Instructions to Authors

General

Papers submitted for publication in WIOA's technical publication WaterWorks should have an operational focus and be based on completed works and outcomes, rather than hypothetical projects or works in progress. The papers can describe, but are not limited to:

- Implementation of a plant or process upgrade
- Investigation into an operational issue and the rectification of the issue
- The trial or adoption of a new technology in an operational setting
- Works undertaken leading to process amendments or operational changes that improve worker health or safety
- Projects or opportunities leading to the development of the personal or professional skills of operational staff
- Dealing with operational issues during emergency or unusual conditions
- Advocacy for operational improvements within a regulatory framework that impacts the water industry

Where a company wishes to submit a paper, this must be done in conjunction with a Water Utility and Water Utility authors, preferably operational staff. Should this not be possible, WaterWorks does publish "advertorials" as part of its advertising component. Those interested in this route of publication should contact the publisher.

Structure of Article

Papers should present the information in a logical sequence. Generally, an article should include the following details:

Introduction or Background – brief description of the project, issue or topic or reason for the paper

Description – more in depth discussion of the project, issue or topic. Headings can be used to separate different issues being discussed. The paper should include any photos or graphics to demonstrate the concept being presented.

In preparing a paper, consider the reader and think about the layout of the paper. Use tables, figures, graphs and photos to break up lengthy text blocks. Spaces make it easier for the eye to focus on text.

Conclusion – give a quick summary of the benefits, improvements or key outcomes described in the paper.

Repeated references to specific equipment or items by brand name and model, companies, or people make the paper read like an advertorial. Such references should be kept to a minimum. A single reference is usually enough.

Article Length and Typeset Instructions

Papers should be submitted in Word format (not PDF). They should be no longer than approximately 1,500 words however, they can be much shorter. As a guide, they should be a maximum of 5 pages of text when typed in Calibri 12 font excluding any graphics. Some special features may exceed this length.

The page should be A4 with single line spacings and single column only.

Photos or other graphics should not be anchored in any way, or have text wrapped around the graphic.

The paper should be submitted without headers or footers or any corporate water mark. Avoid using footnotes. Include any potential footnote text in the body of the article.

All charts, graphs, photos, diagrams and tables should be given an individual heading. For tables, the heading should be above the actual table, while for figures (photographs and graphs or charts) the heading should be below. Each table or figure should have a number and be numbered sequentially with each table or figure referred to in the appropriate location in the text

Graphics

For final editing purposes, all photos or graphics should be supplied as a separate file in JPG, TIFF or Bitmap format. This allows them to be moved or resized as part of the final layout of the article.

Photographs should be at least 750 kB in size.

Submission Dates

WaterWorks is published twice yearly in May and November.

Edition	Submission required date
May	15 March
November	15 September

Review of Articles

Each paper will be reviewed by WIOA technical staff and feedback provided. An article may be

- Accepted for publication
- Accepted with minor editing
- Rejected

In the case where a paper is accepted with minor editing, an edited suggestion will be returned to the author for final acceptance and approval. The author can suggest alternatives to the editing if they wish.