



Official Bimonthly Publication of the  
Water Environment Association of Texas

## Article Submittal Requirements

### Readership

Texas WET magazine is published bimonthly in January, March, May, July, September and November. It is circulated to more than 1600 water pollution control professionals in Texas and beyond. The magazine covers a wide range of topics of interest to water quality engineers, treatment plant technicians, scientists, government officials, regulatory agency personnel, manufacturers and their agents, libraries, universities, and groups and individuals concerned with environmental protection.

### Technical Article Criteria

Each issue of Texas WET contains two technical feature articles in a section called "Tech Talk." Prospective authors should contact Cheryl Smith, at 512-693-0060 or [cheryl@weat.org](mailto:cheryl@weat.org), to discuss article ideas.

Technical articles must not have been previously published. Authors must not submit articles that contain proprietary information or information that is subject to contractual obligation or pending legal activity.

All sources of information quoted or presented (except that which is common knowledge) should be identified, and only written works that have been published in the technical literature should be cited in a "References" section at the end of the article.

Authors will be asked to furnish a signed "Copyright Transfer Form" along with their submittal.

### Preparing Manuscripts

Technical articles must be written in acceptable English and formatted according to the guidelines prescribed in this document. Articles that require substantial editing will be returned to the author without consideration.

Articles should be 2000 to 2800 words in length. Articles are accepted in digital format only; typed manuscripts will not be considered. Articles must be submitted in Microsoft Word, version 5.0 or higher. A Microsoft Word template containing accepted manuscript formatting and editorial guidelines may be downloaded from [http://www.weat.org/texaswet/Tech\\_Talk\\_Article\\_Info.pdf](http://www.weat.org/texaswet/Tech_Talk_Article_Info.pdf). Previously published "Tech Talk" articles can be found in .pdf format on the WEAT website at <http://www.weat.org/wet.shtml>

### Graphics Guidelines

Graphics must not be inserted within the manuscript; they must be referenced in the text and then submitted as individual, high-resolution graphics (minimum 300 dpi). Accepted file formats for graphics are .jpg, .tif or .pdf. All graphics must be created in black and white. Graphics should not include corporate logos.

Since all graphics are subject to size adjustment, line weights must be at least 1 point. Shading is discouraged for final clarity in printing, but where it is necessary to differentiate parts of a graphic, different types of fills (crosshatching, for example) should be used. Text

within graphics should be in Times Roman font and at least 10 points in size.

Photographs must also be submitted in the above file formats. They should be created to grayscale (black and white) before submitting.

Equations and tables may be part of the Word document. Equations should be formatted as a separate paragraph. Tables must be "portrait" in orientation. Table width should not exceed 7 in.; depth and should not exceed 9 in.

### Submitting Manuscripts

Manuscripts may be transmitted via e-mail to Cheryl Smith at [cheryl@weat.org](mailto:cheryl@weat.org), or sent on CDROM to Cheryl Smith, Water Environment Association of Texas, 1825 Fortview Road, Suite 102 Austin, Texas 78704.

All submissions must be accompanied by the following documents:

- Copyright Transfer Form
- A cover letter that lists the title of the article and all authors' names, their company affiliation and contact information (address, phone, fax and e-mail address). The cover letter must also include the filenames of the article and all the associated graphics that have been transmitted by e-mail or that are contained on the CD-ROM.

These documents may be sent via fax to Cheryl Smith at 512-693-0062 or via mail at [cheryl@weat.org](mailto:cheryl@weat.org)



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## Copyright Transfer Form

### Author/Employer Rights

If you are employed and you prepared the work identified in this release as part of your job, the work is considered "a work for hire," the copyright to which initially rests with your employer. By signing this copyright transfer form, you are certifying that you are a properly authorized agent of your employer and have the permission of all co-authors to sign Part A of this form. It is the responsibility of the author(s), not Texas Water, Texas H2O or Texas WET, to determine whether the prior consent of other parties is necessary for the transfer and release of copyright to their material.

**U.S. Government Employees:** Please sign Part B of this form. Any co-authors who are not U.S. Government employees should sign Part A of this form.

Authors: \_\_\_\_\_

Title/Description of Work: \_\_\_\_\_

### Part A

The above identified author(s)/employer hereby grants the Texas Water, Texas H2O and Texas WET (Grantees) the nonexclusive right to publish the above described work in all electronic and print form(s).

Author(s)/employer represents that he/they are the sole proprietor(s) of the work; that the work does not infringe any existing copyright or any other right of any person; that the reproduction, exhibition, or any other use by the Grantees of the work in the publication(s) and form(s) described above will not in any way, directly or indirectly, infringe on the rights of any person; that the work is not a work of the U.S. Government; and that to the best of the author's knowledge, the work contains no libelous or other unlawful matter. The author/employer shall indemnify the Grantees against any claim, demand, or recovery finally sustained in any proceedings brought against the Grantees as publisher of the work by reason of any violation of proprietary right or copyright by, or any unlawful matter contained in the work.

Author(s)/employer retains the right to revise, adapt, prepare derivative works of, present orally, or distribute the work provided that such use is for their personal benefit.

The undersigned certifies that, if this is a work for hire, he is an agent of the employer, authorized to grant rights to and use of the above identified work for hire.

Authorized Signature (Author) Title of Signee \_\_\_\_\_

Employer Date Form Signed \_\_\_\_\_

### Part B - U.S. Government Employees Only

(Note: If your work was performed under a government contract but you are not a government employee, sign Part A above. If any of your co-authors are not U.S. Government employees, they should sign Part A above.)

The above identified author(s) certify that he/they were employees of the U.S. Government and that he/they performed the above identified work as part of their official duties and the work is therefore a work of the U.S. Government not subject to U.S. copyright protection.

Authorized Signature \_\_\_\_\_ Title of Signee \_\_\_\_\_

**Title of Tech Talk Article Here (Style Heading 1)**

**By Author's Names (Style Authors)**

**Address of primary contact XYZ Corp., 1234 Main Street, Jackson, MS 20202**

**Keywords (Style Heading 2)**

Use keywords that readers might use to search for your content on the Water Environment Association of Texas website. All standard paragraphs are the Normal style.

**Subheads in Boldface Type Aligned with Left Margin (Style Heading 2)**

Authors of Texas WET “Tech Talk” articles should use this template to submit their manuscripts. The page format is portrait. Headers should be edited to reflect the title and page number of the manuscript. Footers are not used.

The following criteria apply to all text in manuscripts:

- Do not use special formatting. Use the formatting within this template. Use the style sheets in this file to format your text.
- Lists beginning with bullets are styled Text w/ Bullets.
- Do not use superscripts and subscripts in text. For example, do not superscript the “th” in “the 4th of July.”
- Use one space, not two, after the period at the end of a sentence.
- Do not use page or section breaks.
- Do not use color in the text.

By using the style sheets in this template, it is not necessary—or desirable—to use two paragraph returns after each paragraph.

**Equations**

Format all equations as separate paragraphs. Apply the Equation style to paragraphs containing equations. Subscripts and superscripts may be used in equations that are in separate paragraphs.

$$\sqrt{xyz} + \frac{132^n}{\sqrt{x}} - y = 123^2 + (x + y^n) \frac{xyz^2}{x} + y^2$$

**Graphics**

Graphics should be submitted as individual files and should not be placed within the Word document. Refer to the “Graphics Guidelines” section in the “Article Submittal Requirements” document. All graphics should be numbered and referred to in the text. For example, “Figure 1 describes the configuration of the Planet X wastewater treatment plant.” Immediately following the paragraph that references the figure, indicate the position of the figure in a separate paragraph that includes a caption for the figure. This paragraph should be in the Graphic style. An example follows:

**Insert Figure 1. Caption: This text should be short and may be in phrase or sentence form.**

After the reference to the position of the figure, the text flows as usual.

## Tables

Tables must be no wider than 7 in. and no deeper than 9 in. Text within tables should be in the Table Text style. Use boldface for column and row headings, as illustrated below.

	<b>Column head</b>	<b>Column head</b>	<b>Column head</b>
<b>Row head</b>	Table text	Table text	Table text
<b>Row head</b>	Table text	Table text	Table text
<b>Row head</b>	Table text	Table text	Table text

## Acknowledgements

Authors may include acknowledgements of those who may have contributed information that was helpful in the preparation of the manuscript. This section is optional.

## References

The following samples show the formatting for various types of references. Follow the order of information and style of the samples.

AOSO Organization. (1995) A Study of the Topic of Interest, Field reports and research.

Doe, Janet. (1995) Another Good Article, *Another Good Journal*, Vol. 10, No. 3, pp. 765-780.

Lanaham, Suzanne. (1997) An Article Explaining Things, *A Really Good Journal*, Vol. 3, No. 10, p. 232.

Waters, James. (1993) *The Study of XYZ*, pp. 235–545.

## About the Author(s)

A brief paragraph may be included for each author describing his or her credentials and area of interest or specialty.