

standard methods

for the Examination of Water and Wastewater

STANDARD METHODS JOINT TASK GROUP CHARGES

GENERAL CHARGES

1. Read the *General Guidelines for Joint Task Groups, How To Prepare JTG Manuscripts*, and the *Standard Methods Style Guide*.
2. Update/formulate the methodology in the *Standard Methods* format.
3. Evaluate the necessity of existing references and bibliography.
4. Review negatives and comments (if any) from the last ballot for this section. Be certain they are addressed.
5. Provide precision and bias data if possible.
6. Review footnotes concerning reagent and equipment availability. If reagents or equipment are unavailable, provide information for a replacement.
7. Minimize the use of or provide safety comments on reagents that are carcinogenic, toxic, etc.
8. Be certain that QC requirements and acceptance limits are clearly spelled out.
9. Submit a neat, legible, double-spaced manuscript with ample space for editing.
10. Provide clear figures, with proper labels and captions. Denote sources of all figures and tables.
11. Use active voice whenever possible; use imperative mode when giving directions.
12. Spell out the entire name of any organization or publication. Do not use acronyms.

Any questions on general charges should be directed to the Standard Methods Manager, Steven Posavec, 303-347-6175, sposavec@awwa.org

SPECIFIC CHARGES

Consult with the Part Coordinator for charges specific to the section.