



Water Environment Association of Texas

Article Submittal Requirements

Readership

Texas WET magazine is published bimonthly in February, March, May, July, October and November. It is circulated to more than 3000 water 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 Melissa Sansing at, (512) 693-0060 or melissa@weat.org, or Julie Narhgang (210) 325-3087, julie@weat.org to discuss article ideas. Technical articles cannot be 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 between 2000-2800 words. 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. Previously published "Tech Talk" articles can be found on the WEAT website at <https://www.weat.org/texas-wet>.

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. Graphics may be black and white or full color. Graphics should not include corporate logos. Since all graphics are subject to size adjustment, line weights must be at least one 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. 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 seven in.; depth and should not exceed nine in.

Submitting Manuscripts

Manuscripts should be submitted via e-mail to Melissa Sansing at melissa@weat.org or Julie Narhgang at julie@weat.org. 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, and cover letter must also include the filenames of the article and all the associated graphics that e-mail address). The have been transmitted by e-mail,

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Copyright Transfer Form

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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.

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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).

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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.

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MANUSCRIPT SAMPLE AND FORMATTING FOR TEXAS WET MAGAZINE ARTICLES

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

	Column head	Column head	Column head
Row head	Table text	Table text	Table text
Row head	Table text	Table text	Table text
Row head	Table text	Table text	Table text

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

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.