GUIDELINES FOR CREATING A PUBLICATION READY PAPER FOR THE AMTA/AWWA MEMBRANE TECHNOLOGY CONFERENCE

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Introduction

Congratulations on being selected to participate in the AMTA/AWWA Membrane Technology Conference program. Your paper will be published along with all other presenters at the conference. These written instructions serve as a representative sample of how your finished paper should look when printed on your home or office printer.

Although these instructions have been developed for easy use, questions may arise as you proceed. Questions concerning your paper should be referred to the Event Coordinator at the AWWA office 303-347-6181 or via email: educationservices@awwa.org. NO EXTENSIONS WILL BE GIVEN ON THE FINAL PAPER DUE DATE PROVIDED.

All papers will be published directly from your PDF document. Following these general guidelines and specific styles will result in a more professional looking finished paper in the final product.

Overall Paper Requirements

All presenters selected for an oral/podium presentation, are required to submit a paper for the conference proceedings. Those selected must submit a paper that has a minimum of 1000 words/3 pages (with accompanying tables and figures as appropriate) and a maximum of 30 pages (including all figures, tables, references, etc.). If the paper is greater than eight pages, an abstract with a maximum of 250 words should be included on the first page.

Formatting Instructions

The last page of this document gives a summary of the formatting requirements; please use that summary sheet as your primary reference in completing your paper. No adjustments will be made for light or broken text or generally poor quality originals; what you submit is what will appear in the proceedings. Your assistance in following the styles and guidelines outlined for the following
parts of your paper will help AMTA/AWWA publish a professional quality product in the most cost-effective and timely manner possible.

**Your Paper’s Title**
Begin your title at the top margin of your paper and type no more than three lines, center each line, at 14 pt Times New Roman and in all caps.

**Author/Byline Information**
Allow one blank line under the last line of your title. For the Primary Author/Presenter only, provide complete contact information, including first name, middle initial, last name, name of firm/organization/institution, postal address, email address, and phone number. For other authors, use one line only to include complete name, name of firm/organization/institution, city and state abbreviation (or country). Two blank lines should follow the last author line before your first heading.

**Major Headings**
Major headings should be centered on the page. Leave one blank line before and after each major heading in your paper.

**Subheadings**
Subheadings should be left justified. One blank line should precede each subhead. Begin the new paragraph directly below each subhead.

**Body or Paragraphs**
Do NOT indent the first line of each new paragraph. Use left justification only (i.e., not both left and right justification), letting the text wrap--no hard returns except when starting a new paragraph. Use the base font already indicated (12pt).

**Tables**
Identify each table with a bold numeric reference and a title in regular font. Center it at the top of your table (i.e., Table 1), and leave one blank line between the title and the top of the table. Do not allow tables to be split onto two pages unless the length of the table is greater than a full page and is formatted for two pages. Each table should be placed as soon as possible after the first reference to it and within the same subheading (unless that would run the table onto a second page or leave a large white space). See the following example.

| Table 1 Example of a Sample Table and the Table Caption |
|--------------------------|---|---|---|
| **Sample Description**   | **X** | **Y** | **Z** |
| Sample Test I           | 1   | 2   | 3   |
| Sample Test II          | 6   | 2   | 2   |
| Sample Test III         | 4   | 3   | 3   |

**Graphics**
Include a centered caption for the graphic and place it at the bottom of the graphic. As with tables, use bold type to indicate the figure number (e.g., Figure 1.) and regular font for the caption.
Other Reminders Pertaining to Graphics

- Avoid Graphics with dark backgrounds as they do not reproduce well
- Color or Black and White graphics are acceptable
- Only high resolution graphics accepted

Footnotes
Please use numbers (1, 2, 3, etc.) for footnotes. Use 10pt font. The footnote should be on the same page it is referenced.

Page numbering
Page numbers should be inserted on the bottom center, beginning with 1 on the first page.

FINAL MANUSCRIPTS are to be submitted in PDF format by e-mail to AWWA at educationservices@awwa.org.

It is essential that speakers follow the Guidelines on these pages precisely. We recommend that you email or call AWWA to confirm receipt of your paper by the deadline date.

References

Use “References” as a heading name, with your listing that follows in the base font size (12pt). Use the “author-date” style in the text [e.g., Smith and Jones (1991)] and single space between each reference. Use a hanging indent (at 0.5 inch) so that the second and later lines are indented. Refer to the example below.


These written instructions serve as a representative sample of how your finished paper should look when printed on your home or office printer.
# FORMATTING REQUIREMENTS

This sheet should be used as your primary reference when formatting your paper. For specific areas such as Tables, Graphics, Footnotes, and references, please refer to the previous instructions. The total length of paper, including tables and graphics, should not exceed 30 pages, and color graphics are permitted. **Oral/Podium presenters are required to submit a paper of at least 1000 words/3 pages plus appropriate figures and tables.**

<table>
<thead>
<tr>
<th>Initial Setup</th>
<th>Major Headings</th>
</tr>
</thead>
</table>
| Please set up your word processor to these initial settings. Your paper must follow these formatting styles requirements. | Font Size 14pt  
Attributes Bold and Initial Caps  
Justification Center  
Spacing One line both Before and After |

| Paper Size | Base Font 12pt Times New Roman (or Times)  
Line Height Auto  
Line Space Single  
Margins: All (Top, Bottom, Sides) at 1 inch  
Tab Settings Every 0.5" (Additional tabs/indents may be set for tables or other items)  
Justification Left  
Page Numbers Center, bottom |

<table>
<thead>
<tr>
<th>Paper Title</th>
<th>Body or Paragraphs</th>
</tr>
</thead>
<tbody>
<tr>
<td>Maximum of 3 lines for your title.</td>
<td>Except immediately below a subheading (where there is no line space), skip one line between paragraphs.</td>
</tr>
</tbody>
</table>

| Font Size 14pt  
Attribute Bold and All Caps  
Justification Center  
Position Top margin  
Spacing One line After last line of title |

<table>
<thead>
<tr>
<th>Author/Byline Information</th>
<th>Tables and Figures</th>
</tr>
</thead>
<tbody>
<tr>
<td>For all authors, please provide the author’s full name, affiliation, city and state abbreviation. Abbreviate affiliations when possible. For the corresponding author only, provide complete contact information, including mailing address, email address, and phone number. No space between author names.</td>
<td>Tables and Figures should be embedded in the text and appear shortly after the first reference to them. Label of a Table or Figure should appear Above the actual Table or Figure. Referencing to them should be done by number; figure and table numbers should be “hard-typed” rather than entered by software to ensure that no changes are made when papers are published. Do not split tables onto two pages (unless the table is more than one page). Color is acceptable and will be reproduced in the proceedings.</td>
</tr>
</tbody>
</table>

| Font Size 12pt  
Attribute Italicized and Initial Caps  
Justification Center  
Spacing Two blank lines After last author line | Base Font 12pt Times New Roman (or Times) |