

## Technical Paper Submission Guidelines\*

Technical Papers should be scholarly in style and formally structured, with a bibliography (in Harvard style) and aimed at an audience that can comprehend scientific, technical and economic arguments. Authors should bear in mind the multi-disciplinary audience, so papers should avoid the most arcane aspects of a topic.

Length should be in the range of 3,000 to 5,000 words, including an Abstract of around 200 words. A formal structure of: Abstract; Introduction; Method; Results; Discussion; Conclusion; Acknowledgements; References; and Author Biographies is preferred. Papers should also be accompanied by a 500-word Executive Summary, which will be considered for publication in *Current* magazine, as well as on the AWA website, with a link to the full paper. The Summary should be informal in style, to appeal to a general audience.

Acceptance is at the discretion of the Editors and Technical Advisory Committee.

Submissions are tabled at monthly committee meetings and papers are reviewed by between one and three experts, who expect high standards. Referee comments are forwarded to the principal author for further action.

### GENERAL EDITORIAL PRINCIPLES FOR TECHNICAL PAPERS INCLUDE:

- Papers should be of interest to a (mainly but not exclusively Australian) water industry audience and should not be used for advertising purposes, although brand or company names may be provided for context when relevant
- Clarity of expression is important, as is cogent argument
- Text should be provided in a Word document. Fonts and page layout are not important, as the editor and designer format each paper to style
- English spelling is preferred, e.g. 'organise', not 'organize'
- Metric units should be used
- Numbers one to nine should be spelt out; larger numbers can use numerals, e.g. 21
- In text, words are preferred to symbols, e.g. 'and' not '&'; however, an exception is 'per cent', which can be rendered as %, for simplicity.
- Acronyms should be spelt out at first instance
- Figures and tables should be referenced numerically in the text rather than by position, and labelled accordingly (e.g., 'see Figure 1', not 'see figure below')

### GRAPHIC MATERIAL:

All graphic material should be provided as separate files, as well as embedded in the Word Document to show preferred positioning. Diagrams, charts and graphs should be supplied as high-res PDFs, saved from the original programs. Images should be supplied separately at their original size. All graphic material should be suitable for reproduction in a 12cm-wide column @ 300dpi.

Note: With our new Water e-Journal there is now also the potential to include the added value of data files, animated content and any other web-based media.

*Water e-Journal* will consider papers that have been previously published/presented (e.g. at a recent conference), pending copyright clearance, or an updated, extended or shortened version.

## Checklist for Technical Paper Submissions

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| ✓ Separate 500-word Executive Summary   | ✓ Conclusion   |
| ✓ Brief heading and subheading succinctly outlining the main focus of the paper | ✓ Acknowledgement/s  |
| ✓ Abstract (about 200 words), followed by Key Words                             | ✓ References (as cited in the text, but in alphabetical order) |
| ✓ Introduction  | ✓ Brief author bios, including email address                   |
| ✓ Method  | ✓ Author pics (head & shoulders)                               |
| ✓ Results and Discussion  | ✓ High-res pdfs of figures, diagrams, tables etc.              |
|   | ✓ High-res jpegs of images                                     |

\* Please note: Published submissions become copyright of Water e-Journal unless otherwise negotiated.