

## **AWWA Speakers Preparation of Preceedings Submission**

Presentations at the conference will be made available by AWWA on CD-ROM. Presenters whose manuscript are submitted and appear on the CD-ROM will receive a complimentary copy. You now have the choice of submitting the paper via email. To be included, your disk and hard copy or E-mail attachment of manuscript must be submitted by the due date and in the following format:

### **FORMAT**

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

1. 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.
2. Manuscripts must be single-spaced with double spaces between paragraphs. There are no specific margins required.
3. All files should be submitted in Office Suite 2000 or previous versions or PDF unlocked file. If mailed: Indicate on the disk the software and version used. (MacIntosh users: In order to maintain the integrity of your original files, please save and submit under the PC format option) Please indicate if a MacIntosh computer was used. (Using a MAC may cause some changes in the original format with the conversion to CD-ROM. PDF files can now be accepted. The PDF files must not be locked.
4. The font used is the choice of the submitter and must be 11 or 12 point. The preferable choice of fonts are Arial, Times Roman or Helvetica.
5. Please number each page of the manuscript. Numbering pages will help in citing the paper and page number in future references.
6. If you are submitting more than one manuscript, please submit separate disks or e-mail attachments for each manuscript. Attachments can only be named with one file extension.
7. Please label the disk to indicate which software and version the disk is in (Word 6.0, Word 97, etc.). Also if more that one disk please label disk one of two, etc., so that the proper order will be maintained.

### **TEXT**

9. If writing an actual manuscript: Please begin your manuscript with a brief abstract.

10. Text should be written in the third person ("The author believes..."). As the CD-ROM is read internationally, do not refer to "our country" or "our solutions"; specify U.S., Canada, etc.

11. 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)

12. Additional options for submitting papers for the conference CD-ROM are Powerpoint slides, an outline, or an extended abstract. Please follow the same guidelines regarding file size, format and software versions.

### **FILE SIZE**

12. There is a limit to the length of the manuscript to 20 pages of text, including the abstract, tables, figures, etc., this file can be zipped.

13. If Mailing: Please submit one (1) hard copy and a disk(s), CD-ROM or one (1) zipped disk of your manuscript. Send to AWWA, 6666 West Quincy Ave., Denver, CO 80235. Please make sure, if mailing, there is a return address on the envelope or package and that it is to the attention of Susan Gunzner or Dana Trujillo.

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### **ILLUSTRATIONS**

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

15. Anything that is submitted in color will remain in color on the finished product.

### **SUBMISSION**

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

17. Mail the manuscript on disk, CD-ROM or one (1) zipped disk and one (1) hard copy (please – do not clip the disk to the hard copy).

E-mail the paper to AWWA. Remember to give us a page count. The paper should be emailed to: [manuscripts@awwa.org](mailto:manuscripts@awwa.org) Enter the conference name in the subject line.