

Criterion for technical submissions

The following submission criterion will be printed in the Journal in the first issue of each year. Additional copies are available from the Editor.

The original and one copy of the submission (including artwork: tables, charts, illustrations, etc.) should be sent in final form to:

Editor

The Journal of the Swimming Pool and Spa Industry

3114 East Pennsylvania Street

Tucson, AZ 85714–2035.

The designated author will receive an immediate acknowledgment of the receipt of the manuscript, followed within three months by a decision. Authors must retain a copy of their manuscripts and artwork as the editor and publisher cannot be held responsible for loss or damage. This copy may also be used to facilitate editorial correspondence.

Failure to follow these guidelines will result the need for extensive editing, and/or a lower priority for publication.

Originality: Papers submitted to the Journal must be original. The journal will not publish articles in which a significant portion of the ideas, data, figures, tables, etc. have been published or submitted for publication elsewhere. If there is a question as to whether another published work compromises this submission, include a copy of the other work along with this submission.

If the manuscript depends substantially or critically on other work which has not been published, include a copy of the unpublished work for use by the editorial review board.

In order to ensure objectivity, all submissions (other than letters to the Editor) will be approved / disapproved by three individuals, at least two of whom must be members of the Editorial Review Board. The author(s) may suggest the names of other individuals they feel would be qualified as reviewers, as well as names of individuals they feel would not be appropriate. These suggestions will be advisory; the final decision is the responsibility of the Editor, who will not be the

reviewer of any submitted work. If at all possible, do not identify the author(s) in the body of the paper either directly or by identified citation.

Research and Informative Papers

1. Submission is a representation that the manuscript has not been published previously and is not currently under consideration for publication elsewhere. Submitted manuscripts must not be submitted elsewhere unless and until rejected in writing by the editor. A statement transferring copyright from the author(s) (or their employers, if they hold the copyright) to JSPSI will be required before the manuscript can receive final acceptance for publication. The editor will provide the necessary forms for this transfer. This will provide for the widest possible dissemination of information. The manuscript may not, after this procedure, be published elsewhere without the permission of the editor. Authors must also return a statement (provided by the editor) prior to publishing a paper stating that they have been engaged in the work described and/or the analysis and interpretation of the data, etc., that they have helped in the drafting of the manuscript, and that they have seen the final version.
2. A submission should include the following separate items (on separate sheets of paper):
 - The **cover sheet**, including all information about the author(s), the titles, funding sources, etc.
 - The **abstract**, keywords, and significance
 - The **manuscript**, including title, running title, text, and acknowledgments (if appropriate)
 - References**, including endnotes, bibliography, etc.
 - Artwork**, including tables, figures, photographs, etc. with captions and figure numbers
 - Legends, numerals, and captions**
3. **COVER SHEET** The *title*, the most widely distributed part of your work, should be short, specific, and should explain the nature of the work. An additional *running title* of up to 100

characters may also be provided. Follow the title with the *name, title, company, affiliations, qualifications, address, phone number, fax number, electronic mail address, etc. of the author(s)*. Co-written manuscripts should include all of this information for all co-authors, and also include an *asterisk* indicating which author will handle proofs and correspondence, and the *order of precedence* for listing the authors in the journal. Acknowledgments of financial support, if included, should be noted on the cover sheet. The signature of the author (all authors on co-written submissions) must appear next to the other information on that individual, signifying that the author(s) has read and approved the manuscript.

4. **ABSTRACT** The next sheet must contain a single-paragraph *abstract* of the purpose and results of the work. This abstract should be between 150 and 200 words, and contain a description of the manuscript's contents (especially any conclusions drawn,) understandable without reference to the manuscript itself. Also include on this page 10 *key words* suitable for information retrieval systems. You may, if you wish, include a separate *paragraph on the significance* of the work presented. This may be considered as part of the review procedure.
5. **MANUSCRIPT TEXT**, and *footnotes* must be type-written on a single side of white, opaque paper, 8½x11 inch, double spaced, with at least ¾" margins on all sides. All pages must be numbered. All manuscripts must be dark and clear, and computer-printed manuscripts must be in letter-quality type. *Summaries, conclusions, and introductions* should be concise, and should begin the text. The summary and conclusions direct the reader to the important aspects of the paper, and the introduction orients the reader to the problem and its significance. The introduction should not be a general overview of the entire field. Textual detail should be brief but unambiguous, and documentation is mandatory. The section on *methods* should include enough information on techniques, instrumentation, and controls to permit the reader to evaluate these aspects of the study. *Results* should clearly follow from the text, and be presented in a logical order. *Discussion* should not veer in tangents, but handle exclusively the significant implications of the results of the study. If the text concludes with *acknowledgments*, refer only to persons or entities who have made substantive contributions to the work. Authors are responsible for obtaining *written permission* from persons or entities acknowledged by name because readers may infer their endorsement of

the research, data, or conclusions. *Financial support* should be indicated on the title page, rather than in the text. It is against Journal policy to include promises, either implicit or explicit, relative to publication of future or follow-up papers.

6. **REFERENCES** *References in the text* should be cited in the author-date/page style (Jones 1993) or (Jones 1993, 10-12), and all should be listed alphabetically in the *references or bibliography* at the end of the text. All items in this reference list should appear in the manuscript, and all references in the manuscript should appear in the reference list. Citations that have identical name and year should include alphabetic notations (Jones 1993a). Refer to unpublished references as (Jones, unpublished) or (Jones, personal communication), etc. The guide used by JSPSI for all citations in text, footnotes, endnotes, and bibliographies is the *MLA Handbook for Writers of Research Papers*, 3rd ed., Gibaldi and Acltort, published by the Modern Language Association of America, New York, 1988. The editor will assist you as needed for proper format.
7. **ILLUSTRATIONS** should also be submitted in duplicate, on separate sheets. *Inked line drawings* must be original, and of high quality, suitable for reproduction. *Illustrations from other works*, if used, must have all reference and publisher data, in order for copyright permissions to be secured. *Photographic prints* should be black and white, glossy, of high contrast, and the same size as they are to appear in the Journal. *Color artwork* is possible, but may incur cost on the part of the author (negotiable with the publisher). This cost will be reduced if color separations are provided. *Computer graphic images* on disk should be accompanied by the same duplicate printed versions as other forms of illustrations, to facilitate the review process. *Tables* should be typed, double spaced, in a sanserif font, on a separate page with appropriate title, caption, notes, etc. Number them consecutively along with all other artwork, and note by number their placement in the manuscript text. All illustrations should have the author's name and the figure number noted on the back. Do not write in the back of artwork, or use paper clips, which might scratch or mar the artwork. Use separate enclosure envelopes as needed, and adhesive note paper for identification. Designate the top of the artwork if necessary. Do not include artwork of any kind in the manuscript text, but note the location for placement in the text. All artwork must be either 3¾" (single column) or 7" (double column) wide, and not exceed 9" in height.

8. **LEGENDS AND CAPTIONS** Figure numbers, along with brief but adequate captions must accompany all artwork. Numbers and captions or legends should appear on separate sheets of paper, after the illustrations. All artwork must be consecutively numbered with arabic numerals, and should be referenced by number in the text.
9. Any non–typewriter characters, including formulas, equations, etc. should be formatted according to standard usage for the area it is used (i.e.: chemistry, engineering, mathematics, etc.) Accepted papers will undergo a typesetting proof submission process between the publisher and author to insure proper formatting of special characters. Special care should be taken, as part of manuscript preparation as well as proofing, to distinguish between capital and lower case characters, between zero (0) and the letter (O), between the number (1) and the letter (l), etc. Mark on the paper any non–standard characters or symbols which may require special attention in typesetting.
10. Manuscripts must relate to original research, substantive observations, analysis, description, and translation of ideas. Sufficient chemical, engineering, or mathematical detail should be given (as applicable) to substantiate conclusions and to permit peer review.
11. For the initial submission of manuscripts, hard copy is sufficient. Accepted manuscripts may be followed by diskettes for text and/or illustrations. This type of submission may reduce the chance of error from rekeying, and speeds the publication of your work. After acceptance, electronic submission is therefore preferred, although not mandatory. Almost all IBM or Macintosh formats are acceptable. Files should be saved in the native format of the text or graphic program used. Graphics should not be imported into the text, but remain in separate files. The publisher will then provide for any needed translation. If you do initially submit a disk you must also provide the two printed versions, which are used for editorial review. Disks should be labeled with the type of computer, the program(s) used, the file name(s), and the author's name. If you have questions in this regard, please contact the editor.
12. Proofs will be sent to the designated author for checking. Proofs should be returned without delay, and any corrections should be restricted to typesetting errors. Please check proofs carefully, since late corrections cannot be guaranteed for inclusion in the final version.
13. Manuscripts may be edited prior to publishing. Minor editing can be noted in the proof. Manuscripts requiring extensive editing will be returned to the author for approval before typesetting.
14. JSPSI has no page charges. Five complimentary offprints will be sent to the sole or designated author. Additional copies of offprints or issues in which your work appear are available to you at a discount. Offprint order forms are included with the final galley proofs, and must be returned with the proofs, even if no additional offprints are ordered. Offprints ordered after publication are subject to considerably higher prices. Please contact the publisher for details.
15. Submitted material will be filed for one year after publication and may then be discarded unless the publisher is requested to return the original material to the author.
16. Each manuscript, when first submitted, is appraised by the editor for suitability for publication in relation to editorial policy and balance of research coverage. Manuscripts are then submitted to members of the editorial review board, without identifying information, for anonymous peer review. Authors are notified within 90 days of acceptance or return of the manuscript. If accepted, an editing process will proceed, as needed, to satisfy any concerns of the review board and to conform to the format of the journal.

Book Reviews

Reviews of books germane to the swimming pool industry, especially those with technical material, will be published. Authors may submit books to the editor at the address above. Books submitted for review are assigned to one or more members of the editorial review board, and the final review may be written by a board member, the general editor, or an outside reviewer selected for special qualifications relative to the subject matter of the book. Reviews *describe* the book, and *evaluate* its scope, style, readability, and technical merit. Books are designated as belonging primarily to the Layman, Industry, or Technical classification, and are reviewed in that context.

Annotated Bibliographies

1. Those wishing to prepare and submit an annotated bibliography should communicate with the editor before proceeding with the work. A decision on the appropriateness of the subject and the possibility of publication can then be determined before a large investment of time is made.
2. Bibliographies should be submitted in accordance with guidelines 1, 3, 5, 6, 9, and 11–16 listed above in the Research and Informative Papers section. Extra attention must be made to format of the entries. The editor will assist as needed.
3. Entries should be designated as coming from Layman, Industry, or Technical level publications. Annotations should be one to two paragraphs in length, and include a description of the article, book, or publication; a summary of the conclusions drawn or results determined in the work; and a critical evaluation of the content, accuracy, style, and readability.

Short technical notes

1. From time to time short technical notes may be appropriate rather than a full paper. These notes are typically accepted and sent to publication much quicker than a paper, and can therefore be useful under certain circumstances.
2. Technical notes should be less than 5 pages in length, and should be submitted in accordance with guidelines listed above in the Research and Informative Papers section.

Special Reports

Reports which review research results of topical importance in a particular facet of the industry are usually commissioned in advance by the Editor. Format of the submission follows that of Research and Informative papers. If you have an interest in this type of submission, please contact the editor.

Symposia-in-Print

1. These are collections of original research or informative papers, each individual paper being only about three to five pages in length, all held together by a unified theme. Subjects of forthcoming Symposia-in-print will periodically be announced in the Journal. A Guest Editor will be assigned to head the project, and he will in turn invite authors active in the field of the symposium to submit papers, which then go through the normal editorial review procedure. Submissions

by other authors not specifically invited are considered for inclusion on equal footing with invitees.

2. Submissions should follow all procedures outlined above for research and informative papers. Direct the submission to the announced Guest Editor, at the general address printed above.

Letters

1. Letters to the editor provide an opportunity for discussion, clarification, amplification, and rebuttal of issues from previous issues of the journal. Letters are selected for publication at the discretion of the editor.
2. In order to be considered for publication, responses must substantively support or rebut previously published material from the JSPSI. Support or rebuttal must be of a technical, factual nature and be documented so that evaluation may be made of the response at the same, or higher level of technicality as the work being responded to. Unsubstantiated opinion will not be printed.
3. Authors of letters must be properly identified, including affiliations and qualifications. Letters are to be prepared in accordance with guidelines listed above in the Research and Informative Papers section as appropriate. Names of all authors must be both printed and signed, and the letter must be marked “for publication” in order to be included in the Journal. Letters are subject to editing for brevity and style, in which case the edited version will be returned to the author for approval. Fax or electronic mail correspondence is helpful for speedy approval and publication.

Style

1. The typeface for text used by the Journal is Century Schoolbook, and the typeface used for captions, tables, illustrations, charts, etc. is Helvetica.
2. The page/column format is 8x10½” pages, with double columns of 3³/₈” each. Full double column width is 7”. Full column height is 9¾”. Artwork should be designed to fit in full single or double column format.