

standard methods

for the Examination of Water and Wastewater

Joint Task Group Charges

General Charges

1. Read the General Guidelines for Joint Task Groups, How To Prepare JTG Manuscripts (including Standard Methods Style Guide), and How to Use JTG Ballots.
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. Use the active voice.
6. Spell out the entire name of any organization or publication. Do not use acronyms. The managing editor will provide abbreviations.
7. Provide precision and bias data if possible.
8. Review footnotes concerning reagent and equipment availability. If reagents or equipment are unavailable, provide information for a replacement.
9. Provide clear figures and denote the source of the figure.
10. Provide copies of reference material not readily available.
11. Minimize the use of or provide safety comments on reagents that are carcinogenic, toxic, etc.
12. Be certain that quality control requirements and acceptance limits are clearly spelled out.

Any questions on general charges should be directed to Steve Posavec, Standard Methods Manager.

Specific Charges

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