

2026 TECHNICAL PAPER GUIDELINES

Each speaker must submit a formal technical paper, on which the presentation is based, to be approved to present at the Conference. These papers will be included in the electronic proceedings of the conference. Failure to submit the technical paper by the requested due date may result in the withdrawal of the presentation from the Technical Program.

Speakers are required to provide electronic copies (draft and final versions) of their paper by the deadlines noted in the **2026 WEAO Conference – General Information for Speakers** document.

The draft and final papers, shall be uploaded to the WEAO Conference Technical Program Submissions Page at the following link:

<https://www.xcdsystem.com/weao/abstract/index.cfm?ID=BnqqV8n>

GUIDELINES FOR PREPARATION¹

These guidelines are designed to assist you in the preparation of your paper and, if followed properly, will allow the production of proceedings that look both consistent and professional. Your cooperation in this respect is essential and you are kindly requested to **read these guidelines carefully**.

Should you wish to use it, you can find a template for the technical paper at the following link:

<https://weao.org/speaker-resource-page/>

The Technical Program Lead(s) of the Conference Committee is/are responsible for the overall technical program at the conference. If you have questions concerning these requirements, or if you need additional information, please contact your Session Chair(s) as identified to you in separate correspondence.

FORMAT GUIDELINES

Margins should be set as follows:

- Left and Right: 1.5 inches
- Top and Bottom: 1 inch

Font Specification:

- Times New Roman: 12 point.

Spacing:

- Single spaced within paragraphs

¹ Adapted from Water Environment Federation Guidelines

- Double space between paragraphs, new paragraph first line indented 5 spaces

Use single column format. (Not newspaper style.)

As a general guideline, papers should be no more than 15 single sided pages (using 12 point, Times Roman) including figures and tables. The length allowance is intended for authors to fully document and interpret their findings. This allowance must not be used in lieu of careful editing to eliminate redundancy. In particular the same data should not be presented in both figures and tables. Likewise, tabulated or graphical presentation of data can only be justified when those data are discussed in the text.

The title of the paper should be centred and typed in **UPPER CASE BOLD** on the first line of the first page.

Listing authors:

- The authors should be listed below the title in **bold, upper and lower** case with a single space between multiple authors. Authors should be listed with their affiliations at the time the paper is submitted. Work performed under previous auspices should be stated in the Acknowledgement section of the paper.
- The principal author is the person who will be presenting and to whom inquiries will be addressed. Complete contact information should be included and marked with an “**”

Example:

THE COMPLETE WASTEWATER WORKS HANDBOOK

Ivor Cleanhouse, Environment Engineering Inc.*, Jane Doe, The Wastewater Company, Frank Friendly, Some Town WWTP

*** Environment Engineering Inc., 600 Waterford St., Waterville, Ontario A1B 2C3**
Ivor.Cleanhouse@EnvironmentEngineering.com

All figures and tables should be numbered - e.g., Table 1, Table 2, Figure 1, Figure 2, etc. Captions should be typed in UPPERCASE. Captions for figures and diagrams should be typed below the diagram, while captions for tables should be typed above the table. Please integrate figures and tables directly into the text. Insert a double space between text and Tables and text and Figures.

The use of acronyms to abbreviate long expressions is encouraged. When appropriate, an appendix defining the notations used should be included after the Acknowledgement section or explained after the first usage of the acronym. The Author should always try to use commonly accepted notation.

The following footer **must** be included on each page, including a page number at the bottom right of each page:

“WEAO 2025 Technical Conference, London, Ontario Page X”

HEADINGS

The paper may include headings such as **Introduction, Methodology, Results, Discussion, and Conclusions**. An **Acknowledgement** section should follow the Conclusions. The first paragraph of the Acknowledgement may include credits for funding of, or assistance in the study.

These headings should appear in **UPPER CASE BOLD**. Subheadings should be **Initial Caps and Lower Case Bold**.

BIBLIOGRAPHY

A list of References used in the preparation of the paper should be included at the end of the manuscript. The format for the Bibliography section is as per the examples following.

The list should be in alphabetical order of the author's surnames. All authors should be listed, i.e., do not use "et. al.". The order of items in each reference is to be as follows:

- Author(s);
- Year of publication;
- Title of work;
- Periodical;
- Publisher;
- Conference;
- Etc.; and,
- Volume number and page, if appropriate.

Examples:

Jones. A.B., and Smithe, C.b. (1992a) Treatment of hazardous wastes in wastewater treatment plants. Water Environ. Fed., **64**, 999.

Jones, A.B., and Smithe, *C.D.*, (1992b) survey of hazardous waste sources in wastewater treatment plants. Rep. No. 12345, U.S. Environmental Protection Agency, Washington, D.C.

Quotations from texts should be referenced in parenthesis listing, either the author(s) and year of publication or the year of publication only, depending on the narrative context. If the same author(s) are cited in more than one publication in the same year, then lower-case letters (a, b, c...) should be appended to the year of the first and succeeding citations.

Examples:

"There are several alternatives (Jones and Smith, 1992a) for handling these wastes."

"Jones and Smith (1990b) have documented the source of these wastes."

Periodical titles are to be abbreviated in accordance with the system adopted by the International Council of Scientific Unions Abstracting Board. You may wish to refer to the **Water Environment Research** journal for sample citations.

UNITS OF EXPRESSION

All data in the text, figures, and tables must use metric notation and standard SI nomenclature. It is the author's responsibility to supply necessary conversions. If desired, English units may follow the metric quantities in parentheses. Refer to, **WEF MOP 6, "Units of Expression for Wastewater Management"** for guidance.

EQUATIONS

Equations and formulae should be numbered separately and sequentially throughout the text. All special symbols, such as Greek letters, must be clearly identified and explained.

FURTHER CLARIFICATION

Please direct any questions concerning your paper to your session chair.