



**American Water Works  
Association**

The Authoritative Resource on Safe Water®

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## **Journal AWWA Submission Guidelines**

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### **Editorial Policy**

- Journal AWWA invites water professionals (both AWWA members and nonmembers) to submit articles pertinent to the water 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.
- Manuscripts may have been prepared initially for presentation at an AWWA conference or section meeting or may have been written explicitly for the Journal.

### **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- Papers that are published or held by the Journal may not be published elsewhere (either in sum or in part) without written permission from AWWA.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.
- 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 REVIEW SUBMISSIONS

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## Submission Process

- All peer review manuscripts must be submitted online via the Journal's web-based submission service at [jawwa.msubmit.net](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.

## Review Process

- Receipt of manuscripts will be acknowledged promptly by the editorial staff.
- Manuscripts will be forwarded to the member of the Journal's Peer Review Editorial Board (i.e., Monitoring Editor) who has been identified as an expert in the topic area of the paper.
- Submissions will undergo initial evaluation by the Monitoring Editor to identify qualified technical reviewers based on the topic of the paper.
- Papers will be sent to three peer reviewers for evaluation. (At the time of submission, authors may provide names and addresses of potential reviewers for their manuscript.)
- Conflicting reviews or other issues affecting the final evaluation of a manuscript will be resolved by the Journal Editor in collaboration with the Monitoring Editor.
- Acceptance, recommended revisions, or rejection of submissions will normally occur within six months. Authors may access the online Journal site at [jawwa.msubmit.net](http://jawwa.msubmit.net) to monitor the progress of their paper.

## Formatting Guidelines

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

- **Manuscript requirements**
  - Double-spaced text, tables, and references.
  - One-inch margins (top, bottom, left, and right).
  - 12-point Times Roman typeface.
  - Line numbering on all pages.
  - All pages numbered.
  - Manuscript length must not exceed 25 double-spaced pages (including text and references).
  - 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.

- **Title page**
  - Maximum length of title: 10 words.
  - List author names as they should appear in print.
  
- **Abstract**
  - Maximum length: 150 words.
  - State the paper's purpose, methods or procedures, new results, and conclusions.
  
- **Text**
  - Write in the third person ("the author concludes . . .").
  - Text should be saved as a separate Word file and not include tables or figures.
  - Major headings should be uppercase and appear flush left on a separate line.
  - Subheadings should be 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 below.
  - 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 or country) in a numbered footnote. List all footnotes in numerical order at the end of the paper after the references.
  - Spell out all initialisms, acronyms, or abbreviations (not units of measure) at first use. Put the initialism or abbreviation in parentheses after the spelled-out version.
  - Place equations on separate lines, centered, and numbered in parentheses at the right margin.
  - Conclude the text with a summary or conclusion section.
  
- **Acknowledgment**
  - The acknowledgment should give essential credits, but its length should be kept to a minimum; word count should be  $\leq 100$  words.
  
- **References**
  - Cite references by the author name and date of publication. General examples of reference style 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; Smith, 2000b; Smith, 2000c) showed that *Cryptosporidium* oocysts were resistant to chlorine disinfection.
    - ◆ **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 one first:** The findings of these studies (Smith et al, 2000; Doe, 1998; Jones et al, 1997) showed that *Cryptosporidium* oocysts were resistant to chlorine disinfection.
  - Provide an alphabetical list of references at the end of the paper per the following example:

## **Sample Reference List**

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

AwwaRF (Awwa Research Foundation), 1995. Leak Detection Methods for Plastic Water Pipe, Denver, Colo.

Bettin, C.V. et al, 1996. TBT-induced Imposex in Marine Neogastropods Is Mediated by Increasing Androgen Level. *Helgol. Meeresunters*, 50:3:299.

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

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, Mass.

EPRI (Electric Power Research Institute), 1993. Keeping the Current Flowing. *Jour. EPRI*, 12:4:93.

Gershey, R.M. et al, 2000. Comparison of Three Oxidation Methods for the Analysis of the Dissolved Organic Carbon in Seawater. *Marine Chem.*, 7:289.

LeChevallier, M.W. et al, 1999a. Emerging Pathogens. *Jour. AWWA*, 91:9:101.

LeChevallier, M.W. et al, 1999b. The Case for Maintaining a Chlorine Residual. *Jour. AWWA*, 91:1:86.

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

*New York Times*, 1998. Milwaukee's Cryptosporidiosis Outbreak One of Worst in History.

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

Smith, A.B. & Jones, C.D., 2000. Creating the Effective O&M Toolbox. *Jour. AWWA*, 99:2:43.

USEPA, 1998. Methods for the Determination of Organic Compounds in Drinking Water. EPA/600/4-88/039, Washington.

WWC (Water Works Co.), 2000. Studies Show That Cryptosporidium Is Ubiquitous. <[www.wwc.infosheets.cryptoh.htm](http://www.wwc.infosheets.cryptoh.htm)>, Nov. 14.

- **Footnotes**
  - All footnotes 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.
  
- **Tables**
  - Each table must be submitted as a separate file. Do not embed tables within the text.
  - Tables should be numbered with Arabic numerals in the order in which they are mentioned in the text.
  - The table number should be followed by a table title. (The table number and title will also be requested for the online manuscript submission form; you may copy and paste this information into the proper fields on the form.)
  - Initialisms and abbreviations must be spelled out in footnotes to the table. Do not include these footnotes in the footnotes section.
  
- **Figures**
  - Each figure must be submitted as a separate file. Do not embed figures within the text.
  - Each figure must be numbered separately. (Multipart figures are acceptable within reason.)
  - The figure number should be followed by a figure title. (The figure number and title will also be requested for the online manuscript submission form; you may copy and paste this information into the proper fields on the form.)
  - Initialisms and abbreviations must be spelled out in footnotes to the figure. Do not include these footnotes in the footnotes section.
  - When selecting color options, use CMYK, not RGB.
  
- **Photographs**
  - Submission of photographs or other illustrative material is appreciated.
  - Color photos are preferred.
  - Photos will not be treated as figures and should not be referenced in text as such.
  - Photos should be saved as .jpg or .tif files; high resolution of 300 dpi or greater; 4 x 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.
  - A photo of the first author will be requested at the time of publication.
  - Photos that could be considered for the Journal cover are also welcome.

## **NON-PEER REVIEW SUBMISSIONS**

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In addition to the manuscripts submitted to Journal AWWA for peer review, the Journal staff also accepts submissions for general interest feature articles and its various "News" departments. This type of article may also be submitted via the Journal's web-based submission service at [jawwa.msubmit.net](http://jawwa.msubmit.net). The deadline for these submissions is two months before the date of issue (e.g., submissions for the January issue are due by November 1). The guidelines for general interest and news department submissions are provided below:

## General Interest Feature Articles

- **Content:** General interest features are not peer-reviewed and are designed to address issues of current or future concern for water utilities.
- **Word Count:** 1,800-9,000 (a wide range is allowed in order to accommodate many types of topics; some subjects can be adequately explained in 1 or 2 published pages, but others may need as many as 10 pages in order to provide the appropriate detail to facilitate reader understanding)
- **Tables and Figures:** Tables and figures are not required but may be included to illustrate the points being described in the article. It is better to have visually interesting figures such as simple pie charts rather than complicated, data-heavy line graphs. (See "Formatting Guidelines" for Peer Review Submissions for specifics on how tables/figures should be formatted, numbered, etc.)
- **Photos:**
  - Photos or illustrations to accompany general interest 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; high resolution of 300 dpi or greater; 4 × 5 in. or larger.
  - Photos must be submitted in separate files, not embedded in the article text.
  - Include a caption for each photo or provide sufficient information for staff to write an informative and interesting caption.
- **Author Information**
  - A short biographical description should be included at the end of the article that highlights the author's professional experience in the water industry.
  - The photograph of the author(s) should be in color and should be long enough to include the chest and wide enough to include the shoulders.
  - Electronic image files must be saved as a .jpg or .tif file; high resolution of 300 dpi or greater; 1 1/2 × 2 in. or larger.

## News Department Articles

- **Current Issues:** Covers topics of current interest to the water/wastewater industry.
  - Length—600 to 1,200 words.
  - Written in the third person.
  - Submit color photos to illustrate the article.
- **Field Report:** Case study-type articles about water utilities.
  - Length—1,000 to 1,500 words.
  - Written from the point of view of the user.
  - Follow the basic structure of a case study: 1) state the problem, 2) identify the available options for solving the problem and explain the advantages/disadvantages of each option, 3) identify the solution chosen and explain why it was selected, 4) state the benefits gained since implementing the solution.
  - Include quotes from utility personnel about the product or service being described.

- **Manager to Manager:** Designed for utility managers to communicate with each other.
  - Length—800 to 1,500 words.
  - Written in the third person.
  - Describe who, what, where, when, why, and how.
- **Perspectives:** Op/ed department to state an opinion about industry-related issues.
  - Length—600 to 1,200 words.
  - Written in the first person.
- **Security:** News coverage regarding security issues at water utilities and how they can be addressed.
  - Length—600 to 1,200 words.
  - Written from the point of view of the utility.
- **Wastewater News:** Bimonthly news about wastewater projects/issues.
  - Length—1,000 to 1,500 words.
  - Written from the point of view of the utility or other user of a product or service.
  - Follow the basic structure of a case study (see "Field Report" above).
  - Submit color photos to illustrate the article.

The following applies to all manuscripts submitted for news department articles:

- **Photos:**
  - Photos or illustrations to accompany news department 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; high resolution of 300 dpi or greater; 4 × 5 in. or larger.
  - Photos must be submitted in separate files, not embedded in the article text.
  - Include a caption for each photo or provide sufficient information for staff to write an informative and interesting caption.
- **Author Information**
  - A short biographical description should be included at the end of the article that highlights the author's professional experience in the water industry.
  - The photograph of the author(s) should be in color and should be long enough to include the chest and wide enough to include the shoulders.
  - Electronic image files must be saved as a .jpg or .tif file; high resolution of 300 dpi or greater; 1 1/2 × 2 in. or larger.

Contact Journal Editor, Marcia Lacey, at [mlacey@awwa.org](mailto:mlacey@awwa.org) if you have questions regarding these submission guidelines.