

**GUIDELINES FOR PREPARATION OF THE *CE421/521* TERMPAPER
(ADAPTED FROM THE WATER ENVIRONMENT RESEARCH LITERATURE REVIEW
AUTHORS GUIDELINES)**

Close attention and adherence to these guidelines is essential as **NO CHANGES WILL BE MADE TO YOUR MANUSCRIPT AFTER FINAL SUBMITTAL – YOUR TERM PAPER WILL BE PUBLISHED EXACTLY AS IT IS SUBMITTED.**

4.0 ORGANIZATION AND FORMAT

The final manuscript is to be prepared single-spaced in 10-point arial type, with bottom center page numbering beginning with the first page.

Title: At the top of the first page, include the review section title in bold and centered

Authors Names: Immediately below the section title, include all authors names without affiliations and centered.

Term Paper Body: Each review section should start with a short introduction that defines the content of that section (i.e., extent of coverage) and mentions other review sections that may be related (e.g., possible overlaps -- refer to the Committee roster for sections that may overlap and contact other authors as necessary to resolve). The content of the review should be organized in whatever manner makes the most sense. The use of subheadings and sub-subheadings is encouraged where appropriate because they help guide the reader to the most relevant topic(s) within a review. Subheadings can change from year to year in response to changes in the nature of the literature within a particular review topic. No reference is to be cited more than once in a given review section. Avoid creating too many and small paragraphs.

References: References are to be listed at the end of the narrative in alphabetical order by the last name of the first author cited; use double-spaced, hanging indent paragraph format and do not leave spaces in between references (see below for details).

5.0 REFERENCES

Text Citation. Cited references in the narrative portion of the review are denoted by **author's name and year of publication**, according to the following guidelines:

Single-Reference Citations

Standard citation:

(Jones, 1999)

or

“According to Jones (1999),”

For two authors, separate with “and”:

(Smith and Johnson, 1999)

For three or more authors, use first author's name and et al.:

(Henderson et al., 1999)

Multiple-Reference Citations (list references in alphabetical order)

For two references, separate with semicolon:

(Jones, 1999; Smith and Johnson, 1999)

For three or more references, separate with semicolons:

(Jones, 1999; Smith and Johnson, 1999; Williams et al., 1999)

For two or more references having same author but different years, separate years with comma:

(Williams, 1998, 1999)

(Smith and Johnson, 1999; Williams, 1998, 1999)

For two or more identical references, use year followed by “a” and “b”:

(Smith and Johnson, 1999a, 1999b)

(Andrews, 1999; Henderson et al., 1999a, 1999b, 1999c; Williams, 1998, 1999)

Listing of References. References are to be listed in a double-spaced format at the end of the narrative. The list is to be alphabetized by the last name of the first author cited. The order of items in each reference is as follows: author(s); year of publication in parentheses; title of work; periodical, publisher, conference, etc.; and volume number and page, if appropriate. The volume number should be followed by the issue number if the periodical does not use continuous pagination from issue to issue (see item 3 below). Unlike the narrative, **use all authors names in the reference section** (for example, Smith, E.; Jones, A.; Ross, A. P.). Periodical titles are to be abbreviated in accordance with the system adopted by the Chemical Abstracts (refer to the List of Core Journals Covered in CPlus). Examples for cited references are shown below.

Jones, A. B.; Smith, C. D. (1999a) Treatment of Hazardous Wastes in Wastewater Treatment Plants. *Water Environ. Res.*, **71**, 999-1012.

Jones, A. B.; Smith, C. D. (1999b) *Survey of Hazardous Waste Sources in Wastewater Treatment Plants*; Report No. 12345; U.S. Environmental Protection Agency: Washington, D.C.

Ross, B. J. (1999) *Nutrient Removal Technology Guidance*; EPA-450/4-99-030; U.S. Environmental Protection Agency: Cincinnati, Ohio.

U.S. Environmental Protection Agency (1999) *Biosolids Compliance*; EPA-224/6-99-031; Washington, D.C.

Grady, A. P. S., Jr.; Magbanua, H. S., Jr.; Brau, U.; Sanders, B. W., II (1999) A Simple Technique for Estimating the Contribution of Abiotic Mechanisms to the Removal of Synthetic Organic Chemicals by Completely Mixed Activated Sludge. *Water Sci. Technol.* (G.B.), **37**(12), 35-44.

Water Environment Federation (1999) *Prevention and Control of Sewer System Overflows*, 2nd ed.; Manual of Practice No. FD-17; Alexandria, Virginia.

Each word in the title should be capitalized in Reference lists.

Specific points that may arise in preparing reference citations are as follows:

1. One consistent point of confusion is whether the title of a proceedings should be in italics. The

general rule is that if a proceedings of a conference is one of a continuing series (e.g., the annual Purdue Industrial Waste Conference), it is then considered similar to a journal series and it should be italicized. If it is a proceedings of a single meeting or conference, then it is listed as a “Paper presented” and not italicized. For papers presented at the annual Water Environment Federation Technical Exposition and Conference (WEFTEC), references should be listed as follows:

Naylor, L. M.; Williams, C. (1999) Biosolids as a Nitrogen and Phosphorus Resource: Back to the Basics. *Proceedings of the 72nd Annual Water Environment Federation Technical Exposition and Conference* [CD-ROM]; New Orleans, Louisiana, Oct 10–13; Water Environment Federation: Alexandria, Virginia.

2. Reports are listed under the full name of the sponsoring organization (which is abbreviated in the text citation) when no author is indicated.
3. It is not always easy or possible to determine whether a periodical uses continuous pagination. Most peer-reviewed journals are paginated continuously, while many trade journals do not use continuous pagination. If the page number is very high (1428, for example) it is certain that pagination is continuous. If the page number is fairly high (863) and the issue number is low, it is quite likely that the pagination is continuous. If the page number is low (83) and the issue number is high, it is fairly certain that pagination is not continuous. If both page number and issue number are low, it is usually impossible to know whether or not pagination is continuous; in such a case, include the issue number. If the issue number is included, the listing is as follows:

Journal Name, **Vol. No. (in boldface)**, Issue No. (in parenthesis), Page No. (first page only)

(a) Monthly journal example:

Public Works, **34** (5), 78-86.

(b) Weekly journal example:

Eng. News-Rec., **149** (16), 40-47.

4. A periodical issued in “parts” is given as follows:
Water Pollut. Control (G.B.), Part 4, 392. “Part 4” is not in italics, underlined, or in boldface type.
5. When an article is continued in two or more issues of the same journal during the same year, the first page number of the article in each issue is given and is connected with the previous page number by a comma.
Example: *Water Sew. Works*, **3**, 413, 453-464.
6. When an article is continued on different pages in the same issue, each of the “first” page numbers is listed as in the above example.
7. When the same article is published in two or more journals, all of the references are given and separated by a semicolon.
8. The designation “ibid.” is not to be used.
9. Titles of papers originally in English are given exactly as they appear. If a work originally published in a foreign language has been translated to English, the original language of the paper is provided in brackets at the end of the title.

10. References to abstracts should include citation volume and abstract number. Do not include the page numbers of the abstract journal in the reference citation.
11. If the material cited is a chapter in a book it should be referenced as follows:

Pearson, E. A. (1968) Kinetics of Biological Treatment. In *Advances in Water Quality*; Gloyna, E. F., Eckenfelder, W. W., Jr., Eds.; University of Texas Press: Austin, Texas.
12. Types of citations not listed here or special citations, for example, works on CD-ROM or other electronic medium, contact Lorna Ernst at WEF for guidance.

6.0 UNITS OF EXPRESSION

The SI system is the primary system for units of measurement in all *Water Environment Research* manuscripts, including the literature review. All data must be reported in SI units. If desired, English units may be shown parenthetically following SI notation. Format changes from the traditional style are (1) proper SI abbreviations such, as “d” for day and “s” for second must be used; (2) a space instead of a comma is to be used in quantities having more than three digits; (3) the solidus (/) must not be repeated in units for one quantity (use a center dot instead of the second solidus, as in “mg/L•d” for “milligrams per liter per day”). Other guidelines for the use of the SI system in Water Environment Federation publications are contained in MOP 6 (revised), *Units of Expression for Wastewater Treatment*. Single copies of MOP 6 are available to reviewers on request from WEF staff at the Federation offices.

7.0 USE OF ACRONYMS

In the first text citation, spell out the full term and follow it with the acronym in parentheses; thereafter, use the acronym only. However, do not begin a sentence with an acronym (except in the case of U.S. EPA).

8.0 SLUDGE/BIOSOLIDS TERMINOLOGY

The following sludge/biosolids terminology guidelines should be followed for Federation publications:

1. *Sludge* is generally used before applicable beneficial recycling criteria have been achieved, which normally occurs at the outlet of the stabilization process. It should be used in tandem with a specific process descriptor, e.g., *primary sludge*, *waste activated sludge*, *secondary sludge*, etc.
2. *Biosolids* is generally used after applicable beneficial recycling criteria have been achieved, i.e., at the outlet of the stabilization process. Common stabilization processes include the following: aerobic digestion; autothermal thermophilic aerobic digestion (ATAD); anaerobic digestion; composting; alkaline stabilization; thermal drying, including flash, rotary, fluid bed, paddle, hollow-flight, disc, and infrared dryers; thermophilic pozzolanic fixation; acid oxidation/disinfection; and heat treatment/acid digestion (See MOP FD-9, *Wastewater Residuals Stabilization*, for reference).
3. *Solids*, *residuals*, or another appropriate term should be used for general description, e.g., *solids handling*, *plant solids*, etc. In addition, *sludge* should not be used as a general descriptor, e.g., *dewatering* and not *sludge dewatering*.
4. *Biosolids* is intended to be used in reference to municipal/domestic solids. While there are some industrial residuals that can be beneficially recycled, these residuals are generally referred to as *sludge*, *solids*, etc., as appropriate.

10.0 AUTHOR'S CHECKLIST

Before submitting your manuscript, check against the following list.

Manuscript Text

- ___ Use authors' names for every citation in text.
- ___ When stating that ____ studied ____, describe key results or findings.
- ___ Avoid just paraphrasing the titles of articles.
- ___ Organize the text so that papers on a common subject are drawn together.
- ___ Do not cite the same articles more than once.
- ___ Use consistent tenses.
- ___ Use "%" rather than "percent."
- ___ Define abbreviations or acronyms when they are first used.
- ___ Use SI units.
- ___ Double space manuscript.
- ___ Number pages.
- ___ Remove line numbering (before submitting the final version).
- ___ Use et al. when citing a reference with three or more authors in text.
- ___ Avoid redundant sentences.
- ___ Check the consistency in spelling of authors' names between text and reference section.
- ___ Avoid using phrases as adjectives.
- ___ Proofread--correct typographical errors.
- ___ Check to see that pages are not missing from manuscript.
- ___ Avoid excessive use of personal pronouns.
- ___ Avoid excessive quotations.
- ___ Use correct abbreviations.
- ___ Avoid long paragraphs.
- ___ Avoid short paragraphs.
- ___ Avoid interpretation/editorializing.
- ___ Avoid use of papers from conference presentations not yet in print.
- ___ Use the past tense.
- ___ Avoid too few references or too brief a review.
- ___ Avoid excessive coverage of many papers (more than two sentences per paper).
- ___ Include a paragraph at the end of the review (in italics) that lists the authors, their affiliations, and the name of the person to whom correspondence should be addressed (including the complete mailing address and e-mail address if desired).

List of References

- ___ Correct punctuation.
- ___ Double space references; use hanging indent paragraph format; do not leave spaces in between references.
- ___ Italicize title of journal or book.
- ___ Translate foreign titles into English.
- ___ Follow accepted abbreviations for journal titles.
- ___ Use all names of all authors instead of et al.
- ___ Give report number for documents from government agencies (e.g., from U.S. EPA).
- ___ Do not list issue numbers when they are not needed.
- ___ Do not include all or most references from a single source.
- ___ Do not include all or most references from abstracts only.