EXHIBIT A

Author Guidelines for Manuscript Preparation

Each manuscript should follow the enclosed manuscript preparation guidelines as closely as possible. If the manuscript does not comply with the guidelines, it will be returned to the Author for reformatting and/or rewriting.

Once a completed manuscript is received and accepted, an editorial/production schedule will be defined including an estimated date for printing. All manuscripts must be complete and include the following:

- One hard copy output of the manuscript (double-spaced, single-sided with adequate margins on 8 1/2 × 11-inch paper), with word-processed 3.5-inch disks or CD-Rom in Word Version 2000 or earlier. The disks must be submitted along with a completed *Disk Verification Form* (see attached).

- Hard copy originals of all art work and, if possible, in electronic format on 3.5-inch disks or CD-Rom (i.e., Adobe Illustrator, CorelDraw, or in an ".eps" format). The disks must also be accompanied with a completed *Disk Verification Form*.

- Front matter —title page, table of contents, preface, foreword, list of authors and affiliations, acknowledgements, etc.

- All chapters in complete form.

- Metrication —the entire manuscript must be metricized, with the inch-pound unit of measure followed by the metric unit (SI) in parentheses.

- End matter —appendices, glossary, etc. (an index will be created in production).

- Tables, with titles and sources.

- Figures, with captions and sources.

- All text references to tables and figures.

- Footnotes or endnotes as required.

- A complete reference and bibliography section.

- Required copyright releases for ALL materials from other sources.

TEXT

- All pages should be numbered. Number pages by chapter; for example, the pages in Chapter 3 would be numbered 3-1, 3-2. etc. and the pages in Appendix A would be numbered A-1, A-2, etc.

- The levels of headings within the text are as follows:
  1st level – ALL CAPS ON LINE BY ITSELF
  2nd level – Caps and Lower Case on Line by Itself
  3rd level – **Bold face, first word cap, run in with text**
  4th level – *Italic, first word cap, run in with text*

TABLES

- Number tables by chapter; for example, the second table to appear in Chapter 3 would be numbered Table 3-2. This number designation should be included with this table title.

- Each table should be on a separate page.

- Each table should be included at the end of the chapter in which it appears.

- Each table should be referenced in the text.

- The source of each table should appear at the end of the table before any footnotes.

- Tables must be completely legible; it may be necessary to provide originals for some tables.

- Each table should be included on the word processing disk.

FIGURES/GRAPHICS

- Number figures and graphics by chapter; for example, the second figure to appear in Chapter 3 would be numbered Figure 3-2. This number designation should be included with the figure title.

- A clear photocopy of each figure/graphic should be provided on a separate page.

- Each photocopied figure/graphic should be included at the end of the chapter in which it appears.

- Each figure/graphic should be given a caption, which is to appear on the same page as the figure.

- Any notes or definitions pertaining to a figure/graphic should appear after the figure caption.

- The source of each figure/graphic should appear under the caption.

- All figures/graphics should be referenced in the text.

- Figures/graphics must be completely legible; this includes all art type and the figure/graphic itself.

- Provide all original artwork.

- Black and white glossies should be provided for halftones; photocopies are not acceptable.

- In preparing the manuscript, be aware of the need for artwork; try to avoid having numerous figures in one chapter and none in other chapters.

- When preparing the manuscript and the figures, try to make the art type consistent with the text whenever possible.

EQUATIONS

- All equations should be centered on a separate line, apart from the main body of the text.

- Number all equations that will be referenced later in the text.

- Use a "where list" to define variables in equations; for example,

$$a + b = c$$

where: a = apples
$\qquad$ b = bananas
$\qquad$ c = carrots

- Greek letters and other symbols are easily confused with Roman letters; if these symbols must be handwritten in the manuscript, be sure to create a list defining these symbols.

BIBLIOGRAPHIES AND REFERENCES

- A bibliography includes the titles used by the Author to prepare the manuscript; generally, the bibliography is not numbered and appears at the end of the book; the bibliography should be arranged alphabetically.

- References are specific titles used by the Author and cited in the text; citations should be given using the Author's last name, first name, initial, and the date; for multiple authors, all names are to be listed; however, only the first author's name is reversed; reference list should be in alphabetical order at the end of each chapter.

- A non-journal reference typically includes the following, in this order: author, title, source, publisher, city and state location of publisher, edition, and year; journal references typically include the following, in this order: author, title, publication, volume:number:page, month, and year.

COPYRIGHT RELEASES

- If materials to appear in the book are taken from other sources, the Author is responsible for obtaining copyright releases for these materials; AWWA will provide copies of these release forms.

- The original signed release form should be supplied, along with any credit line requested by the publisher.

OTHER

- Footnotes should be numbered in order of appearance and listed at the bottom of the page on which they are referenced (not at the end of the chapter).

- Footnotes in the text that are actually citations should include the information listed above for references.

- If the manuscript has yet to be keyed and you will be using Word software, AWWA can provide guidelines for manuscript preparation to be used by the word processor.

DISK VERIFICATION FORM

Please submit:
- Labeled 3 1/2-inch disk(s) or CD-Rom containing original work
- Hard copy of File Directory for each disk

Author: _____

Project Title: _____

Number of Disks: _____

Computer Type: Γ **IBM COMPATIBLE**   Γ MACINTOSH   Γ POWER PC
                  Γ OTHER: _____

Operating System: Γ DOS Γ **WINDOWS** Γ OS2 Γ MACINTOSH Γ VERSION:_____

Software: Name: Version (e.g., 6.1 for Windows)

    Text: Γ **WORD**   _____
                   Γ WORDPERFECT   _____
                   Γ OTHER: _____

    Tables: Γ **SAME AS TEXT**   _____
                   Γ EXCEL   _____
                   Γ LOTUS   _____
                   Γ QUATTRO PRO   _____
                   Γ OTHER: _____

    Figures: Γ **ADOBE ILLUSTRATOR**   _____
                   Γ COREL DRAW   _____
                   Γ ALDUS FREEHAND   _____
                   Γ LOTUS FREEHAND GRAPHICS   _____
                   Γ OTHER: _____

    Art Work: Γ PHOTOGRAPHS   _____
                   Γ TEAR SHEETS   _____
                   Γ OTHER: _____

Do disks contain all original work?   ❑ YES   ❑ NO

If not, list what is not on disk: _____

_____

Do disks and original work match exactly?   ❑ YES   ❑ NO

If note, please describe: _____

Items indicated in bold font are the preferred formats.