

## Checklist for Submitting Draft Report

This checklist serves as a reminder as to what researchers need to submit with their draft reports. The PAC and project manager will technically review the draft report, and other Foundation staff will review the draft report to ensure adequate quality of text, art, and tables for printing; consistent appearance within a report; and author-date style for references. **This checklist should be completed and submitted with the draft report.**

Keep in mind that AwwaRF's preferred (TCR) publication process prints the final report *directly* from the pages submitted (if they are well formatted and of good quality). There will be no proofreading or editing of the report. If the following requirements are not met, the report will go through the default (Full Service) process, which takes longer and is more costly.

### Text and Margins

- Original, single-sided, unbound laser printer output (crisp, black letter quality of type) **plus** 5-6 photocopies  
[Note: E-mail files are not acceptable because of differences in output among various printers.]
- No affiliation (e.g., company) identifying names or logos (e.g., on title page, in page headings, or on figures)
- Consistent margins within report, minimum ¾" all around

### Pagination

- Consistent placement of page numbers centered at a minimum of ¾" (but no more than 1") from the *bottom* of each page (this means that the page number for landscape art needs to appear at the bottom of the page rather than in the right margin of the page)

### Figures and Tables

- Original laser printer output (black and white only)
- Consistent placement of figures throughout the report either within the chapters or at end of chapters
- Consistently numbered figures and tables within the report

### Reference List

- At end of report before the abbreviations list, rather than a chapter within the report
- Follows author-date style

### Copyright Permission Form

- Completed copyright permission form with explanation as to *why* permission is not required to use material from a copyrighted source (for example, the explanation might indicate the limited extent to which the source was used "Data from" or "Adapted from")

### CD-ROM/Disk (if applicable)

- If the report is scheduled to be published on a CD-ROM or disk, or a CD-ROM or disk is planned in conjunction with the report, then a beta version of the pre-approved software should be submitted for review with the draft report.

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### Reminders for Submitting Final Report

Our experience indicates that certain elements of submitting the final report may be overlooked, so we are taking this opportunity to remind you of several important requirements.

- Signed original letters or faxes granting permission to use copyrighted material
- Completed project profile form and matching disk