

standard methods

for the Examination of Water and Wastewater

Manuscript Checklist

Complete the checklist and include it in the package to the part coordinator

Section: _____

Date Submitted: _____

- Review and complete all general charges.
- Review and complete all charges specific to the JTG.
- If this is a revision to an existing section, make revisions on a readable and complete galley-type version of the section.
- If this is a new section, the manuscript should be double-spaced.
- If a new section is provided on disk as well as hard copy, the preferred format is Microsoft Word. There should be only one version of the manuscript on the disk.
- Send the following to the PC: the finished JTG-balloted manuscript, the completed JTG ballots, and a list of all voting and non-voting members.
- Send the following to the Standard Methods Manager at the address below: a copy of the finished JTG-balloted manuscript, copies of the completed JTG ballots, and a list of all voting and non-voting members.

Standard Methods Manager:

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