How to Prepare Manuscripts and Standard Methods Style Guide

The end result of JTG activities will be a manuscript to be published in *Standard Methods* upon completion of the consensus approval process. It is the responsibility of JTG Chairs to ensure that the final manuscript submitted to their Part Coordinator (PC) is in the proper format and style outlined below. The following procedures should make this task as easy as possible while eliminating the need for JTG members to reconsider material that has not changed from one edition to the next.

A smooth-flowing and properly written JTG manuscript can greatly expedite the method through the approval process. A manuscript that is not produced according to the style guide can seriously delay the publication of the section in *Standard Methods*. **Any manuscript not in accordance with the style guide may be returned to the JTG for further work.**

1. Changes to Methods in the Current Edition

a. A copy of the appropriate section for the current edition (in galley format) will be mailed to each JTG Chair and member when the JTG is formed. Changes to material appearing in the current edition must be made directly on a copy of this galley using strikeover and addition. See samples, below.

b. Once your JTG has approved its entire section (not just a method), enter the changes on a clean copy of the galley. **Type changes on galley if possible or use neat hand-printing of an easily readable size.** If certain additions are too extensive to be entered directly on the galley, type them on a separate paper, show insertion point clearly on the galley, and attach addition to galley. Submit this galley to the PC along with the JTG ballots.

c. **Always use strikeover and addition format.** Strikeovers and additions are included in the text for general balloting so Standard Methods Committee (SMC) members can see the changes.

   NEVER "white-out" text or eliminate it completely using black marker.

   NEVER retype material from the current edition.

d. Additional copies of a section in the current edition are available from the Standard Methods Manager.

2. New Methods or Sections

a. If your JTG is preparing an entirely new method or section, prepare it according to the Standard Methods Style Guide (below).

b. Place the proposed title and number of the method at the top of the first page and double-space the text with 1 1/2 inch margins.

c. Number each page at the bottom including the method number, e.g., 3500-Ca - 1.

d. Make sure that all tables and figures are mentioned specifically in the text.

e. Properly reference new figures and tables and include the publication of origin so permission can be obtained to use the material. Also indicate if tables or figures originated within the JTG, such as from the chair's own work.

f. For figures, provide reproduction of sufficient quality so that drawings can be made from them. In the case of photographs, supply glossy prints suitable for reproduction.

g. Provide adequate documentation for precision and bias data.

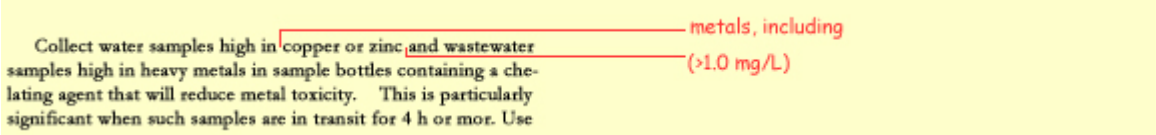
h. Provide complete author names, paper and book titles, periodical names, dates, and places of publication for references and bibliographies according to formats given in the Style Guide. This will save unnecessary library time at the end of the process. Also avoid the use of un-refereed and unpublished references.

3. Clerical Assistance

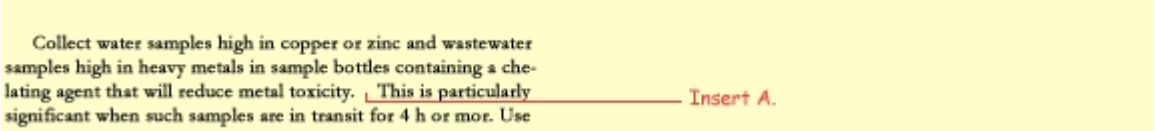
Normally, JTG Chairs will be able to utilize their company's or organization's word-processor or will arrange for separate clerical support. If the above procedures are too burdensome for your own clerical staff, please check to see if other members of the JTG can provide assistance. As a last resort, a limited amount of clerical help may be available from the Standard Methods Manager (sposavec@awwa.org). Requests for assistance from the Standard Methods Manager must be prearranged to insure that time and personnel are available.

Samples

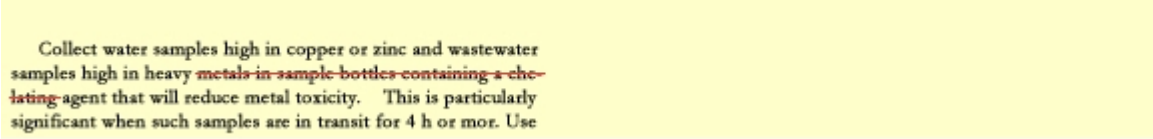
Insert Short Text. Use a line to indicate where the insertion is to occur. Write clearly or type.



Insert Long Text. Use a line to indicate where the insertion is to occur. Identify the insert, which you will attach on a separate sheet (for example "Insert A"). NEVER retype material from the current edition; instead use several insertions and/or deletions.



Delete Text. Use strikeout (NEVER use whiteout or black magic marker) to indicate where the deletion is to occur.


Collect water samples high in copper or zinc and wastewater samples high in heavy ~~metals in sample bottles containing a chelating~~ agent that will reduce metal toxicity. This is particularly significant when such samples are in transit for 4 h or mor. Use

Standard Methods Style Guide

A. Method Format

The format outlined below is applicable to sections in Parts 2000 through 7000. Formats for sections in Parts 1000 and 8000-10000 will necessarily be somewhat different, given the differences in subject matter. For these sections, use the formats in the current edition of *Standard Methods* as a general guide. It is important that you follow the formats as written.

0000 Constituent

0000 A. Introduction

1. Significance/Occurrence/Chemistry as applicable
2. Selection of Method
3. Sampling and Storage
4. References
5. Bibliography — Sources pertaining to above subjects or to section as a whole, rather than a particular method.

0000 B. XYZ Method

1. General Discussion
    a. Principle:
    b. Interference:
    c. Minimum detectable concentration:
2. Apparatus
    a. Item: either
        1. Type 1 or
        2. Type 2
    b. to n. Other items
3. Reagents
    a. Reagent: either

b. to n. Other items

4. Procedure

(May in some cases be subdivided if there are certain stages to process or repetitions of a subprocedure.)

5. Calculation

6. Quality Control

7. Precision and Bias

8. References

9. Bibliography

Please note: Every section has an introductory subsection A. Provide only **necessary** background information, and guide user to important references or bibliography for further background. **Do not include extensive literature review.** Every method has a name, even if it is the only method for the constituent. Place references and bibliographies at the end of each subsection, rather than form an additional subsection at the end of the section.

B. Reference and Bibliography Format

1. **References**
   List references in the order in which the citations appear in the text, tables, and figures. List all authors, with surname and initials, and provide place names for publishers and organizations. Spell out the name of any organization or publication in full. (Uniform abbreviations will be supplied during the editing process.) **Do not use acronyms**. The formats for the most frequently encountered types are as follows:

   Book:

   FURMAN, N.H. 1962. Standard Methods of Chemical Analysis, 6th ed. D. Van Nostrand Co., Inc. Princeton, N.J.

   In the title of a book or other stand-alone publication, use initial capital letters for all major words.

   Paper in periodical:

   KOCH, B., S.W. KRASNER, M.J. SCLIMENTI & W.K. SCHIMPFF. 1991. Predicting the formation of DBPs by the simulated distribution system. *Journal American Water Works Association*. 83:62.

   Capitalize only the first letter of the first word of the title of a paper in a periodical (unless proper names are part of the title).

Paper in collection:

KAVANAUGH, M.C., C.H. TATE, A.R. TRUSSELL, R.R. TRUSSELL & G. TREWEEK. 1980. Use of particle size distribution measurements for selection and control of solid/liquid separation processes. *In* M.C. Kavanaugh & J. Leckie, eds. Particulates in Water. Advances in Chemistry Series, No. 189, American Chemical Society, Washington, D.C.

Government publication:

U.S. ENVIRONMENTAL PROTECTION AGENCY. 1991. Methods for the Determination of Metals in Environmental Samples. Method 218.6, EPA-600/4-91-010. Environmental Monitoring Systems Laboratory, Cincinnati, Ohio.

Institution publications:

DAHLBERG, M.D. 1975. Guide to Coastal Fishes of Georgia and Nearby States. Univ. Georgia Press, Athens.

PECKARSKY, B.L., P.R. FRAISSINET, M.A. PENTON & D.J. CONKLIN, JR., eds. 1990. Freshwater Macroinvertebrates of Northeastern North America. Cornell Univ. Press, Ithaca, N.Y.

If an institution or agency is listed as the author of a publication, write out its name in full. If it is the publisher, abbreviate the institutional word (Dep., Univ., Soc., etc.) only, and omit prepositions and articles ("of, the"). If the name of the state is part of the institution name, do not repeat state after city of publication.

Do not use U.S. Postal Service abbreviations for state names but abbreviations such as Ill., Miss., Colo., etc.

2. **Bibliography**

List bibliographic materials chronologically, the oldest first. The format is the same as for references except that all lines after the first are indented and numbering is not used:

KOCH, B., S.W. KRASNER, M.J. SCLIMENTI & W.K. SCHIMPFF. 1991. Predicting the formation of DBPs by the simulated distribution system. *Journal American Water Works Association*. 83:62.

C. Style Notes

1. **Tense**

ALWAYS USE THE ACTIVE VOICE.

"Remove needle from solvent and draw 1 µL of sample extract into barrel."

NOT:

"The needle should then be removed from the solvent and 1 µL of sample extract drawn into the barrel."

2. **Abbreviations and Units of Measure**
For basic list, refer to inside back cover of current edition of *Standard Methods*. Always write out in full the names of longer units of time (week, month, year).

3. **Solution Concentration**
Use normality for concentrations of the common acids and bases for which preparation directions are given inside the front cover of the current edition. Use molarity for all other reagents.

4. **Ionic and Oxidation States**
Express ionic charge by a superscript consisting of a number and the sign of the charge, e.g., Ca^{2+} for calcium ion. Express oxidation state within a compound by Roman numeral in parentheses, e.g., Cr (VI).

5. **Trade Names**
Whenever possible, avoid use of proprietary names in the text. Instead, use a generic name for the equipment or reagent, and supply a footnote at the bottom of the page specifying the trade name "or equivalent." Include other suppliers if possible. Do not put trade names in parentheses in the text.

Example of apparatus with footnote:

d. *Micro volumetric flasks*,* TFE-lined screw-cap: 2-mL, 5-mL, and 10-mL.

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*Kontes or equivalent.

6. Tables
Do not put boxes around tables or separate columns by lines.

For the best example of how to format JTG manuscripts, refer to the current edition of *Standard Methods*.