

ULTRAPURE WATER® journal

Format Guide for Authors

Style

It is not the policy of *ULTRAPURE WATER* journal to modify the style of individual authors, or to rewrite the technical, and editorial content of an article. Our editorial staff will, however, correct grammatical and spelling errors, or change awkward sentence structure, if necessary. Redundancy may also be removed for the sake of brevity. Changes will also be made to ensure the article conforms with our style, which is based on the American Chemical Society and ASTM. We also encourage authors to refer to our "Style Guidelines", which are available to paper writers on request. The author will receive the final typeset manuscript for final proofing, and approval, prior to publication.

Format

Only the first character of each word in *Section headings* should be capitalized.

Tables should be referred to alphabetically (e.g., Table A, B, C, etc.). Tables should be included at the end of the text. Be sure to reference tables within the text.

Figures should be referred to numerically (e.g., Figure 1, Figure 2, etc.). Take care to be sure figures are referenced in the text. We encourage the submission of electronic versions of figures, although we also need a hard copy of each figure as a backup. We prefer to receive graphics files in one of these formats: as a graphic file saved in Word, or as *.bmp, *.tif, or *.eps. We also can work with files in the following formats: AutoCad (ADI or DXF), Computer Graphics Metafile, Corel Draw, Excel, JEM, Lotus Graphics, MacQuick Draw or MacPaint, or WordPerfect Graphics. Please specify the file type. For hard copies of figures, we ask that they be on standard paper in the "portrait" position. Under no circumstances should a graph be submitted in the "landscape" orientation. Should a figure be based on a photograph, we require a print from a negative or slide. Whether color or black and white, the photograph should be of good contrast and be of a non-commercial nature.

References should be noted numerically and placed in parentheses at the point of citation as:

1. The references should be placed at the end of the article, using the following format:
2. Todd, D., "Operational Experiences with the Dionex 8000 Ion Chromatograph in Ultralow Anion and Cation Analysis", Ion Chromatography Users Group Conference, Dallas, Texas (April 2-3, 1986).
3. Steward, R.G. "Partial Oxygenated Feedwater Treatment at the Paradise Fossil Plant Unit 1", *ULTRAPURE WATER* 14(9), pp. 24-

26 (November 1997).

Please be careful to ensure that all references are *actually cited* within the text.

Submitting by Electronic Media

The manuscript should be submitted in a format that can be entered directly into our computer. Our state-of-the-art electronic publishing technique permits rapid, error-free typesetting. For the author, this means a shorter time from submission to the final printed form. Also, there will be less likelihood for the introduction of typographical errors.

Word Processing. The article may be composed with any kind of word processing program. We prefer to use WORD (version 6.0 or earlier), WordPerfect (version 6.0 or earlier), or WordStar (version 3.3 or 4.0). If any other kind of software is used, please either save the article in one of these formats, or convert it into an ASCII (non-document) format prior to submission. The instruction manual for the software will describe this procedure. It only takes a minute and will save hours of work on our end. If you do not have one of the above word processors, please do not send the article in the "document" format as it will most likely be inaccessible by our software. ASCII files can be readily accessed by any other word processing program.

Diskettes. Either 3.5-inch or 5.25-inch diskettes may be submitted. The format should be IBM (PC-DOS) or MS-DOS. Most office computers that are IBM-PCs or clones use this format. Do not submit 8-inch disks, or disks from Apple computers (including MacIntosh). If you have these latter computers, please convert the file into an IBM format, submit the article via e-mail, or as a last resort, send a typed manuscript.

e-mail. Where possible, we encourage authors to take advantage of electronic mail to submit papers. However, to save time we ask that the following guidelines be followed:

1. larger files of more than 100,000 kb should be compressed with a program such as PKZIP or WINZIP. Please indicate the use of a compression program through the use of an extension such as *.exe or *.zip as part of the file name.
2. Generally, it is best to create a separate file(s) for figures. Please use descriptive names for figure files (e.g., figure1.bmp).

On occasion, there can be unforeseen technical problems through the use of e-mail, so we may be forced to request that a hard copy and disk be sent. If there are questions, please do not hesitate to call.

Submitting Typewritten Manuscripts

Articles may be submitted as typewritten manuscripts provided

they are single spaced and typed using a conventional office typewriter. The typeface should be Elite, Courier, or Pica. Computer printout from a dot matrix printer is not acceptable. In no case should the typeface be "typeset quality" or done using proportional spacing. If a laser printer is used for the printing, make sure that the font is a non-proportional spacing one, such as courier.

Hard Copy

Regardless of whether the article is submitted on a floppy disk, or sent by e-mail, a hard copy of the text, tables, and figures should normally be sent. The final reproduction quality of the figures and charts will depend on the quality of the original sent to us. The artwork may be of any size as we will reduce it to the appropriate size. ***Please note: We will not return any artwork unless specifically requested upon submission. Material will be discarded after 1 year.***

Article Length

Articles are based on their content, not on their length, provided they are well written. However, as a guideline, many articles we publish contain at least 2,500 to 3,000 words.

General

All editorial submittals are accepted and published upon representation that the part placing such material is authorized to publish any and all such material. The author guarantees that his submittal does not infringe any copyrights, violates any property rights, or contains scandalous, libelous, or unlawful matter. The submittal shall contain no material that is copyrighted by others, unless the author obtains written permission to use this material from the owner of such material.

Upon acceptance of the article, the author will be required to sign a release and copyright transfer form. *We will not publish any article unless this form is signed by the author(s).*

All material for ULTRAPURE WATER journal should be mailed to:

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STYLE GUIDELINES

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The following are some tips to help you write and organize your paper. **Please carefully read them and call should any questions arise.**

What Should You Aim For?

Remember, your report will be a technical paper, so it should have no **promotional** or **commercial** aspects whatsoever. Instead, it should discuss your subject in a scientific and technical fashion and be long enough to adequately report on the topic.

If a particular manufacturer's product was used for part of the research, it is best to use a generic term after your first reference. It is unacceptable to repeatedly mention a commercial product or service. For example, we would not allow a paper to repeatedly mention XYZ's Model 50. If a paper is based in part on the use of a particular type of technology, we want to see the product or technology to be discussed generically in a way that illustrates and educates rather than simply promotes. In addition to educational and technical discussion, it is also important that your paper bring out new work, rather than simply be a rehash of earlier work.

Because you need a basis to support your presentations, references or a bibliography are also important for your paper. See **References/bibliography** under the Style Notes below for a discussion as to how these should be handled. As to length, we are flexible because we believe a strong technical paper should be given enough space to adequately develop its topic. Based on our experience, we find that a typical written presentation can range from approximately 2,500 to 5,000 words. Those sizes exclude figures and even tables. Therefore, while we like to give free rein, please try to stay within that range. If you find the topic needs more space, please talk to us about the possibility of covering the subject in say two or three parts. We would reserve that judgment, however, until seeing either abstract proposals or the final document.

STYLE NOTES

Feel free to organize your paper in the way you feel makes the most sense. However, here are some brief guidelines to ensure the best quality.

Paragraphs. Try to avoid excessively long paragraphs. The best guide is that if a paragraph is longer than 10 or so typed lines, it probably should become at least two paragraphs. This is not a hard, fast rule, but readers generally find shorter paragraphs easier to read. When you have an extremely long paragraph, look for a logical point where the subject changes and make it a paragraph break.

Sentences. Along the same lines, avoid excessively long sentences. If a typed sentence is longer than three lines, probably it should become two sentences. The primary exception is when you are listing a series of items.

Acronyms and abbreviations. Please spell out acronyms and abbreviations common to your subject on the first reference with the abbreviation in a parentheses. Although a particular abbreviation is familiar to you, do not assume that others know what it means. After the first reference, you may use the abbreviation or acronym, although in sentences that begin with the acronym, it should be spelled out.

Examples: A ride aboard the Rio Grande Zephyr (RGZ) passenger train was a pleasurable experience before the beginning of Amtrak. The RGZ typically included vista dome coaches, a dining car, a baggage car, a lounge car, and coaches.

The reverse osmosis (RO) membrane typically can last 2 or 3 years with proper maintenance. Reverse osmosis systems include RO membranes, pumps, piping, and valves.

Technical terms and phrases. Since you are writing about a technical subject, naturally you will use technical language. However, try to avoid excessive jargon and please be sure to define a point that may not be familiar to everyone. Certainly, we want your presentation to be technically correct and to use the proper language associated with the subject, but we also want those unfamiliar with it to also be able to understand.

Example: Fick's Law defines the rate of flow in moles (or grams) per unit area in unit time of a gas passing through a membrane. It is applicable to our analysis in that the law determines the response time, as well as the sensitivity of the membrane that we choose to use. The rate of CO₂ diffusion depends on Fick's Law, which is expressed in Equation 4.

On occasion, it may be worthwhile including a "Nomenclature" section at the end of a paper to aid in reader understanding. We encourage authors to do so when either the subject includes a number of less commonly used terms or abbreviations.

Measurements and other units. For measurements, spell out for the first reference and put the abbreviated form in parentheses. Use the abbreviation thereafter. Example: milliliter (mL); 10 mL.

Tables. Use "tables" for tabular information such as a listing of comparative data or information about a particular item referred to in the paper. Refer to tables alphabetically (e.g., Table A, Table B...). It depends upon the information being presented, but generally you should have a short title for the table and column headings. For clarity, include any necessary footnotes and also define any item that may seem unclear otherwise. If the source of the information is not you, your company, or an associate, please give proper credit information, including the year.

Example:

TABLE A
Nonconventional Pressure Filter

Challenge (hours)	Bacteria (*cfu/mL)	
	Feed	Permeate
0	1.4 X 10 ⁵	0.000
1	2.8 X 10 ⁵	0.000
3	3.4 X 10 ⁵	0.000

*cfu/mL = colony-forming units per milliliter
Source: Reference 11.

Figures. Use “figures” to refer to diagrams, bar graphs, x- y-axis graphs, relevant photographs, etc. Refer to figures numerically (e.g., Figure 1, Figure 2....). Be sure that the figure includes necessary labels for the axes in a graph or that critical aspects of a diagram are labeled. If the source of the information is not you, your company, or an associate, please give proper credit information, including the year. **Include a short caption that explains the figure.**

If the figure is based on a photograph, please provide a print from a negative or slide that has good contrast, whether it is a black and white print, or a color print. The photograph should be clearly focused and not be of a commercial nature.

Computer graphics. It is strongly suggested that graphs and drawings be submitted as computer files. These can be in a variety of formats (e.g., PCX, TIF, CDR, and EPS). In all cases, if the graph is embedded into the word processing document, the originating file should also be submitted as a separate file. In all cases, a hard copy of the graphic element should also be submitted, along with the manuscript. This should be on standard paper in the “portrait” direction. Under no circumstances, should a graph be submitted in the “landscape” orientation.

How many tables and figures are allowed? We encourage you to use as many tables and figures as needed for conference papers. However, if one table or figure can summarize or substitute for two or three, please do so. Though we welcome the use of multiple tables/figures, space is sometimes limited, and we ask that whatever is included be truly essential. Sometimes the information from an extra table/figure can aptly be summed up in the text.

Please be sure to clearly explain figures or tables included in your article or paper. We find it unacceptable to use large numbers of figures or tables to substitute for text. A figure or table should amplify a particular point not be the point. Generally, the reference to a specific table or figure should follow a detailed explanation or be a part of a description of why the data in the table or figure are important. In most cases, it is unacceptable to use a single sentence to refer to and explain a visual item. The best guideline is to look at it from the reader’s perspective. Ask yourself this question: “If I knew nothing about this paper and this one short sentence or paragraph was the only explanation to this table or figure, would it be understand-

able?”

Also, when the paper is published as a technical article in *ULTRAPURE WATER* journal, it is necessary to limit the number of figures and tables. Use restraint and present only what is needful. For example, 30 figures and tables is excessive for the written presentation in the proceedings. A published article in one of our journals normally should have no more than 6 to 8 figures *and* tables. We can only make an exception for a longer paper that has sufficient text to support up to 10 figures. If your paper was presented at a conference and it has more than that number, we will ask you to prioritize and reduce the number of tables and figures for the published version.

Equations. Should your paper use equations, please number them numerically.

Example: $1 + 1 = 2$ Eq. 1

Also, should the equation use variables, please define those that are unusual or not obvious.

For example:

$$C = (\text{ppm TDS})_{\text{circ.}} / (\text{ppm TDS})_{\text{M.U.}} \quad \text{Eq. 2}$$

where:

C = cycles of concentration

ppm = parts per million

circ. = circulation

M.U. = makeup water

TDS = total dissolved solids

The point is to define clearly so that the audience can understand the items in the equation.

Dates. If your paper refers to a specific date, please include the year. Example: Feb. 20, 1955, or June 1954. Abbreviate a month when you have a specific date. These months are abbreviated: January (Jan.), February (Feb.), August (Aug.), September (Sept.), October (Oct.), November (Nov.) and December (Dec.). **Do not abbreviate** March, April, May, June and July.

References/bibliography. If you refer to sources as references, then cite them, beginning with 1, in numerical order in the text with the reference number in parentheses.

Example: Ceramic filters began gaining wider use in water treatment during the later 1980s (1).

If you don’t cite the sources by number within the text, then the listing of them should be called a bibliography and arranged alphabetically.

In either case, please give full information about your sources. Here is a summary of what information is *vital*. Specific examples follow.

Bibliographies or references should have the following details:

● All of the authors’ last names and initials. We find it

unacceptable to summarize a list with the phrase *et al.*

- The *full* title of the article, paper, or book.
- If a book, please provide the page numbers, publisher's name, and city, state (province), nation (if not located in the United States). Also, please give the year the book was published. If the book is a collection of articles on a particular subject, please give the names of the editors.
- If a periodical, please provide the full, unabbreviated name of the publication; the volume and number; the page numbers (inclusive); and the date, including month and year.
- Should the information come from a conference, please give the complete name of the conference, the name of the article, the location of the conference, and the date (month, days, and year).
- Should the reference be company literature, tell us the full name of the item, the company name and when it was printed.
- If the article or book is from a non-English source, please provide a title translation of relevant items (e.g., book or article title, periodical name, etc.)
- If the source is based on either written correspondence, or telephone communication, provide the person's name, company affiliation, location, and date.

Here are examples:

From a book:

1. Port, R.D.; Hero, H.M. *The Nalco Guide to Boiler Failure Analysis*, pp. 22-25, McGraw-Hill Inc., New York, N.Y. (1991).
2. Fox, C.R. "Industrial Wastewater Control and Recovery of Organic Chemicals by Adsorption", in *Adsorption Technology*, Slejko, F., ed., pp. 167-194, Marcel Dekker Inc., New York, N.Y. (1985).

From a conference:

3. Sinha, D.; Peacock, M. "Development of a PC-Based Data Acquisition System for High-Purity Water Production Systems", *Proceedings of ULTRAPURE WATER Expo '92*, Philadelphia, Pa. (May 11- 13, 1992).

From a periodical:

4. Simpson, G. "A Focus on Biocides: Past, Present, and Future", *INDUSTRIAL WATER TREATMENT* 25(3), pp. 22-27 (May/June 1993).

Note that in the above example the 25 in 25(3) refers to the publication volume number, and the (3) refers to the issue number.

STATE ABBREVIATIONS

<i>State</i>	<i>Postal</i>	<i>AP</i>	<i>State</i>	<i>Postal</i>	<i>AP</i>
Alabama	AL	Ala.	Alaska	AK	Alaska
Arizona	AZ	Ariz.	Arkansas	AK	Ark.
California	CA	Calif.	Colorado	CO	Colo.
Connecticut	CT	Conn.	Delaware	DE	Del.
Florida	FL	Fla.	Georgia	GA	Ga.
Hawaii	HI	Hawaii	Idaho	ID	Idaho
Illinois	IL	Ill.	Indiana	IN	Ind.
Iowa	IA	Iowa	Kansas	KS	Kan.
Kentucky	KY	Ky.	Louisiana	LA	La.
Maine	ME	Maine	Maryland	MD	Md.
Massachusetts	MA	Mass.	Michigan	MI	Mich.
Minnesota	MN	Minn.	Mississippi	MS	Miss.
Missouri	MO	Mo.	Montana	MT	Mont.
Nebraska	NE	Neb.	Nevada	NV	Nev.
New Hampshire	NH	N.H.	New Jersey	NJ	N.J.
New Mexico	NM	N.M.	New York	NY	N.Y.
North Carolina	NC	N.C.	North Dakota	ND	N.D.
Ohio	OH	Ohio	Oklahoma	OK	Okla.
Oregon	OR	Ore.	Pennsylvania	PA	Pa.
Rhode Island	RI	R.I.	South Carolina	SC	S.C.
South Dakota	SD	S.D.	Tennessee	TN	Tenn.
Texas	TX	Texas	Utah	UT	Utah
Vermont	VT	Vt.	Virginia	VA	Va.
Washington	WA	Wash.	West Virginia	WV	W.Va.
Wisconsin	W	Wis.	Wyoming	WY	Wyo.

From commercial literature:

5. XYZ Treatment Co. Bulletin B-11, *Processing High-Purity Water* (1987).

From personal communication:

6. Meltzer, T.H., Capitola Consulting, Bethesda, Md., personal correspondence (January-June 1996).
7. Laronge, T., Thomas M. Laronge Inc., Vancouver, Wash., personal communication (February 1995).

Basically, just be sure to give *complete* information about all your sources.

Commercial products. Occasionally, in the course of a paper, it is necessary to refer to a commercial product. While we understand, it is still important to handle any such reference in a way that keeps the article from becoming a promotional piece. In order to facilitate this goal, we ask that you use “Endnotes” following any references or bibliography. It is easiest to handle the Endnotes in the following manner: 1. Use successive alphabetical superscripts after each generic technology mention. 2. Identify the relevant commercial names in the “Endnotes” section. When it seems important to mention a commercial product, please be sure to give an adequate technical discussion that highlights how the product works. We want to avoid any material that is only based on “claims” without any substantiation and evidence. Basically, any commercial product mention should be made only because it is important to the paper subject and not to promote the value of product A versus product B.

For example: The RO composite membrane system^a pre-treated water prior to the electrodeionization^b unit.

Endnotes

^aRO system from Water and Power Technologies, Salt Lake City, Utah

^bEDI from Ionics Inc., Watertown, Mass.

Chemicals and substances. Chemicals and elements for which the symbols are normally used should be referred to in the paper on the first reference with the symbols in parentheses. For example: Sulfuric acid (H₂SO₄) is a common chemical used to regenerate resins. When using H₂SO₄, be sure to wear protective clothing.

Geographic locations. Whenever you refer to a city, please include the state, if it is in the United States, or the nation. In the case of some foreign cities, the nation may even have provinces.

For example: Eudora, Kan.; Tokyo, Japan; or Calgary, Alberta, Canada.

For the most part, do not abbreviate the names of other nations. The names of some states should be abbreviated. We use the U.S. Postal Service abbreviations for addresses and the AP style abbreviations in text.

Numbers. When a number is part of a measurement, including time, use the numeric form. Example: 1 mL of water.

When a number is being used to quantify a nonmeasurement unit, such as the number of power plants, spell out one through nine and use the figure from 10 on. Examples. The first sample was tested for 1 hour, but the other samples were in the laboratory for 11 hours each. The test involved 6 test tubes that had concentrations of 0.1 ppm or more of silica. A seventh sample had 2 ppm of silica.

A Final Thought. Basically, it is critical to be sure you present complete information and to remember that others who read your work may not be as familiar with the subject. Therefore, be sure you define your terms and present sufficient detail about any particular point.

We appreciate all your hard work in preparing an article or paper, and are available should questions arise. Thanks for your participation in helping to inform the water treatment industry and endusers about important developments and work. We hope you enjoy this experience as much as we do.