

## Author Guidelines

Thank you for submitting an article to *Clear Waters*, a quarterly publication of the New York Water Environment Association

**Please note:** if your article has been *previously published* you must provide *written copyright transfer permission*.

*Following the guidelines below, as well as the list of things to avoid on the right*, will help expedite the publication process and streamline editor/author communications.

- **Article length:** our articles average 1000-2000 words.
- Manuscript **must** be submitted as a **Microsoft Word document**.
- **Topic Headings** (if any) in Bold font, subheadings in Bold Italic.
- **Submitted images must be high resolution:** *Clear Waters* prints at 300 pixels per inch. *The bigger the image size, the more flexibility we have with layout.*  
*You can check image print size here using pixel dimensions:*  
<https://elearningart.com/community/free/pixel-print/>
- Please send **ORIGINAL high-resolution graphic files (JPG or TIF)** and excel files for charts *with captions and credits for each*.
- **Citations/references** should be clearly noted in the manuscript.
- **Author biography** must include name, title, affiliation and email address of each author. Please indicate the lead author, as they will be the contact for questions.

All submissions are subject to review, final editing and approval by the *Clear Waters* editor and Publications Committee. **Submission does not guarantee publishing.**

Please submit manuscripts via email to **clearwaters@nywea.org** and **include images/graphics as SEPARATE ATTACHMENTS.**

## SUBMISSION PITFALLS TO AVOID

Please **don't embed images/graphics** in the Microsoft Word manuscript. They **must be sent as SEPARATE FILES.**

**Do not send** the manuscript as a PDF *(we can't edit).*

Low-resolution images **should not be copied** from websites, PowerPoint presentations, Microsoft Word documents, etc.

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