’Leary, R. & Raines, S.S. (editors), 2003. Dispute Resolution at the US Environmental Protection Agency. *The Promise and Performance of Environmental Conflict Resolution*. Resources for the Future, Washington.

Book with edition and editor

Letterman, R.D. & Yiacoumi, S., 2011 (6th ed.). Coagulation and Flocculation. *Water Quality and Treatment* (J.K. Edzwald, editor). McGraw-Hill, New York.

Doctoral dissertation

Friedrich, E., 2001. Environmental Life Cycle Assessment of Potable Water Production. Doctoral dissertation, School of Chemical Engineering, University of Natal, Durban, South Africa.

DOI (digital object identifier)

Lee, C.S.; Wetzel, K.; Buckley, T.; Wozniak, D.; & Lee, J., 2011. Rapid and Sensitive Detection of *Pseudomonas aeruginosa* in Chlorinated Water and Aerosols Targeting gyrB Gene Using Real-time PCR. *Journal of Applied Microbiology*, 111:4. <http://dx.doi.org/10.1111/j.1365-2672.2011.05107.x>.

Electronic

Association of State Dam Safety Officials, 2007. An Incomplete History of Dam Failure and Near Failures in the U.S. www.damsafety.org/media/Documents/PRESS/US_DamFailures.pdf (accessed Aug. 20, 2007).

IEPA (Illinois Environmental Protection Agency), 2001. Arsenic in Illinois Groundwater. www.epa.state.il.us/water/groundwater/publications/arsenic (accessed May 29, 2012).

WWC (Water Works Co.), 2000. Studies Show That *Cryptosporidium* Is Ubiquitous. www.wwc.infosheets.crypto.htm (accessed Nov. 14, 2011).

Journal article—one author

Aiken, G.R., 1998. Chloride Interference in the Analysis of Dissolved Organic Carbon by the Wet Oxidation Method. *Environmental Science & Technology*, 26:12:2435.

Journal article—multiple authors

Baek, H.K.; Park, N.S.; Kim, J.H.; Lee, S.J.; & Shin, H.S., 2005. Examination of Three-Dimensional Flow Characteristics in the Distribution Channel to the Flocculation Basin Using Computational Fluid Dynamics Simulation. *Journal of Water Supply Research & Technology—Aqua*, 54:6:349.

Nguyen, C.K.; Stone, K.R.; Dudi, A.; & Edwards, M.A, 2010b. Corrosive Microenvironments at Lead Solder Surfaces Arising From Galvanic Corrosion With Copper Pipe. *Environmental Science & Technology*, 44:18:7076.

Master's thesis

Friedrich, E., 2001. Environmental Life Cycle Assessment of Potable Water Production. Master's thesis, School of Chemical Engineering, University of Natal, Durban, South Africa.

Meeting proceedings/abstract

Dunce, N.; Cox, B.; & Partridge, A., 1998. Method Development and Interspecies Comparison of Estrogen Receptor Binding Assays for Estrogen Agonists and Antagonists. Preprints of Extended Abstracts, 216th National ACS Meeting, Boston.

Maddaus, W. & Maddaus, M., 2004. Evaluating Water Conservation Cost-Effectiveness With an End Use Model. Proc. AWWA 2004 Water Sources Conf., Austin, Tex.

Newspaper article

Jaltman, L.A., 1993. Uncommon Parasite Tied to Ills in Milwaukee. *New York Times*, Apr. 9.

Personal communication

Smith, A., 2011. Personal communication.

Press release

Orange County Water District, 2002. Press Release: Orange County Takes a Proactive Stance on Contaminants of Concern. www.ocwd.com. Released Jan. 29, 2002; inactive Aug. 20, 2008.

Published ahead of print

Chen, L.; Zhou, N.; Li, J.; Chen, Z.; Liao, C.; & Chen, J., 2011. Synergy of Glutathione, Dithiothreitol and *N*-acetyl-L-cysteine Self-assembled Monolayers for Electrochemical Assay: Sensitive Determination of Arsenic(III) in Environmental and Drinking Water. *Analyst*, Sept. 16. [Epub ahead of print]

Report

National Research Council, 1999. *Hormonally Active Agents in the Environment*. The National Academy of Sciences, Washington.

Nguyen, C.; Stone, K.; Clark, B.; Edwards, M.; Gagnon, G.; & Knowles, A., 2010a. *Impact of Chloride:Sulfate Mass Ratio (CSMR) Changes on Lead Leaching in Potable Water*. Water Research Foundation, Denver.

Water Research Foundation, 2010. *Leak Detection Methods for Plastic Water Pipe*. Denver.

USEPA (US Environmental Protection Agency), 2008. *Water Security Initiative: Cincinnati Pilot Post-Implementation System Status*. EPA 817-R-08-004, Washington.

GRAPHICAL ELEMENTS: FIGURES, PHOTOGRAPHS, TABLES, AND EQUATIONS

Journal AWWA requires graphics to be submitted in two phases—first for the initial peer-review process and for routing purposes, and second when a paper is accepted for publication.

- During the initial submission for peer-review document routing, graphics can be embedded into the manuscript document that is uploaded to the *Journal's* web-based submission service at <http://jawwa.msubmit.net>, or they may be submitted as separate files. The format for figures and tables at this stage of the process is up to the author, with the caveat that the online submission system may have limitations in processing some file types and converting them to PDF format for the review process. The primary requirement is that reviewers be able to understand the data presentation by the author.
- If a paper is accepted for publication, *Journal AWWA* requires submission of the original source files used to create the graphics. Source files offer optimal translation into press-ready file formats. Examples of common graphics source files are .xls, .ppt, .eps, .ai, .psd, and .svg.
- Source graphics may have been generated with software or systems that *Journal AWWA* does not support. Most software allows graphics to be exported into press-ready formats. In this case, authors may be asked to export files as .pdf, .eps, .svg, or .emf.

Contact the [Journal](#) directly with any questions about these requirements.

General Instructions

- Each graphical element (e.g., figure, table, photograph) plus caption must be able to stand on its own; i.e., readers should have all information needed to understand the image without having to refer to the text.
- Adherence to the following graphics guidelines is considered best practice for *Journal AWWA* submissions; however, the format outlined in the sections below and as shown on the example are only suggestions. *Journal AWWA* graphics personnel will finalize all graphics to these standards for publication.
- Refer to figure and table examples at the end of this section for suggested graphic treatment guidelines.

Size

- For publication purposes, the width of figures may be one of two sizes: one-column figures = 3.25 in., or two-column figures = 7.25 in. Figures that are submitted with different widths will be resized for publication.
- Figure height should not exceed 9 in., including figure caption elements.

- Figures that are submitted with an Expanded Summary of a peer-reviewed article are published in print in a slightly different template. Figures for an Expanded Summary may be 3×3 in., 3×6 in., or 6×3 in.
- When published, the font size of graphical elements will be 7 points. When creating graphics, authors should allow adequate space for legibility, particularly for graphics that are likely to run in one-column format (i.e., prepare figures in an adequate size that they will still be legible after being reduced in size).

Maps

- Maps are treated in the same style as figures, with figure reference numbers, captions, credits, sources, and footnotes as applicable.
- If preparing a map with labels, size it first at one or two columns and then add labels in 8-point type. (If labels are applied before sizing the map, the labels may become illegible after resizing.)

Title and Caption

- Figures and tables require titles and may include captions as needed. Photographs require captions but do not need a title.
- The title of the figure or table should be placed at the top of the graphical element and be numbered according to the order in which they are cited in the text (eg, Figure 1, Figure 2, etc.; and Table 1, Table 2, etc).
- The title should use sentence-style capitalization (i.e., capitalize the first word and any proper nouns, initialisms, or acronyms.)
- Do not put a period at the end of the figure or table title.
- Figure and table titles should be no longer than 15 words.
- Additional information or clarification should be placed in footnotes, including definitions of any initialisms or acronyms that are used in the figure/table title or text.
- Photo captions should be written in complete sentences and clearly explain what is depicted.

Numbering

- Use only whole numbers for figure titles—e.g., Figure 1, *not* Figure 1.2 or Figure 1a.
- See the “Multiple parts” section for how to cite figures with multiple parts in the text.

Formatting

- Optimal line widths for figures and arrows is 1 point.
- All figure text should be 7-point bold font.
- Do not place a border around the figure (this can be removed in Excel or Word).
- The x and y axes must be 8-point bold font and each axis must be labeled.
- Unit of measure signs (such as the percent sign) should be placed following the axis label, be italicized, and be separated by an em dash—e.g., **Respondents—%**. (The PC keyboard shortcut for an em dash is Alt+0151 or Option/Shift/- on a Mac.)

Multiple Parts

- For a multiple-part figure, the figure should span two columns, and the width of the combined figure parts should be approximately 7.25 in. Multiple-part figures may also

run vertically in one column with a width of 3.25-in. The figure height should not exceed 9 in., including figure caption elements.

- Figure parts should be labeled with capital letters (i.e., A, B, C, etc.), and letters should be placed in the upper-left corner of the graph area.
- Do not label figures as Figure 2a, Figure 2b, etc. For figures with multiple parts, refer to the parts in the text as in this example: “As shown in Figure 2, part A, the concentration increased with temperature.”

Photographs

- Submission of photographs or other illustrative material is appreciated.
- Color photos are preferred.
- Photos are treated separately from figures and so should not be numbered sequentially with the figures; rather, they should be referenced separately in text as in this example: “See the photograph on page XX [photo #]”. Use XX for page numbers—these will be filled in by *Journal* staff after the article is paginated; and use sequential numbers for the photo # based on order of discussion in text.
- Photos should be saved as .jpg or .tif files; high resolution of 300 ppi (pixels per in.) or greater; 4 × 5 in. or larger.
- Each photo should be identified and explained by a photo caption.
- Photomicrographs should have a scale in micrometers and should not be referenced as figures.
- Photos that could be considered for the *Journal* cover are also welcome.

Tables

- Tables may be embedded in the manuscript Word document or submitted as a separate Word file.
- Tables should be simply formatted in Word—they should have clear column and row headings and clear delineation between columns and rows.
- Because of the formatting process used by the *Journal* production team, additional formatting is unnecessary. (See the table example at the end of this section.)

Equations

- Place equations on separate lines, centered, and numbered in parentheses at the right margin.
- If equations are not called out in text, they do not need a number. If they are mentioned in the text, they should be referred to as Eq 1, Eq 2, etc.

Legend

Legends should accompany graphics where necessary. If possible, graphics should be designed with the legend placed outside of the chart area.

Endnotes

- Endnotes, when necessary, should be placed at the bottom of the figure or table.
- Use superscripted letters in alphabetical order: a, b, c, d, etc. Examples are available in the tables at the end of this section.

Figure and Table Examples

The following guidelines will help yield production-ready figures and tables. Please contact the [Journal](#) directly with any questions.

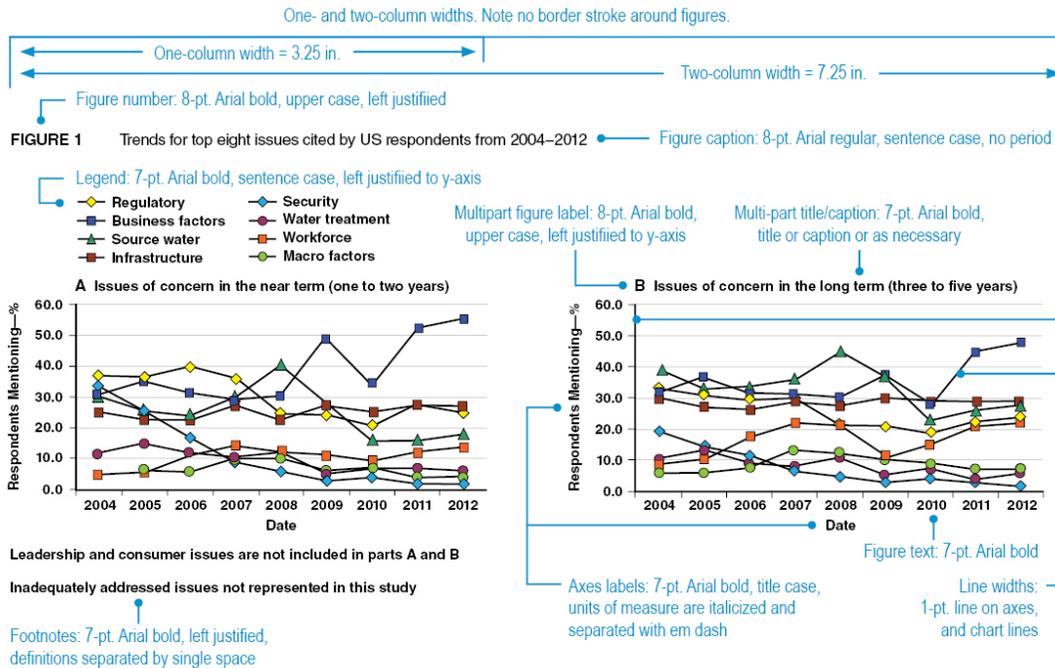


TABLE 3 Years of life expectancy at birth 1963–2012

Country	1963	2012	Change—%
India	43.6	66.2	52
United States	69.9	78.7	13
Canada	71.4	81.2	14

Source: The World Bank 2015

TABLE 1 Percent removal of DOC and NOM fractions by ozonation or biofiltration

NOM fraction	Removal by Ozonation—%		Removal by Biofiltration—%	
	>10°C	≤10°C	>10°C	≤10°C
DOC	4	3	14 ^a	8 ^a
Biopolymers	7 ^a	0 ^a	39 ^a	15 ^a
Humics	4	5	8	4
Building blocks	1	3	14	7
LMW acids/LMW humics	–42	–38	36 ^a	24 ^a
LMW neutrals	4	0	14	15

DOC—dissolved organic carbon, LMW—low-molecular-weight, LC—OCD—liquid chromatography—organic carbon detection, *n*—number, NOM—natural organic matter

^aStatistically significant ($p < 0.05$) difference in the mean NOM fraction removal between data measured at $>10^{\circ}\text{C}$ and data measured at $\leq 10^{\circ}\text{C}$

$n = 19$ at $>10^{\circ}\text{C}$ and $n = 18$ at $\leq 10^{\circ}\text{C}$ (DOC); $n = 13$ at $>10^{\circ}\text{C}$ and $n = 10$ at $\leq 10^{\circ}\text{C}$ (LC-OCD fractions)

FEATURE ARTICLE SUBMISSIONS (NOT FOR PEER REVIEW)

Content

General-interest features are not peer-reviewed and are designed to address issues of interest and concern to water utilities. Such articles must be educational and informative in nature. They are submitted to and reviewed by the *Journal AWWA* editor-in-chief, but a subject expert may be consulted if warranted. Articles are expected to be reflective of the *Journal's* long-term commitment to providing high-quality information to water professionals. An abstract or short outline describing the content of the proposed submission should be sent to the attention of the *Journal* editor-in-chief at journaleditor@awwa.org.

Deadlines

Articles should be submitted approximately 3.5 months ahead of the issue date. For example, to have an article published in the June issue, final copy must be submitted by February 15, by March 15 for July, by April 15 for August, and so on.

Product or Service Names

Although *Journal AWWA* accepts paid advertising, promotional material/content is not accepted for publication as editorial content in the *Journal*. Articles should be educational in nature and should provide information and data of benefit to *Journal* readers. Articles should be written from the user's point of view and should not contain customer testimonials supplied by a manufacturer; unless they appear in a paid advertisement, product testimonials are not acceptable for publication in *Journal AWWA*. A product or service name can be used one time in nonpeer-reviewed articles and columns or departments; it may not be repeated numerous times throughout the text. After the first appearance of the product name or service or company name, a generic term should be used (for example, Lamella separator is the brand name; the generic term would be "inclined plate separator"; the Excellent Consultants LLC would be "the consultant").

Word Count

The word count for nonpeer-reviewed articles ranges from 1,500 to 7,000 words. This wide range is allowed in order to accommodate a multitude of topics; some can be adequately explained in two to three published pages, but others may need up to 10 pages in order to provide the appropriate detail to facilitate reader understanding.

Formatting

Articles should be prepared in Word using 12-point type. Follow the same guidelines for "Text" and "References" provided in the "Peer-Reviewed Manuscript Formatting Guidelines" section.

Tables and Figures

- Tables and figures may be embedded in the Word document that is submitted.
- Tables and figures are not required but may be included to illustrate the points being described in the article.
- It is preferable to have visually interesting, quick-read figures such as simple pie or bar charts rather than complicated, data-heavy line graphs.
- The article may not contain more than a combined total of 8 figures and tables.

- Figures and tables should stand alone; i.e., the reader should be able to interpret the figure or table without referring to the text.
- All abbreviations must be spelled out in footnotes below the figure or table.
- When an article is accepted for publication, *Journal AWWA* requires submission of the original source files used to create the graphics. Source files offer optimal translation into press-ready file formats. Examples of common graphics source files are .xls, .ppt, .eps, .ai, .psd, and .svg.

Photos or Other Images

- Photos or other images (e.g., computer screenshots, PDF of an educational poster) to accompany the text should be included. Photos should be
 - color
 - saved as a jpg or tif file
 - high resolution (the equivalent of 300 ppi [pixels per in.] at a 4-in. × 5-in. size or larger)
 - in separate files (not embedded in the text)
- Include detailed information for each photo that can be used to write an informative and interesting photo caption, or provide a detailed, completed caption when the photo is submitted.

Endnotes

- All endnotes should be numbered sequentially and be placed after the references section. **Do not** use the “footnote” and/or “endnote” function in Word to link footnote references to the text.

Author Information

- **Biography.** A short biography will be requested from the author prior to publication.
- **Author photograph.** A photo of the first author will be requested prior to publication. (The “first author” is the one whose name is listed first if there are multiple authors.) The photo should be in color and should be long enough to include the chest and wide enough to include the shoulders. Photo should be
 - saved as a jpg or tif file
 - high resolution (the equivalent of 300 ppi [pixels per in.] at a 1½ × 2 in. size or larger)
 - in separate files (not embedded in the text)
- **Affiliations and addresses.** Authors will be asked to fill out a separate form to provide all authors’ affiliations and addresses.

COMMITTEE REPORT AND TEC PROJECT REPORT SUBMISSION GUIDELINES

Submission to Journal AWWA

- Committee reports and Technical & Educational Council (TEC) project reports are subject to the same formatting requirements as other peer-reviewed or nonpeer-reviewed articles (as applicable based on how they are submitted).
- All committee reports must be balloted and approved. For information regarding this process, contact the appropriate AWWA staff liaison for your committee. Once balloting has concluded and the report has been approved, the AWWA staff liaison will submit the report to the *Journal* editor-in-chief at journaleditor@awwa.org.

Article Title

The title of a committee report is always preceded by “Committee Report:” (e.g., Committee Report: Accelerated Testing of Water Meters).

Abstract

Committee reports must contain abstracts. As with peer-reviewed articles, they may contain no more than 150 words.

Property Rights

Those preparing committee reports are required to obtain written copyright permission to include material in the report for which they do not own copyright.

Bylines

The byline of a committee report or a TEC project report is always the name of the committee or subcommittee that produced the document. It is never an individual. *Journal* policy is as follows:

Journal - American Water Works Association attributes authorship of Committee Reports to the committee itself. The work is the result of a collaborative effort among many committee members (and in some cases includes individuals who are not official members of the committee). *Journal AWWA* does not cite the individuals who contributed to the report as being the authors. The byline on the article resulting from such reports is the name of the committee that prepared the report, never specific individuals. When such articles are referenced, *Journal AWWA* cites “Committee Report” as the author name (e.g., AWWA Workforce Strategies Committee. Committee Report: Awareness, Assessment, and Road Map Development—Key Elements for Knowledge Management. *Journal AWWA*, 104:8:61).

About the Author

- The author tagline typically includes the individuals responsible for writing the report—not necessarily every member of the committee.

Sample committee report bio:

This article was prepared by the Knowledge Management Subcommittee of the AWWA Workforce Strategies Committee. Committee members include Jeff Oxenford (chair), Cheryl Davis (vice-chair), Mike Canning, Rhonda Harris, Linda Jennings, Stuart Karasik, Gary Visser, Cindy Goodburn, Richard Gerstberger, Sharon Peters, and J. Paul Blake.

- For an example of a committee report, see January 2013, page 51 (Small System Research Committee. Committee Report: Getting Information to Small Systems: Information Dissemination Survey of Engineers and Regulators).

COLUMN SUBMISSIONS

Product or Service Names

Although *Journal AWWA* accepts paid advertising, promotional material/content is not accepted for publication as editorial content in the *Journal*. Articles should be educational in nature and should provide information and data of benefit to *Journal* readers. Articles should be written from the user's point of view and should not contain customer testimonials supplied by a manufacturer; unless they appear in a paid advertisement, product testimonials are not acceptable for publication in *Journal AWWA*. A product or service name can be used one time in the column; it may not be repeated numerous times throughout the text. After the first appearance of the product name or service, a generic term should be used (for example, Lamella separator is the brand name; the generic term would be "inclined plate separator"; the Excellent Consultants LLC would be "the consultant").

Columns (Guidelines for Coordinators and Contributors)

- A column coordinator is usually designated when a committee wants to submit articles on a routine, scheduled basis.
- The column coordinator will manage the submission of columns to the *Journal* and act as the liaison to the editor-in-chief. The column coordinator
 - determines the topics for all of the columns
 - assigns authors for each of the topics
 - sends a copy of the submission guidelines to each author
 - keeps the authors/reviewers on track for meeting deadlines
 - ensures the copy submitted to the *Journal* is in its final form
- Columns should range from 1,500 to 2,000 words. *Journal AWWA* prefers that committees submit articles dealing with topics of interest to the water industry that are being addressed by the committee. (See the Committee Connection in the March 2012 issue for an example.) Committees may also submit a sidebar to accompany their articles. In addition to briefly describing the work of the committee, the sidebar should include a "look to the future" and provide an assessment of trends in the committee's field(s) of concern.

Column Subjects

While column subjects and titles will vary over time, below is a list of columns as of June 2015:

- DC Beat
- EcoLogic
- Law and Water
- Manager to Manager
- Market Outlook
- Money Matters
- Security and Preparedness
- Tech Talk
- Total Water Solutions
- Water Worldwide
- Workforce Diversity
- Young Professionals

Photos

- Photos or illustrations to accompany articles should be included at the time of submission.
- Photos should be in color.
- Electronic image files must be saved as a .jpg or .tif file; be high resolution of 300 ppi [pixels per in.] or greater; be 4 × 5 in. or larger.
- Photos may be submitted in separate files or embedded in the article text—depending on the resolution of the photos, the author may be asked to provide higher resolution files during the editing/production process.
- All photos should include a caption, or the author should provide sufficient information in the text of the article for *Journal* staff to write an informative and interesting caption.

Figures and Tables

- Tables or figures may be submitted for columns.
- Refer to the “Graphical Elements” section of the Peer-Reviewed Submissions section for additional guidelines.

Author Information

- **Biography.** A short biography will be requested from the author(s) prior to publication.
- **Author photographs.** A photo of all authors will be requested prior to publication. Photographs should be in color and should be long enough to include the chest and wide enough to include the shoulders. Photos should be
 - saved as a .jpg or .tif file
 - high resolution (the equivalent of 300 ppi [pixels per in.] at a 1½ × 2 in. size or larger)
 - in separate files (not embedded in the text)
- **Additional paperwork.** Upon acceptance, authors will be asked to provide all authors’ affiliations and addresses and to sign the Journal copyright form.

LETTERS TO THE EDITOR

- Readers are encouraged to write letters to the editor regarding content published in *Journal - American Water Works Association*.
- Debate and criticism, which are typical aspects of scientific and intellectual processes, must be handled with professional courtesy and respect. Personal attacks will not be considered for publication in *Journal AWWA*.

Contact *Journal AWWA* at jawwa@awwa.org with any questions regarding these submission guidelines.

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