

reviewers' comments to guide revision of the manuscript, along with specific suggestions. The Project Editor will also set a deadline by which time the revisions must be complete.

AWWA will either reject or accept a revised manuscript, based on the adequacy of the revisions. The author will be notified of the manuscript's final acceptance or rejection in a timely fashion.

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- Respond promptly to any queries or requests from AWWA editorial staff
- Adhere to the production schedule
- Negotiate any outstanding editorial problems with contributors

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Authors receive ten complimentary copies of their book. For books with multiple authors, the number of complimentary copies provided for each author varies.

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There, prospective authors can obtain the *Preliminary Questionnaire for All Proposed Manuals, Handbooks, and Acquisition Books and Author Guidelines for Manuscript Preparation* (PDF version requiring Adobe's Acrobat Reader). For more information, contact

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From Start to Finish

Instructions for AWWA Authors



Emergency Power Source Planning for Water and Wastewater, by Fred J. Ellermeier, PE, Donald R. Stevens, PE, and Larry D. Pittman, PE, published by AWWA, 2004.

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AWWA publishing offers many benefits to potential authors:

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This document provides information on the publication process from proposal to print. If you're interested in publishing with AWWA, please read on.

Proposal

To submit a proposal for review, download the *Preliminary Questionnaire for All Proposed Manuals, Handbooks, and Acquisition Books* (available at www.awwa.org/communications/books/). Complete the form and submit it to the Acquisitions and Business Manager (contact information on the back of this brochure).

Proposal Review

Members of AWWA's book review group evaluate all proposals. Reviewers are selected for their expertise on the topic, or topics, addressed by the proposal. They assess the proposal in terms of technical soundness, timeliness, freshness of approach, quality of writing and organization, and suitability for publication with AWWA. A double-blind process is used in the review of all proposals.

Acceptance

If the reviewers and the Acquisitions and Business Editor find the proposal to be acceptable, the author is assigned a Project Editor and asked to develop a complete manuscript. Reviewer comments are shared with the author and Project Editor in order to guide the

development and overcome any shortcomings in the proposal.

At acceptance of the proposal, authors are given a contract for publication in which is detailed major publication milestones to be met, manuscript acceptance guidelines, and payments to the author. All contracts are negotiated between the Acquisitions Editor and the author.



The Evolving Water Utility by Gary P. Westerhoff, Diana Gale, Jerome B. Gilbert, Scott A. Haskins, and Paul D. Reiter, published by AWWA, 2003.

Manuscript

When preparing the final manuscript, the author should download the Author Guidelines for Manuscript Preparation (at www.awwa.org/communications/books/) and confirm that all guidelines have been met. Manuscripts are to be submitted to the Project Editor. See the Author Guidelines for complete manuscript submission instructions.

Authors should ensure that

- The manuscript's topic is relevant to AWWA's audience of water and wastewater professionals
- The manuscript is based on sound scholarship and includes accurate information

- The manuscript is concise, clear, and on topic; appropriate in tone, style, and length for its intended audience; and reflects knowledge of current thinking and practices
- Written permission to reproduce copyrighted material or other work has been obtained
- Graphs and figures are clear and sharp and, if possible, originals are available
- The manuscript functions as a coherent whole without contradiction or excessive overlap among chapters
- Any concerns expressed at the proposal stage have been addressed

Manuscript Review

The Project Editor and members of AWWA's book review group evaluate all manuscripts. Reviewers are selected for their expertise on the topic, or topics, addressed by the proposal. They assess the manuscript in terms of technical soundness, timeliness, freshness of approach, quality of writing and organization, and suitability for publication with AWWA. A double-blind process is used in the review of all manuscripts.

AWWA will accept the work for publication, reject it, or offer conditional acceptance based on the recommendations of the reviewers. In the case of a rejected manuscript, the author will be told the primary reason for the decision.

Conditional Acceptance

If the reviewers' overall recommendations are positive but they express some concerns, AWWA may accept the manuscript conditional on the author addressing these concerns. The Project Editor will provide the author with the