

# PA-AWWA Water News Source Guidelines for submitted articles

- Article headlines should seek to draw in the reader and may be changed to achieve said goal
- Every article should include an introduction to the topic(s) discussed within and a conclusion that rounds up the article, particularly for articles that focus on several unrelated topics
- If there is a specific page header, e.g. Southeast Districts; Legal Matters, etc. that is related to the article or a section of articles, this should be included with the article, at the top of the page at the time of submission
- The byline of the writer is to be included with the article at the time of submission
- Any bio info about the author should be included at the end of the article at the time of submission
- Articles submitted should be in Word format, preferably, or an editable PDF format
- When submitting content, it should be free of formatting; i.e. there should be no paragraph indents and no spacing between lines; except where there will be a new header and section introduced
- Avoid using phrases like “in the figure below” or “in the image above”, as layout is never guaranteed
- Please consider the length of your article; articles beyond 2,000 words may require two-part series, depending on the sum of content submitted for publication