

PREPARING AND SUBMITTING YOUR WEFTEC PAPER

DUE: Tuesday, July 12, 2022 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 9:00 AM Eastern on July 12th via the speaker portal.**

General Guidelines

- **NEW! Final paper must be uploaded in PDF format**
- **NEW! Create paper using template provided by WEF**
- **NEW! To submit final paper, save file name as “Presentation Title - Paper”**
- **NEW! 100-word summary must be submitted alongside paper in the speaker portal**
- Minimum of 4 pages, maximum of 30 pages
- Accept all track changes before converting to PDF
- Do not include page numbers in the paper. Leave the existing header and footer found in the template.
- Final papers must be submitted via the speaker portal by **July 12**. Emailed documents will not be accepted.
- All authors and co-authors must sign a license agreement by **August 1**. Signed agreements sent via email will not be accepted.

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.

Creating Your Paper For WEFTEC

The following pages contain instructions and tips on how to create and format your WEFTEC paper. These guidelines will serve as a tool informing you of what to include in each section of your paper. Please use these guidelines alongside the template/sample provided to ensure your paper meets all the necessary requirements for acceptance into the WEFTEC 2022 Conference Proceedings. Using the instructions found in this packet, be sure to utilize cross referencing, include hyperlinks, and accept all track changes before converting your paper to PDF format.

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FORMAT	
Paper Size/ Orientation	8.5" x 11" with portrait orientation
Length	30 pages maximum, 4-page minimum
Line and Paragraph Spacing	a) Single space within paragraphs, double space between paragraphs. b) Do not indent paragraphs.
Margins	1 inch margins all around (top, bottom, left & right).
Justification	Left-justify with no indentations.
Font	a) Times New Roman, 12 point , 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) Do not insert headers, footers, or page numbers. b) Do not insert corporate/organization logos, including the WEF or WEFTEC logos. c) Do not use footnotes. Endnotes preceding the references are acceptable.
Graphics	a) Must be embedded. b) Color is encouraged. c) May be landscape and/or portrait orientation. d) Must fit on 8.5 x 11 inch paper. e) Do not include any in the Abstract section. f) Headings for figures should be located under the figure. g) Headings for tables should be just above tables. h) Photographs of people should not be used.
Equations	a) Equations should remain in the body of the text. b) Format as a separate paragraph. c) Equations and formulas should be numbered separately and sequentially throughout the text. d) All variables and special symbols, such as Greek letters, must be clearly identified and explained, and units of measurement provided.
Units of Expression	a) Supply all data in the text, figures, and tables in metric notation and International System of Units (SI) nomenclature. b) If desired, show English/conventional units in parentheses following the metric quantities.
Additional Style Elements	a) Capitalization: <ul style="list-style-type: none"> • Capitalize words that are 4 characters and over, including prepositions • 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) • as: lowercase when used as a preposition; capitalize otherwise • mgd: all lower case b) Punctuation: <ul style="list-style-type: none"> • Use a serial comma when writing lists (The flag is red, white, and blue.). • Spacing: only one space after any punctuation mark (period, comma, colon, etc.) • Bulleted list: introduce list with a colon: And capitalize the first letter after the colon in a sentence. c) Hyphenation and Commonly Used Words: <ul style="list-style-type: none"> • Cost-effective • Fixed-film

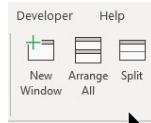
	<ul style="list-style-type: none"> • Graywater • High- most compound adjectives formed with “high” are hyphenated: high-rate, high-velocity, high-speed • Hollow-fiber (adjective) • In situ (not italic) • Jump-start (always hyphenate) • Leading-edge (adjective) • Low-dose (adjective) • Long-term (adjective), long term (noun) • Online (except on-line process analyzer) • Onsite • Pretreatment • Real-life (adjective) • Real-world (adjective) • Re-rate, re-rating • Reuse • Side stream • Small-scale • Stormwater • System-wide • Triple-bottom-line (adjective) <p>d) State Names:</p> <ul style="list-style-type: none"> • State names should be spelled out. For example Virginia and not VA
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) 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 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 (http://www.cas.org/sent.html).</p>

CONTENT DETAILS	
Title	<ul style="list-style-type: none"> a) Title should use bold, 16-point type, and be aligned to the left. b) Refrain from using colons, question marks, or other unnecessary punctuation. c) Limit to 135 characters. d) Do not include the name of the conference, location of conference, conference dates and session/number in your paper.
Author Affiliation	<ul style="list-style-type: none"> a) List all authors (full name) and their affiliations (institution or company name only) using numerical superscripts. b) Identify the corresponding author by an asterisk. c) Provide an email address for the corresponding author.
Headings and Subheadings	<ul style="list-style-type: none"> a) Headings should be flush left, boldface, 12-point, all caps (ABSTRACT) b) Subheadings should be flush left, boldface, 12-point, upper and lower case (Subhead Title)
Abstract	<ul style="list-style-type: none"> a) Should be a concise, factual summary of the paper including objectives, methods, results, conclusions. b) Limit: 150 words.
Keywords	<ul style="list-style-type: none"> a) Keywords are required b) List in order of importance c) Should identify the main points of the paper d) Limit: 10 keywords/phrases e) Separated by a comma f) Follow format in sample paper
Introduction	<ul style="list-style-type: none"> a) Introduce your topic and outline the problems here. b) Place your work in the context of other work done in the field, referencing pertinent research and background.
Methodology	<ul style="list-style-type: none"> a) Include all information here that is necessary for replication of the work. b) Include source of materials, experimental conditions, and detail descriptions of any new techniques. c) Include the vendor (or supplier) and its location (city, state or province, country) for all products and equipment. d) Identify computer software by name and location of the developer, and the version number.
Results	<ul style="list-style-type: none"> a) This section organizes and presents data. b) Highlight the key outcomes here. c) Attribute and acknowledge all data properly.
Discussion	<ul style="list-style-type: none"> a) Use this section alone or in combination with the Conclusion section. b) Place the results in the proper context, being sure to cover the points you said you would in your introduction. c) Elaborate upon any important and/or unexpected outcomes.
Conclusions	<ul style="list-style-type: none"> a) Tie up your key points. b) Discuss possibilities for further research or work.
References	<ul style="list-style-type: none"> a) References should be included at the end of the paper. 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. c) Basic format is: d) Alphabetize by list by the last name of the first author cited. 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. f) Begin each reference on the left margin and indent subsequent lines by ½ inch.

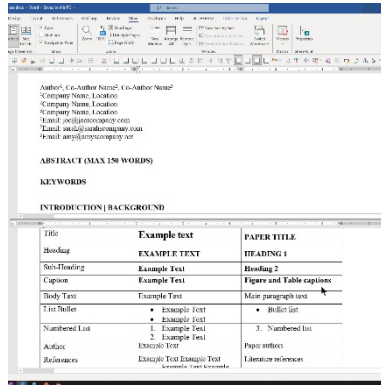
Assigning Styles

To make things easy for those that are unfamiliar with the use of Styles the template includes a style format table from which one can copy the format by following these steps.

On the View Ribbon use the Split button to split the screen



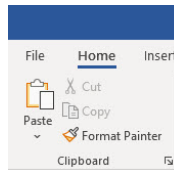
Position the format table at the bottom screen



Place the cursor within the example text for the style format you wish to copy.

Example Text	Fig.
Example Text	Ma
<ul style="list-style-type: none"> Example Text Example Text 	
<ol style="list-style-type: none"> Example Text Example Text 	

Click on the format painter on the Home Ribbon to copy the format. This will copy the format of the text/paragraph at the location of the cursor.



Double click to assign the format to multiple location (i.e. multiple headings throughout the paper)

Activate the top screen by clicking on it once. After the first click the paint format symbol will appear next to the cursor

KEYWORDS
Styles are useful!
 INTRODUCTION | BACKGROUND

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Now use the mouse to apply the format to the intent text segment by "painting" the format onto the text segment. The formatted segment will appear selected.

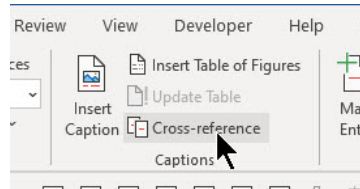
KEYWORDS
 Styles are useful!
 INTRODUCTION | BACKGROUND

Cross Referencing

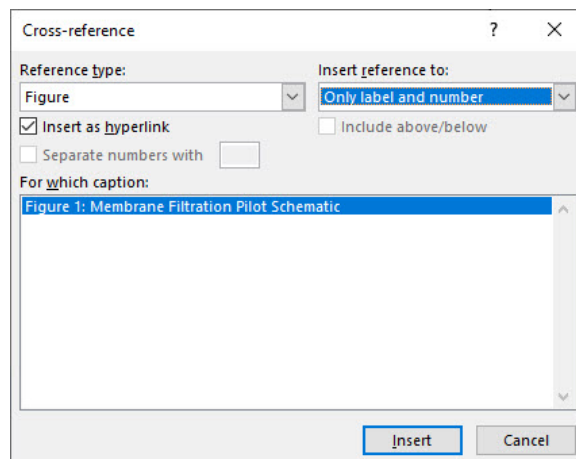
Cross referencing numbered items in Word allows automatic generation of things like a table of content or list of figures, though neither is needed in a paper. Cross referencing figure and table caption however does one more thing. It creates a hyperlink between the caption reference and the caption. Therefore, allowing a reader of the electronic paper to jump straight to the figure or table that is referenced in the text and then use the return button to navigate back to the location of the cross reference. This capability is retained when the document is converted to a pdf.

To cross reference a caption, follow these steps:

On the reference Ribbon select Cross-reference



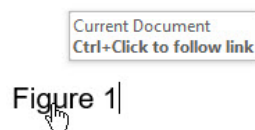
In the Cross Reference dialog Box select the Reference Type (i.e. Table or Figure)



Select “Only label and number” under “Insert reference to”.

Finally select the caption to reference and click on insert

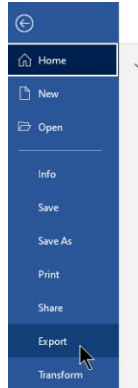
Once the cross reference has been inserted it can be used to navigate directly to the referenced object by holding the Ctrl key and clicking on the cross-reference. This capability is retained when generating the pdf.



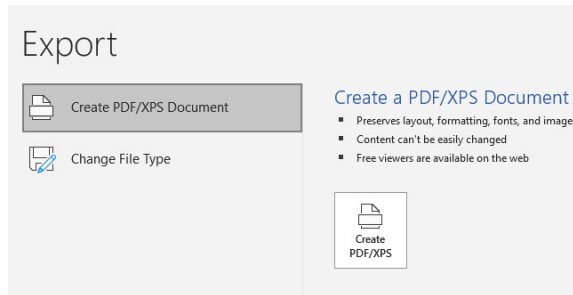
Generate the pdf

There are many options to generate a pdf from a word document through Adobe, Bluebeam or other pdf software. This instruction document only covered the MS Word native pdf export function. Note that other software may have options to include or exclude the cross-referencing links. Follow these steps to export the finished paper as a pdf.

Select the File tab and chose Export



Select pdf and click on create



Verify the caption links work in the pdf. When pacing the curser over the caption reference a hand should appear.

Figure 1

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.

Paper submission will be available in the speaker portal beginning on June 1st, 2022. All authors will receive an email from the speaker portal system when we are ready to begin collecting papers.

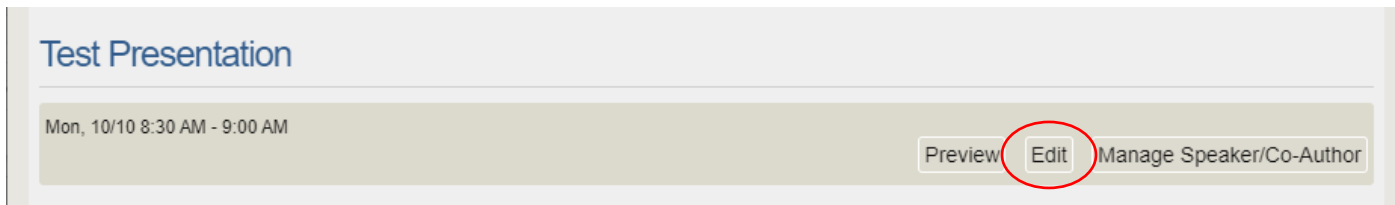
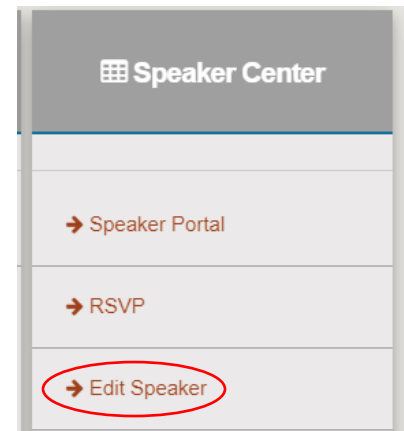
Only primary authors will have the ability to submit papers within the speaker portal. Co-authors need only to sign the license agreement.

100-WORD SUMMARY

For promotion of your paper within the conference proceedings, we ask all WEFTEC authors to submit a 100-word summary along with your paper. Use the steps below to learn where and how to submit your 100-word summary.

Step 1: Within the Speaker Portal Dashboard, click on **Edit Speaker** found in the Speaker Center column.

Step 2: Find the box with your presentation/paper title. Click the **Edit** button found on the right side of the box



Step 3: Type your 100-word summary into the **Manuscript/Paper Summary** box

Step 4: Click **Save**

Final papers and 100-word summaries must be submitted to WEF via the speaker portal by **9:00 AM Eastern on July 12, 2022 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.