

INSTRUCTIONS FOR ASSOCIATE EDITORS (and Guest Editors) WATER RESOURCES IMPACT

October 2016

Electronic Transmission of Articles to the AWRA Publications Office for Final Composition and Layout

1. **Time Frame** – All material should be sent to Managing Editor Christine McCrehin (christine@awra.org) and Technical Editor Michael Campana (aquadoc@awra.org) for review by the dates listed below:
 - a. **January: Careers in Water Resources**
 - i. Associate Editor: Kim Ogren
 - ii. Article Package due: November 8, 2016
 - b. **March: Connecting the Dots: The Emerging Science of Aquatic System Connectivity**
 - i. Associate Editors: Michael Campana and Jim Wigington?
 - ii. Article Package due: January 9, 2017
 - c. **May: Climate Change Solutions: Collaborative Science, Policy and Management for Sustainable Water Management**
 - i. Guest Editor: Lisa Engelman?
 - ii. Article Package due: March 9, 2017
 - d. **July: Water and Social Media**
 - i. Associate Editor: Yung-Hsin Sun
 - ii. Article Package due: May 12, 2017
 - e. **September: Managed Aquifer Recharge**
 - i. Guest Editor: Michael Campana
 - ii. Article Package due: July 12, 2017
 - f. **November: West Coast Water**
 - i. Associate Editor: Joe Berg
 - ii. Article Package due: September 11, 2017
2. **Content** – Each article should be a separate Word document labeled with the lead author's name (ex. Jones.doc) and contain the following:
 - a. **Lead author's full mailing address, email address, phone number and a short bio (approximately 50 words).** We will mail author copies to each lead author for distribution to any co-authors. To save space, we run only the contact information for the lead or corresponding author at the end of each article.
 - b. **Each article should be between 800-1100 words,** and articles should contain no more than 3 references (preferably no references, see author guidelines for suggested alternative). Maximum of 5-6 articles, unless authorized by managing and technical editors to solicit more.
 - c. **If references are used,** they MUST all be cited at the end of the article at the time of submission to AWRA. *See 2016 past issues for examples.*
 - d. **Information for the pull quotes.** If you have a particular phrase or couple of lines from the article that you want to be used as a pull quote, please highlight that text. If you have not highlighted anything from the article, we will use our best judgment to bring forth some point from the article for this purpose.
 - e. **Graphics/Photos must be color, high resolution and .jpg, .png or .pdf.** They MUST be sent as separate attachments. Designers CANNOT pull them from the Word documents. All graphics/photos should be called out in text. As space permits, they will be placed as close as possible to where they are called out. Captions are required for ALL graphics/photos.
3. **Article Package** – Due on the dates listed above, articles MUST be sent at the same time and may be emailed to the managing and technical editors in one of two ways:
 - a. **A series of labeled emails** (ie. Feature Article 1 of 5: Jones, Feature Article 2 of 5: Smith, etc.),

with each email containing the final article and any graphic/photo files.

b. *A zipped file* with a folder for each article that includes the final article and any graphic/photo files.

4. Issue Description Package – Due at same time as Article Package.

- a. *Author Agreement Forms* signed by **ALL** authors of each article.
- b. *The order in which the articles are to appear in the issue.* It is easier to lay out the issue in order from the start and fit the articles around advertising, etc., than to try to fit them together later.
- c. *Short teaser sentences for the Table of Contents page.* One or two short sentences about each article to put on the Table of Contents page that will give a quick teaser as to what the article is about. *See page 3 of any past issue for examples.*
- d. *Introductory paragraph (250 words)* for the Table of Contents page. *See page 3 of any past issue for examples.*
- e. *An "Overview" (or "Introduction") if necessary.* An Overview should only be prepared if you plan to use material not already included in the articles. To avoid redundancy, an Overview should not be prepared if its primary purpose is to present "snippets" from the articles. These have already been included for each article under its listing in the "Table of Contents." If you determine that an Overview is necessary, please include with it your full mailing address, phone number, email address, a short bio (50 words or less), and a signed Author Agreement form.

5. **Cover Photo** – We are open to suggestions for cover photos. An attractive, color cover photo (not necessarily referenced the content of the issue). The photo needs to cover the entire page (8.5 x 11) so it **must be a vertical photograph** and must be **high resolution (300dpi or greater)**.

6. **Proofing of Articles** – The article package (article, photos, captions, etc.) sent to the managing and technical editors should be fully edited and ready for composition and layout. Submission of additional revisions will not be accepted (minor edits to facts to ensure accuracy will be allowed). If, upon final editing, there is a conflict or a question you will be notified for clarification.

7. **On the following pages you will find three check list options** designed to make article and artwork tracking a bit easier

CHECKLIST OPTIONS

GENERAL

Final "subject title" of issue

Table of Contents "teaser sentences" for each article (max. of 2 sentences)

Short "Intro" paragraph for Table of Contents

Overview or Introduction (optional)

If providing an "Introduction" do not just repeat what is already in the short intro paragraphs on the TOC. Must be new material if used.

Mailing address, phone #, fax #, email address, & short bio of editor(s)

