

Desalination & Water Purification Research and Development (DWPR) Program - Publication & Presentation Guidelines

1. Illustration Preparation

At least one high quality illustration that visually represents the project shall be supplied in jpg, gif or other graphics format, separate from the report. This illustration may be used in other Reclamation presentations concerning the program. To be really useful, it should be almost self-explanatory to individuals who are not familiar with the subject.

At the end of the project, recipient shall supply a list of titles and dates of presentations or publications made; academic degrees granted; patents applied for or granted; and other significant achievements relative to the project.

Publication of final results in a referred technical journal is strongly recommended. Copies of journal publications should be submitted to Reclamation.

2. Sequence of Items in Final Report

The sequence of the report shall be as follows:

- Cover
- Standard Form 298
- Title Page
- DOI and Reclamation Mission Statements, and disclaimer
- Acknowledgments
- Contents
- Glossary
- Executive Summary
- Background
- Conclusions and Recommendations
- Body of Report
- References
- Tables (unless interspersed in text)
- Figures (unless interspersed in text)
- SI Metric Conversion Table
- Appendices (including Data Record)

3. Format and Usage

The body of the text shall be typed single spaced in 12 point Times New Roman font. Arial shall be used for headings, captions, and tables. Margins shall be one inch for top and bottom, and 1.5 inches for right and left sides. Most reports will be duplexed, i.e., printed on both sides of the leaf. Except for page numbers, headers and footers are not desired. Use of electronic links is strongly discouraged because of the difficulty they provide during printing. Usage should conform to that recommended by the U.S. Government Printing Office Style Manual, latest version.

3.1. Cover

Reclamation will print covers on heavy stock. The cover format shall be similar to that shown in the enclosed sample cover.

3.2. Report Documentation Page

Recipient shall complete blocks 1, 3, 4, 5a, 6, 7, 9, 14 and 15 of the Report Documentation Page using the SF-298 form provided below.

3.3. Title Page

The title page shall contain the same information as the cover, except that the names of authors may be indicated above the name of the performing organization.

3.4. Acknowledgments

The Desalination and Water Purification Research and Development Program, Bureau of Reclamation, shall be acknowledged as the sponsor of the research. Other acknowledgments are optional. However, when they are included, only those persons who made meaningful contributions to the research or to the report should be included.

3.5. Table of Contents

Recipient shall prepare a Table of Contents in a format like that shown in the example following.

3.6. Glossary

A glossary shall be included if the report contains numerous acronyms, abbreviations, symbols, or uncommon terms. A short glossary (up to two pages) should be placed between the Table of Contents and the first page of text. A longer glossary should be placed at the end of the report, possibly as an appendix.

3.7. Executive Summary

An executive summary about one page long shall summarize the project from concept to execution. As shown below, the Executive Summary should be page 1, preceding pages being numbered with lower case Roman numerals.

3.8. Conclusions and Recommendations

Conclusions and recommendations are an important part of the report. This section should present logical conclusions and recommendations drawn from the study and findings. This section should be placed immediately after the Introduction. Both conclusions and recommendations are best presented as brief statements preceded by bullets or numbers. Authors should refrain from citing text data as conclusions in this section.

3.9. Data Record

A Data Record included as an Appendix shall contain all of the pertinent numerical data taken during the investigation and used in drawing conclusions and making evaluations. These data shall be keyed to the appropriate sections of the main body of the report in such a way as to allow the reader to review the treatment of data. Data taken during the investigation and used in drawing conclusions and making evaluations shall be contained in a Data Appendix to the final report. For example, if five measurements were made to yield an average value of a variable used in the body of the report to evaluate a performance parameter, all five values shall be given in the appendix, along with an indication of which values were used and how the average was calculated.

3.10. Reference List

Entries in the reference list should be listed at the end of the text in alphabetical order by the author's surname or by organization if there is no individual author. The corresponding reference notation in the text should include the author's surname and year of referenced material in parentheses. The style of presenting references is shown below.

3.11. Figures and Tables

When only a few figures and tables are included in the report, they may be interspersed in the text near where they are referenced. Otherwise, they should be placed together at the end of the text. Too many figures or tables interspersed in text make a report difficult to read and comprehend.

3.12. Use of SI Metric

The narrative report may be written using either SI metric units or English units, (SI metric is preferred). If English units are used, they should be followed by the SI metric equivalents in parentheses. If the metric unit is given first, it should be followed by the English equivalents in parentheses. When a dimension is repeated on a page, its metric or English equivalent in parentheses need not be repeated; that is, the equivalent needs to be cited only the first time it appears on a page. It is not necessary to show both sets of units in tables or figures.

3.13. Use of Black and White

As a standard practice, photographs, charts and figures shall be printed in black and white using half-tones for photographs. Color should be used only if it contributes "demonstrable value" to the report with no more than one or two of the most important photographs being in color. In figures, use color only where absolutely required for clarity, identification of objects, etc. In bar graphs and plots, use shading and cross hatching or open and closed symbols so that the graphs can be readily interpreted when reproduced in black and white. Emphasis of certain numbers in tables can be obtained by bolding. For technical reasons concerning reproduction by Reclamation, we request that color illustrations be grouped and limited to the two sides of one leaf.

3.14. Binding

Recipient-supplied copies of the draft-final and final reports shall be delivered collated but unbound.

3.15. Submission

The complete report, including all figures and photographs, shall be submitted as an electronic copy on CD, using Word 2000, or later versions. Other software may be used only by prior agreement with Reclamation.

3.16. New Requirements

New requirements for reports that Reclamation will publish may be implemented during the period of any contracts awarded under this announcement. These requirements will be provided to Recipient in time for timely submission of the final report.

RECLAMATION

Managing Water in the West

**Desalination & Water Purification Research
and Development Program Report No. XXX** *(Reclamation will assign a no.)*

TITLE



**U.S. Department of the Interior
Bureau of Reclamation**

Month Year

REPORT DOCUMENTATION PAGEForm Approved
OMB No. 0704-0188

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**Desalination & Water Purification Research
and Development Program Report No. XXX**

TITLE

Prepared for Reclamation Under Agreement No. XXXXXXXXXXXXX

by

Author(s)



**U.S. Department of the Interior
Bureau of Reclamation
Technical Service Center
Water and Environmental Services Division
Water Treatment Engineering Research Team
Denver, Colorado**

Month Year

MISSION STATEMENTS

The mission of the Department of the Interior is to protect and provide access to our Nation's natural and cultural heritage and honor our trust responsibilities to Indian tribes and our commitments to island communities.

The mission of the Bureau of Reclamation is to manage, develop, and protect water and related resources in an environmentally and economically sound manner in the interest of the American public.

Disclaimer

The views, analysis, recommendations, and conclusions in this report are those of the authors and do not represent official or unofficial policies or opinions of the United States Government, and the United States takes no position with regard to any findings, conclusions, or recommendations made. As such, mention of trade names or commercial products does not constitute their endorsement by the United States Government.

Acknowledgements

TEXT

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Title Heading 1	1
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Glossary

Title Heading 1

Heading 1 is the chapter title in Arial Bold 18 point. Body text is 12 point Times New Roman. Left and right page margins are 1.5 inches. Top and bottom margins are 1 inch.

Heading 2

This is heading 2, which is Arial Bold, 16 point, aligned flush left. Allow two line spaces above subhead and one line space below subhead.

Heading 3

This is heading 3, which is Arial Bold 14, aligned flush left. Allow one line spaces above subhead and no additional space below subhead.

Heading 4

This is heading 4, which is Arial Bold Italic 12 points, aligned flush left. Allow one space above and no additional space below subhead.

Sample Citations and Reference List

The program is documented in a series of three progress reports (Merriman and Enger, 1957, 1958; Bureau of Reclamation, 1960). Based on these studies, two procedures were developed for determining the suitability of canal lining material. The procedures were based on very subjective erosion tests with the circular tank tractive force machine developed and used in the studies of the 1950s (Merriman and Enger, 1958).

The first design procedure was based on general guidelines for the suitability of a material using PI and LL as the significant soil properties. A report titled *A Study of Erosion and Tractive Force Characteristics in Relation to Soil Mechanics Properties* (Gibbs, 1962) is the basis of the *Earth Manual* plasticity criteria for impervious, erosion-resistant, compacted earth linings.

Holtz (1954) indicated that soils with a PI of less than 7 were not considered entirely suitable for small canals and a limiting value of 10 was sometimes used for larger canals.

The second design procedure report, titled *Studies of Tractive Forces of Cohesive Soils in Earth Canals* (Carlson and Enger, 1962), was used to estimate an allowable tractive force, with a mathematical algorithm based on the following soil properties: (1) PI, (2) LL, (3) gradation, (4) density, and (5) vane shear resistance.

In 1967, a report was prepared by ASCE (American Society of Civil Engineers) (Masch et al., 1967) to review the literature and current state of knowledge concerning the erosion of cohesive materials. Masch et al. presented several procedures to estimate channel stability and to design channels.

Reference List

Bureau of Reclamation, October 1960. Progress Report No. 3, *Canal Erosion and Tractive Force Study (Correlation of Laboratory Test Data) - Lower Cost Canal Lining Program*, Report No. HYD-464, Denver, Colorado.

Carlson, E.J., and P.F. Enger, October 1962. *Studies of Tractive Forces of Cohesive Soils in Earth Canals*, Report No. HYD-504, Bureau of Reclamation, Denver, Colorado.

Gibbs, H.J., 1962. *A Study of Erosion and Tractive Force Characteristics in Relation to Soil Mechanics Properties - Earth Research Program*, Report No. EM-643, Bureau of Reclamation, Denver, Colorado.

Holtz, W.G., 1962. *Construction of Compacted Soil Linings for Canals*, Report No. EM-383, Bureau of Reclamation, Denver, Colorado.