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## GUIDELINES FOR PREPRINT AND PAPER PUBLICATION

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Authors are requested to observe to these guidelines in the preparation of your manuscript. Manuscripts that do not meet the format requirements for text, tables and figures will be returned to authors for correction, and those not resubmitted in the proper format by the deadline for printing may not be published.

Manuscripts must be typed in single column to a page. Margins should be 1" all around. Text, tables and figures should not extend into the outside margins.

The final manuscript is recommended not to exceed 15 pages for Papers including all tables, figures and illustrations. Please submit in Microsoft Word format (.doc or .docx). <https://eswp.com/eswp-file-upload/>

### MANUSCRIPT ELEMENTS

The typed manuscript should have the following items which are to be arranged in order as listed below.

**TITLE** - type the exact title of the paper in Title Case (upper and lower case) centered on the page. Type the author(s) name in ALL CAPS, and affiliation(s) in Title Case. Professional designations (e.g., Ph.D., P.E.) are acceptable. Do not include the author's job title, position, or degrees.

1. **ABSTRACT or KEYWORDS** (suggested) – A brief abstract or summary of your presentation as well as any industry specific keywords, may be shown before the Main Body. This information should also go across the entire width of the page.

2. **MAIN BODY** (required) - See detailed instructions which follow.

3. **GRAPHICS** (if applicable) - See detailed instructions which follow.

4. **ACKNOWLEDGMENT** (if applicable) - Type acknowledgment within one column, using main head for the title "Acknowledgment".

5. **REFERENCES** (if applicable) – Follow APA formatting for all references. References should be cited in text, and all reference should be listed on a separate “References” Page. See detailed instructions which follow.

6. **APPENDIX** (if applicable) - Type appendix in one column format, using main head for the title "Appendix". An appendix may consist of only figures and/or tables although it is preferable to insert figures/tables in the text. These must conform to the detailed instructions.

### PREPARATION FOR PUBLICATION

**PUBLICATION FORMAT** – Proceedings for the International Water Conference® are now published for digital download. The final manuscript should be single-column format, and is recommended not to exceed fifteen (15) pages for Papers including all tables and illustrations.

**ELECTRONIC** format is required and should be a single file. The preferred format is MS Word.

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**FONT TYPE** –Font is 12-point Times New Roman.

**MARGINS AND TABS** - Type only within the margins specified - 1” for left, right, top and bottom margins. Set tabs at five-space intervals.

**SPACING** - To enable you to take maximum advantage of the allowed space, single line spacing is required. Do not add extra spaces between paragraphs or sentences.

**HEADINGS** - There are three types of headings: main, subhead and secondary subhead. They are shown below as they should be typed in your paper.

### MAIN HEAD

A main head should be typed in all capital letters and centered with one line of space above and below.

**SUBHEAD** - A subhead within a section should be typed in all caps and run into the paragraph and do not leave a line of space above or below.

Secondary Subhead - A secondary subhead should be typed in upper and lower case, underscored, indented, and run into the paragraph. Do not leave a line of space above or below.

**REFERENCES** – All cited references should follow APA formatting. When using APA format, follow the author-date method of in-text citation. This means that the author's last name and the year of publication for the source should appear in the text, for example, (Jones, 2009), and a complete reference should appear in the Reference list at the end of the paper. Reference list entries should be alphabetized by the last name of the first author of each work. All lines after the first line of each entry in your reference list should be indented one-half inch from the left margin (hanging indentation.) Additional information can be found at <http://www.apastyle.org/>

**EQUATIONS** - Center equations (approximately) within a single column, using accepted rules for splitting of the equation if it is too long to fit on one line. Equations should be numbered consecutively with the number enclosed in parentheses, flush to the right-hand margin. Correct reference to an equation in the text is Eq. (1).

**FOOTNOTES** - Each footnote must be inserted at the bottom of the column in which its reference appears. Designate each such reference in the text with an asterisk (\*), not a number. Use dot asterisks if two or more footnotes occur in the same column.

**GRAPHIC ELEMENTS** - Specific instructions for Tables, Graphs, and Photographs appear below. For electronic submissions, these materials must be imbedded into your document so that only a single electronic file is sent to the Conference Offices.

**TABLES** - A table should be included immediately after the paragraph in which it is first identified. If there is not enough room on a page, the table should be placed at the top of the next page and the preceding space should be filled with type. Tables should be numbered consecutively and mentioned at the proper places within the text. Tables must be numbered with Arabic numerals and given a title

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to avoid the necessity of a detailed description in the text. The table number and title should be placed above the table, flush left, with a double spacing between.

The identity of data, the units of measurement, and other qualifying information should be placed at the top of each column. Column headings should be brief, specific, and clear. Where space is limited, symbols or characters may be used in place of headings and defined in a footnote.

Special care should be taken in dealing with decimal quantities. The number 1.5 is not the same as 1.50 or 1.500. A measurement of 1.5 indicates accuracy to the nearest tenth; 1.50 indicates accuracy to the nearest one hundredth. Authors should check carefully to avoid misrepresentation. It is good practice to use a zero before the decimal point where the value of the number is less than one.

**FIGURES** - Figures include any line drawings. All figures should be numbered consecutively and mentioned at the proper places in the body of the text. The figure number and title should be placed above the figure, flush left, with a double spacing between.

**PHOTOGRAPHS** – Where possible, images should be imbedded directly into the text. If you do use photographs, please ensure that they have good contrast.

**SUBMITTAL PROCEDURE** - Submit all requested information to ESWP in compliance with established deadlines. Materials not received by the deadline may not be printed.

Files should be uploaded via FTP site at [eswp.com](https://eswp.com). For electronic submissions, please save your file as your presentation number and document type (i.e., IWC 23-XX Prelim Paper) where XX is your individual paper number as published in the On-Site Brochure. For example, “IWC 23-01”. Document type will be either be “Prelim Paper” or “Final Paper.”

File Upload Site URL: <https://eswp.com/eswp-file-upload/>

If you have any questions, please send them to David Teorsky ([d.teorsky@eswp.com](mailto:d.teorsky@eswp.com)), IWC Conference Manager.