

# PREPARING AND SUBMITTING YOUR TECHNICAL PAPER

## SCHOLARSHIP

WEF requires authors to practice good scholarship in the preparation of technical papers. Authors who are reliant on the concepts of other earlier investigators must provide references to that work. This is also in reference to the use of data, information, and reproduced figures or tables.

Have your paper edited and proofed before submittal. It will be published as is in the online proceedings, and in other publications if accepted. WEF has aligned formats for our scholarly journals to make it easier for you. Your paper will be indexed by Google Scholar and all papers are uploaded to CrossRef.

## CONFERENCE PROCEEDINGS

For the proceedings to be delivered to all conference attendees within a timely fashion, it is important for all abstract authors to submit their technical papers no later than the submittal deadline.



**All papers must be submitted via the speaker portal by your conference's deadline.**

Late papers will not be included in the conference proceedings and will be withdrawn from the conference. Deadlines can be found in your speaker guidance packet after acceptance.

### General Guidelines

- Technical papers **must** be submitted in PDF format. (*Accept all track changes before converting to PDF.*)
- Minimum of 4 pages, Maximum of 30
- WEF Staff will provide a template for your technical paper.
- Do **not** include page numbers.
- Do **not** include your own header and footer.
- Do **not** include the instructions from the template.
- **Must submit via the speaker portal.** Any documents emailed to WEF Staff will not be accepted.
- When submitting final paper, save file name as "Author Last Name – Abstract Number – Paper Title". (*Ex: Goines – 1234 – Paper Title*)

### Author Reminders

- Author list on submitted technical paper **must** match author list provided in the speaker portal.
- All authors and co-authors must sign the license agreement provided in the speaker portal by expected deadlines.

### Creating Your Technical Paper

The following pages contain instructions and tips on how to create and format your technical paper. The guidelines are a tool providing information of what to include in each section of your paper. Please use this document alongside the template provided to ensure your paper meets the necessary requirements.

Papers not meeting conference proceeding guidelines will not be included in the conference proceedings.

In your technical paper, be sure to use cross referencing, include hyperlinks, and accept all track changes before converting to PDF format and submitting.

If at any time you need assistance or have questions, please reach out to WEF Staff at [speakers@wef.org](mailto:speakers@wef.org).

## PAPER SUBMISSION

Once you have finished your paper, be sure to go over the guidelines one last time to make sure your paper's formatting is correct. Only papers following the guidelines can be accepted into the program. Before submission you need to make sure you have accepted all track changes and exported the paper in PDF format.

All authors will receive an email from the speaker portal system when WEF begins collecting papers for your conference.

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

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).

## FORMATTING

<b>Paper Size/ Orientation</b>	8.5" x 11" Portrait
<b>Length</b>	<b>4-page</b> minimum <b>30-page</b> maximum
<b>Line and Paragraph Spacing</b>	Single space within paragraphs, double space between paragraphs Do not include indents
<b>Margins</b>	<b>1-inch</b> margins all around
<b>Justification</b>	<b>Left Aligned</b>
<b>Font</b>	<b>Times New Roman</b> <b>12-point</b> Superscripts and subscripts should be no smaller than 6-point font
<b>Headers and Footers</b>	Do <b>not</b> insert your own headers, footers, or page numbers. Provided technical paper template will include the required header and footer. Do not submit paper without the header and footer provided on the template.
<b>Company Logos</b>	Do <b>not</b> include company or organization logos, including WEF/WEFTEC logos.
<b>Notes</b>	Do <b>not</b> include footnotes. Endnotes preceding references are acceptable.
<b>Graphics</b>	<ul style="list-style-type: none"> <li>• Must be embedded.</li> <li>• Do <b>not</b> include graphics in the Abstract section.</li> <li>• Figure headings should be located <b>under</b> the figure.</li> <li>• Table headings should be located <b>above</b> the table.</li> <li>• Do <b>not</b> use photographs of people.</li> <li>• Must fit within paper size.</li> </ul>
<b>Equations</b>	<ul style="list-style-type: none"> <li>• Equations should remain in the body of the text.</li> <li>• Format as a separate paragraph.</li> <li>• Equations and formulas should be numbered separately and sequentially throughout the text.</li> <li>• All variables and special symbols, such as Greek letters, must be clearly identified and explained, with units of measurement provided.</li> </ul>
<b>Units of Expression</b>	<ul style="list-style-type: none"> <li>• Supply all data in the text, figures, and table in metric notation and International System of Units (SI) nomenclature.</li> <li>• If desired, show English/conventional units in parentheses following the metric quantities.</li> </ul>
<b>In-text Citations</b>	<p><b>Scholarship</b></p> <p>WEF requires authors to practice good scholarship in the preparation of technical papers. <u>Authors reliant on the concepts of earlier investigators must provide references to that work.</u> This 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 credit is due but to allow any readers to research earlier developments.</p> <ul style="list-style-type: none"> <li>• 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.</li> <li>• If the same author(s) is cited in more than one publication in the same year, lowercase letters (a, b, c, etc.) are appended to the year in the first and succeeding citations.</li> <li>• 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>).</li> </ul>

## STYLE ELEMENTS

<b>Capitalization</b>	<p>Capitalize words that are 4 characters or more, including prepositions</p> <ul style="list-style-type: none"> <li>• To (capitalize when part of an infinitive) <i>Example: Production Department To Develop New Logo</i></li> <li>• to (lowercase when part of a preposition) <i>Example: Driving Production to the Brink of Insanity</i></li> <li>• as (lowercase when used as a preposition)</li> <li>• mgd (all lowercase)</li> </ul>
<b>Punctuation</b>	<p>Use a serial comma when writing lists. (The flag is red, white, and blue.)</p> <p><b>Spacing</b> Only one space after any punctuation mark (period, comma, colon, etc.)</p> <p><b>Bulleted List</b> Introduce list with a colon: And capitalize the first letter after the colon in a sentence.</p>
<b>Hyphenation and Commonly Used Words</b>	<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> <li>• Side stream</li> <li>• Small-scale</li> <li>• Stormwater</li> <li>• System-wide</li> <li>• Triple-bottom-line (adjective)</li> <li>• State names should be spelled out. (Example Virginia and not VA)</li> </ul>
<b>Acronyms and Terminology</b>	<ul style="list-style-type: none"> <li>• Use common acronyms to abbreviate long expressions.</li> <li>• Spell out acronyms on the first occurrence.</li> <li>• 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>.</li> </ul>

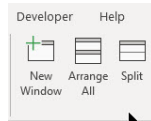
## CONTENT DETAILS

<b>Conference Paper Title</b>	<ul style="list-style-type: none"> <li>• Bold</li> <li>• 16-point font</li> <li>• Left aligned</li> <li>• Do not use colons, question marks, or other unnecessary punctuation</li> <li>• Limit to 135 characters</li> <li>• Do not include conference name, location, or date.</li> <li>• Do not include session title.</li> </ul>
<b>Author Affiliation</b>	List all authors (full name) and their affiliations using numerical superscripts. Identify the corresponding author by an asterisk. Provide email address for corresponding author.
<b>Headings and Subheadings</b>	<p><b>Headings</b> (Example: <b>ABSTRACT</b>)</p> <ul style="list-style-type: none"> <li>• Flush left</li> <li>• Boldface</li> <li>• 12-point font</li> <li>• All Caps</li> </ul> <p><b>Subheadings</b> (Example: <b>Subhead Title</b>)</p> <ul style="list-style-type: none"> <li>• Flush left</li> <li>• Boldface</li> <li>• 12-point font</li> <li>• Upper and Lower Case</li> </ul>
<b>Abstract</b>	Concise, factual summary of the paper including objectives, methods, results, and conclusion. <b>Limited to 150 words.</b>
<b>Keywords (required)</b>	<ul style="list-style-type: none"> <li>• Listed in order of importance, Separated by a comma</li> <li>• Identify the main points of paper</li> <li>• Limited to 10 keywords/phrases</li> </ul>
<b>Introduction</b>	Introduce your topic and outline the problems here. Place your work in the context of other work done in the field, referencing pertinent research and background.
<b>Methodology</b>	<ul style="list-style-type: none"> <li>• Include all information necessary for replication of the work.</li> <li>• Include source of materials, experimental conditions, and detailed descriptions of any new techniques.</li> <li>• Include the vendor/supplier and its location (city, state/province, country) for all products and equipment.</li> <li>• Identify computer software by name and location of the developer and version number.</li> </ul>
<b>Results</b>	Highlight key outcomes and attribute and acknowledge all data properly.
<b>Discussion</b>	Place results in the proper context, being sure to cover points mentioned in your introduction. Elaborate upon any important and/or unexpected outcomes.
<b>Conclusion</b>	Tie up your key points and discuss possibilities for further research or work.
<b>References-</b> American Psychological Association (APA) style preferred	<ul style="list-style-type: none"> <li>• Included at end of the paper</li> <li>• Alphabetize list by last name of the first cited author</li> <li>• Order 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</li> <li>• Begin each reference on the left margin and indent subsequent lines by ½ inch.</li> </ul>

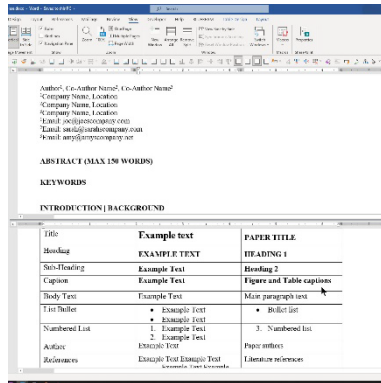
# ASSIGNING STYLES

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 the split the screen



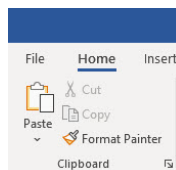
Position the format table at the bottom screen



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

Example Text	Fig
Example Text	Mai
<ul style="list-style-type: none"><li>Example Text</li><li>Example Text</li></ul>	
<ol style="list-style-type: none"><li>Example Text</li><li>Example Text</li></ol>	

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

KEYWORDS

Styles are useful!

INTRODUCTION | BACKGROUND

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!

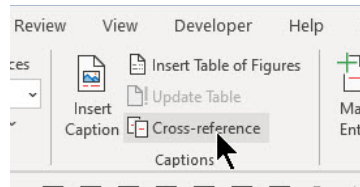
INTRODUCTION | BACKGROUND

## CROSS REFERENCING

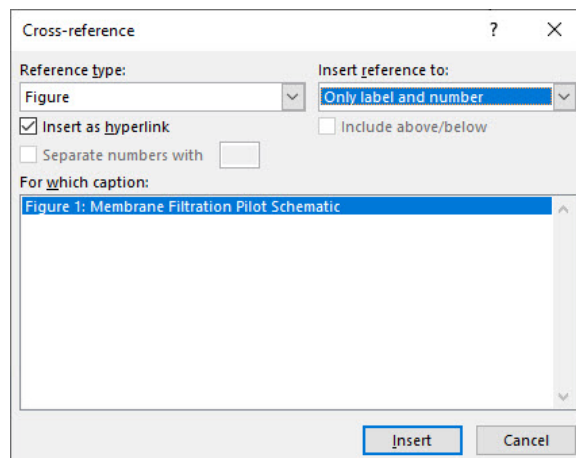
Cross referencing numbered items in Word allows automatic generation of things like a table of content or list of figures, though neither is needed in a paper. Cross referencing figure and table caption however does one more thing. It creates a hyperlink between the caption reference and the caption. Therefore, allowing a reader of the electronic paper to jump straight to the figure or table that is referenced in the text and then used 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



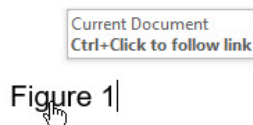
In the Cross-Reference dialog box, select the Reference Type (i.e. Table or Figure).



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

Finally, select the caption to reference and click on insert.

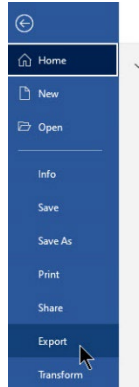
Once the cross reference has been inserted, it can be used to navigate directly to the referenced object by holding the Ctrl key and clicking on the cross-reference. This capability is retained when generating the pdf.



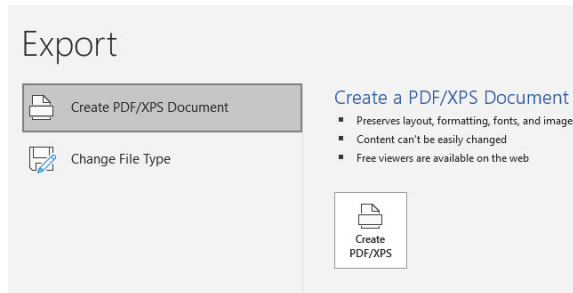
## GENERATE THE PDF

There are many options to generate a pdf from a word document through Adobe, Bluebeam or other pdf software. This instruction document only covers 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 PDF/XPS"



Verify the caption links work in the pdf. When placing the curser over the caption reference, a hand with a finger pointing icon should appear.

Figure 1