

# PREPARING AND SUBMITTING YOUR WEFTEC PAPER

**DUE: Monday, July 19, 2021 at 9:00AM Eastern**

To ensure timely delivery of the online conference proceedings to all participants, it is **important** that you follow these instructions and submit your paper **NO LATER THAN by 9AM Eastern on July 19 via the online submittal system.**

## General Guidelines

- **NEW! Final paper must be uploaded in PDF format**
- **NEW! Create your paper using the [template](#) provided by WEF**
- **NEW! When submitting final paper, save file as presentation title followed by the word “paper”**
- Minimum of 4 pages, maximum of 30 pages
- Make sure all track changes are accepted in the document before you PDF it
- Final papers must be submitted via the speaker portal by **July 19**
- All authors and co-authors must sign a license agreement by **July 23**
- Do not include headers, footers, or page numbers in the paper. Leave the existing footer that is in the template already.

## Scholarship

WEF requires authors to practice good scholarship in the preparation of technical papers. Authors that are reliant on the concepts of other earlier investigators must provide references to that work. This is also extending to the use of data, information, and reproduced figures or tables. This requirement is not only for the ethical practice of giving credit where it is due but also to allow any reader to research earlier developments.

Please have your paper edited and proofed before submittal. It will be published as is on the online proceedings, and in other publications if accepted. WEF has aligned formats for WEFTEC and our scholarly journals to make it easier for you.

## Details: Use the WEFTEC Template for this year!!

FORMAT	
Paper Size/ Orientation	8.5” x 11” with portrait orientation
Length	<b>30 pages</b> maximum, <b>4-page</b> minimum
Line and Paragraph Spacing	a) <b>Single</b> space within paragraphs, <b>double</b> space between paragraphs. b) Do not indent paragraphs.
Margins	<b>1 inch margins</b> all around (top, bottom, left & right).
Justification	<b>Left-justify</b> with no indentations.
Font	a) <b>Times New Roman, 12 point</b> , except where otherwise noted. b) Superscripts and subscripts should be no smaller than 6 point.
Electronic File Formats	NEW this year- you must upload a PDF of the final paper!
Page Format “Do Nots”	a) <b>Do not insert headers, footers, or page numbers.</b> b) <b>Do not insert corporate/organization logos, including the WEF or WEFTEC logos.</b> c) <b>Do not use footnotes. Endnotes preceding the references are acceptable.</b>
Graphics	a) Must be embedded. b) Color is encouraged.

	<p>c) May be landscape and/or portrait orientation.</p> <p>d) Must fit on 8.5 x 11 inch paper.</p> <p>e) Do not include any in the Abstract section.</p> <p>f) Headings for figures should be located under the figure.</p> <p>g) Headings for tables should be just above tables.</p> <p>h) Photographs of people should not be used.</p>
Equations	<p>a) Equations should remain in the body of the text.</p> <p>b) Format as a separate paragraph.</p> <p>c) Equations and formulas should be numbered separately and sequentially throughout the text.</p> <p>d) All variables and special symbols, such as Greek letters, must be clearly identified and explained, and units of measurement provided.</p>
Units of Expression	<p>a) Supply all data in the text, figures, and tables in metric notation and International System of Units (SI) nomenclature.</p> <p>b) If desired, show English/conventional units in parentheses following the metric quantities.</p> <p>c) Common conversion factors can be found at:  <a href="http://www.wef.org/AWK/page.aspx?id=1949&amp;terms=constants%2c+chemicals">http://www.wef.org/AWK/page.aspx?id=1949&amp;terms=constants%2c+chemicals</a></p>
Additional Style Elements	<p>a) Capitalization:</p> <ul style="list-style-type: none"> <li>• Capitalize words that are 4 characters and over, including prepositions</li> <li>• To – capitalize when part of an infinitive: Production Department To Develop New Logo (infinitive) to – lowercase when part of a preposition: Driving Production to the Brink of Insanity (preposition)</li> <li>• as: lowercase when used as a preposition; capitalize otherwise</li> <li>• mgd: all lower case</li> </ul> <p>b) Punctuation:</p> <ul style="list-style-type: none"> <li>• Use a serial comma when writing lists (The flag is red, white, and blue.).</li> <li>• Spacing: only one space after any punctuation mark (period, comma, colon, etc.)</li> <li>• Bulleted list: introduce list with a colon: And capitalize the first letter after the colon in a sentence.</li> </ul> <p>c) Hyphenation and Commonly Used Words:</p> <ul style="list-style-type: none"> <li>• Cost-effective</li> <li>• Fixed-film</li> <li>• Graywater</li> <li>• High- most compound adjectives formed with “high” are hyphenated: high-rate, high-velocity, high-speed</li> <li>• Hollow-fiber (adjective)</li> <li>• In situ (not italic)</li> <li>• Jump-start (always hyphenate)</li> <li>• Leading-edge (adjective)</li> <li>• Low-dose (adjective)</li> <li>• Long-term (adjective), long term (noun)</li> <li>• Online (except on-line process analyzer)</li> <li>• Onsite</li> <li>• Pretreatment</li> <li>• Real-life (adjective)</li> <li>• Real-world (adjective)</li> <li>• Re-rate, re-rating</li> <li>• Reuse</li> </ul>

	<ul style="list-style-type: none"> <li>• Side stream</li> <li>• Small-scale</li> <li>• Stormwater</li> <li>• System-wide</li> <li>• Triple-bottom-line (adjective)</li> </ul> <p>d) State Names:</p> <ul style="list-style-type: none"> <li>• State names should be spelled out. For example Virginia and not VA</li> </ul>
Acronyms and Terminology	<p>a) Use common acronyms to abbreviate long expressions.</p> <p>b) Spell out acronyms on the first occurrence.</p> <p>c) To promote public acceptance of reuse projects, the Water Environment Federation has adopted the use of the word biosolids to describe the primarily organic solids product of municipal wastewater treatment that meets U.S. Environmental Protection Agency or applicable criteria for beneficial use. Biosolids is generally used after recycling criteria have been achieved, typically at the outlet of the stabilization process. Sludge refers to the unstabilized solids and should be used with a specific process descriptor, such as primary sludge, waste activated sludge, or secondary sludge. For a general description, <i>solids</i> or <i>residuals</i> is preferred. In addition, sludge is discouraged as a process descriptor. For example, use <i>dewatering</i> and not <i>sludge dewatering</i>.</p>
In-Text Citations	<p>a) <b>Scholarship – WEF requires authors to practice good scholarship in the preparation of technical papers.</b> Authors that are reliant on the concepts of other earlier investigators must provide references to that work. This is also extends to the use of data, information and reproduced figures or tables. This requirement is not only for the ethical practice of giving credit where it is due but also to allow any reader to research earlier developments.</p> <p>b) Cited references in the narrative, graphics and tables should consist of either the author(s) and year of publication or the year of the publication only, depending on the narrative context.</p> <p>c) If the same author(s) is cited in more than one publication in the same year, lower-case letters (a, b, c, etc.) are appended to the year in the first and succeeding citations.</p> <p>d) Periodical titles are to be abbreviated in accordance with the CPlus system (<a href="http://www.cas.org/sent.html">http://www.cas.org/sent.html</a>).</p> <p>e) Examples:      “There are several alternatives (Jones and Smith, 1992a) for handling these wastes.”      “Jones and Smith (1992b) have documented the source of these wastes.”</p>
<b>CONTENT DETAILS</b>	
Title	<p>a) Title should use bold, 16-point type, and be aligned to the left.</p> <p>b) Refrain from using colons, question marks, or other unnecessary punctuation.</p> <p>c) Limit to 135 characters.</p> <p>d) Do not include the name of the conference, location of conference, conference dates and session/number in your paper.</p>
Author Affiliation	<p>a) List all authors (full name) and their affiliations (institution or company name only) using numerical superscripts.</p> <p>b) Identify the corresponding author by an asterisk.</p> <p>c) Provide an email address for the corresponding author.</p>
Headings and Subheadings	<p>a) Headings should be flush left, boldface, 12-point, all caps (<b>ABSTRACT</b>)</p> <p>b) Subheadings should be flush left, boldface, 12-point, upper and lower case (<b>Subhead Title</b>)</p>
Abstract	<p>a) Should be a concise, factual summary of the paper including objectives, methods,</p>

	<p>results, conclusions.</p> <p>b) Limit: 150 words.</p>
Keywords	<p>a) Keywords are required</p> <p>b) List in order of importance</p> <p>c) Should identify the main points of the paper</p> <p>d) Limit: 10 keywords/phrases</p> <p>e) Separated by a comma</p> <p>f) Follow format in sample paper</p>
Introduction	<p>a) Introduce your topic and outline the problems here.</p> <p>b) Place your work in the context of other work done in the field, referencing pertinent research and background.</p>
Methodology	<p>a) Include all information here that is necessary for replication of the work.</p> <p>b) Include source of materials, experimental conditions, and detail descriptions of any new techniques.</p> <p>c) Include the vendor (or supplier) and its location (city, state or province, country) for all products and equipment.</p> <p>d) Identify computer software by name and location of the developer, and the version number.</p>
Results	<p>a) This section organizes and presents data.</p> <p>b) Highlight the key outcomes here.</p> <p>c) Attribute and acknowledge all data properly.</p>
Discussion	<p>a) Use this section alone or in combination with the Conclusion section.</p> <p>b) Place the results in the proper context, being sure to cover the points you said you would in your introduction.</p> <p>c) Elaborate upon any important and/or unexpected outcomes.</p>
Conclusions	<p>a) Tie up your key points.</p> <p>b) Discuss possibilities for further research or work.</p>
References	<p>a) References should be included at the end of the paper.</p> <p>b) Follow the format in the "Sample Paper". The American Chemical Society guidelines may also be used if you do not see a sample reference that matches your source.</p> <p>c) Basic format is:</p> <p>d) Alphabetize by list by the last name of the first author cited.</p> <p>e) Order the items in each reference as: author(s); year of publication; title of work; periodical, publisher, conference, etc.; volume number, issue number (if journal does not use continuous pagination), and initial and final page numbers.</p> <p>f) Begin each reference on the left margin and indent subsequent lines by ½ inch.</p>

## PAPER SUBMISSION

When creating your paper, be sure to review the guidelines. To make sure your paper is in the correct format, we have provided the [WEFTEC Paper Template](#). Only papers using this formatting will be accepted into the program. Before submission, make sure you have accepted all track changes and exported the paper in PDF format.

**You will receive an email from the speaker portal system when we are ready to begin collecting manuscripts.**

**Final papers must be submitted to WEF via the speaker portal by **July 19, 2021** or we will not be able to include your presentation in the program.**

If you have any questions regarding the final paper or the license agreements, please send an email to WEF Staff at [speakers@wef.org](mailto:speakers@wef.org).