



The New York Water Environment Association, Inc.
The Water Quality Management Professionals

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AUTHOR'S GUIDELINES:
Manuscript Submissions to *Clear Waters Magazine*

Clear Waters, the official publication of the New York Water Environment Association, welcomes submissions from its members and other interested parties. We publish each quarter both in hardcopy and, in part, on the NYWEA website. Authors are not paid for articles, but retain rights after publication.

Clear Waters is read by consultants, operators and regulators involved in wastewater treatment and the water environment. It is not a scientific journal. We prefer articles that are educational and show how challenges to wastewater treatment – technical, operational and policy issues – were overcome so readers will benefit.

Articles should not be construed as promotional material for a particular company, firm, product or service. The appearance of a company or product name in the article shall be limited to one occurrence and/or be at the discretion of the *Clear Waters* editor. Company, product or service affiliation shall be limited to the author's brief biography which appears at the end of the published article.

If a manuscript was published elsewhere, this must be indicated. If considered for reprint in *Clear Waters*, the author(s) must provide written copyright transfer permission.

ARTICLE LENGTH AND FORMAT:

- The majority of articles are between 1,500 - 3,000 words (but may be as short as 750 or as long as 5,000 words, depending on the topic treatment agreed upon).
- The text document must be in Microsoft Word, with preferred single-spaced, indented paragraphs in Times Roman, 12 pt. body text.
- If any citations/references included, list them only at the end of article.
- Do **NOT** "Restrict Edit" your document; do **NOT** add page numbers. Do **NOT** send final submissions as PDFs.
- **Include the name, title, affiliation, mailing and email address of the/each author.** If multiple authors, note which author is the lead, and who the contact person is for questions. (*Each author will receive a courtesy copy of the edition in which published.*)

HOW TO SUBMIT:

- Submit manuscripts via email in an attached Microsoft Word file, ATTN: Kerry Thurston, Editor, at Clearwaters@nywea.org. If necessary, the manuscript and/or images may be mailed on CD to: NYWEA, Attn: *Clear Waters* Editor, 525 Plum Street, Suite 102, Syracuse, NY 13204.

- Images (required with each manuscript) should be sent *separately* (NOT in the text file) as .jpg or .tiff files (see image requirements below). Only data tables are acceptable within the article's Word document.

GRAPHIC/PHOTO REQUIREMENTS: Every article suitable for *Clear Waters* benefits from photographs and/or technical illustrations (at least one per page). We publish in four color.

- **Send photos *separately* from the text** in their original formats. **DO NOT copy images** from websites or low resolution design documents such as PowerPoint.
- Images are required as **.jpg or .tiff files** in sizes as large as possible – minimum 2400 pixels along the shortest edge - with a density of **at least 300 dots per inch (dpi)**. (EXAMPLE: To achieve a quality 8x10-inch print at 300 dpi, the digital image size should be 2400x3000 pixels, at minimum [300 dpi x 8 inches = 2400]).
- In the manuscript or in an email, **include a brief caption** for each image, as well as appropriate attributions (the photographer/artist or the organization giving permission to use). *NOTE: Permission must be granted from the entity/person credited in order to publish any image used. Providing the credit(s) should be viewed as giving express permission to print (or reprint) the image(s) in Clear Waters.*
- **Send Excel files** for most graphs or charts. Do not use light line weights or tiny lettering on drawings as they reproduce poorly.
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- **Remember**, all images must be given attribution and be accompanied by brief descriptions.

NEWS RELEASES: *Clear Waters* accepts news releases with photos that are pertinent to the interests of NYWEA readers/members (send same).

TAKE NOTE: *All submissions are subject to review, final editing and approval by the Clear Waters editor and/or the NYWEA Publications Committee. Clear Waters does not guarantee publishing of any solicited or unsolicited manuscript (or images) received. We do not publish articles or news items that promote a product/service as that would be equivalent to advertisements.*

QUESTIONS? Contact Kerry Thurston, *Clear Waters* editor at: clearwaters@nywea.org or call 315-278-1632 (leave message).

Interested in Advertising in Clear Waters? Please contact Rebecca Martin at: Rebecca@nywea.org or call 315-422-7811.