

Guidelines for submission of articles for inclusion in INFLUENTS

The official publication of the Water Environment Association of Ontario (WEAO)

| 2018 Publication Schedule | | |
|---------------------------|----------------------------|------------|
| Issue | | Due Date |
| Spring | Valves and Piping | January 8 |
| Summer | Barriers to Innovation | May 2 |
| Fall | Game-Changing Technologies | July 12 |
| Winter | Effluent Reuse | October 19 |

Audience

Our readers include operators, engineers, equipment suppliers, government employees and managers. Most of our readers live in Ontario.

Content

Articles of an advertising nature will not be accepted. If an article is about a piece of equipment or new process, the company name should not appear more than twice in the article, or as deemed appropriate by our review committee. Only articles that inform the reader will be accepted.

Length

The length of the article is typically between 500 to 2000 words. A typical article has between 1 to 3 figures. The author(s)' names, qualifications and company should be stated (e.g. James Brown, P.Eng., ABC Engineering Limited). Authors from academic institutions should also include their title and department.

Format

The text should be submitted by email in a MS Word or equivalent file.

Any figures or pictures should be sent stand-alone from the MS Word file, preferably as jpg, png or tif, however, other file formats are acceptable (e.g. ppt, bmp, pdf). The higher resolution, the better it will look in print. High resolution is defined as at least 150 dpi.

Caption for photos must be provided. The image filename should be linked with its use in the article (e.g. Figure 1 – Plan view of wastewater treatment plant.jpg).

The article will be formatted by our publisher.

System of Units

Metric measurements are required. English, Imperial or Customary units may follow in brackets, e.g. 80 M³/D (21 GPD).

Citations

A bibliography should be provided for any references made in the text. If there are more than six references in an article, we may elect to direct readers to the full reference list on our website instead of printing them with the article.

Submitting Articles and the Review Process

The article should be submitted by email to influent@weaocommittee.org. Do not send the article directly to our publisher.

The article will be reviewed by our editorial panel prior to being sent to our publisher. The panel will check:

- does the article inform our readers (i.e. is not an advertisement);
- are there terms or abbreviations that our readers are unfamiliar with ; and
- is their sufficient information with the article to ensure that the article and its figures can be properly laid out by our publisher.

Authors will have two opportunities to review their articles during the layout/review process, before the magazine is published.

By submitting an article, photo or a combination thereof, you are giving permission for the submitted materials to be printed in whole or in part in INFLUENTS.

Advertising with INFLUENTS

If your company wishes to place an advertisement in the magazine, please contact Darrell Harris at our

Publisher:

Craig Kelman Associates.

Toll Free: 877-985-9793

Toll Free Fax: 866-985-9799

E-mail: darrell@kelman.ca

Previous issues of our magazine can be viewed on our website: <http://www.weao.org/influents>