

AWWA Speakers Preparation of Proceedings Submission

ACE ONLY

Presentations at the conference will be made available by AWWA on DVD. Presenters whose manuscript and/or PowerPoint are submitted and appear on the DVD will receive a complimentary copy. To be included, you must submit what you would like published through the AWWA Presentation Management system by the date of your presentation. **Please note that it is requested that you submit your final proceedings submission in an unlocked PDF file.**

FORMAT

Manuscripts and PowerPoints submitted for the DVD are not edited and will appear exactly as submitted. Therefore, it is important that you adhere to the following guidelines.

COPYRIGHTED MATERIAL: If you include photos, art, or video clips, in your presentation, and you are not the owner of these pieces, you **MUST** acquire proper Copyright Release Permission from the owner, and clearly indicate that copyright credit line just below the photo, art, or video clip.

ANIMATION: If your presentation contains animation, your on-site presentation will work just fine, however when the presentation is converted to PDF format for the DVD, it will lose the animation. You are encouraged to submit two versions through the presentation management system – one version with animation for your on-site presentation, and another version without animation for inclusion on the DVD. Please indicate the difference within your file name.

FONT AND TYPE SIZE – MANUSCRIPT ONLY: Preferable fonts to be used are: Arial, Times Roman, or Helvetica. And please keep the type size to either 11 or 12 point.

SUBMISSION FILE: If at all possible, please submit your file as one unlocked PDF. If your submission contains a Word document AND a PowerPoint presentation, please combine the two files into one PDF and have the Word document appear first in the PDF, followed by the PowerPoint.

VIDEOS: If you are including a video clip in your presentation, please clearly indicate where in your document you would like the link to be accessed. Placing the link reference in **RED** would be helpful. The video clip should not exceed 10 Megs.

Do not make a title page. Begin the manuscript by centering the title of the paper, author's name, title, company name, and city. The company should be that of the author's affiliation at the time the manuscript is submitted. Work performed under previous auspices should be stated in the acknowledgement. If the manuscript is co-authored, double space between each name.

Manuscripts must be single-spaced with double spaces between paragraphs. There are no specific margins required.

Please number each page of the manuscript. Numbering pages will help in citing the paper and page number in future references.

TEXT

If writing an actual manuscript: please begin your manuscript with a brief statement. Text should be written in the third person ("The author believes..."). As the DVD proceedings are read internationally, do not refer to "our country" or "our solutions"; specify U.S., Canada, etc.

After completing the text, other sections, if applicable, should appear in the following order: a. Appendix (avoid, if possible) b. Acknowledgement c. References (appearing in the order they are written in the text; if a reference is used more than once, it should carry the same number throughout)

Additional options for submission for the conference DVD are PowerPoint slides, an outline, or an extended abstract.

All figures, tables, and graphics, etc., should be embedded within the text in which they are referred to (not linked).

SUBMISSION

Please check the final submission to be sure all pages, figures and tables that should be included in the submission are in fact there. No changes will be accepted after the submission deadline.