



National Onsite Wastewater Recycling Association

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## FORMAT FOR NOWRA CONFERENCE PAPER PROCEEDINGS

### DEADLINE FOR DRAFT PAPER SUBMISSION

**August 11, 2025**

Please adhere to the following format when preparing your paper for submittal.

1. Save your paper with the following name: LASTNAME.doc or LASTNAME.pdf. For multiple papers, please add a key word after LASTNAME. Word documents are preferred as comments/tracked changes are easier to incorporate.
  2. Use Times New Roman with 12 point font size.
  3. Use 1-in. margins for the left, right, top and bottom.
  4. Use 8 ½ inch by 11- inch paper.
  5. Use **BOLD** all cap letters in the title.
  6. Paper length should be limited to 20 pages, including references, appendices, and tables.
  7. Place names of authors with 1 line between title and authors and footnote after last name of author. Use names only and no description. The description goes at the bottom as a footnote.
  8. Start the text with 2 spaces/lines between the author and the text.
  9. Justify both right and left margins. Separate each paragraph with a single line, and do not indent new paragraphs. Lines of text should be single-spaced.
  10. The abstract can have a maximum of 250 words.
  11. All data should be placed in a table, not as indented text. Place the caption for the table at the top of the table. See format for table. Refer to tables in the text and place the table at an appropriate place after the reference.
  12. Each figure must have a caption placed beneath the figure. See format. Refer to figures in the text and place the figure in an appropriate place after the reference.
  13. Figures may be in color as the proceeding will be provided electronically as Adobe PDFs.
  14. Place page numbers in the lower right corner of the document.
  15. Place references at the end of text. Do not use numbers in text to refer to the references.
- Use the following style:

Nelson (2008) reported....

The reference format is as follows:

Nelson, V. 2008. Institutional challenges and opportunities: decentralized and integrated water resource infrastructure (Report No. XVIII-GEN-08-04). Memphis, TN: National Onsite Wastewater Recycling Association .

***Presenters MUST be registered for the conference by September 2, 2025, and are responsible for covering their own registration and travel expenses to attend the conference.***

# EXAMPLE PAPER CONTENTS & FORMATTING

## TITLE

Author<sup>1</sup> and Author<sup>2</sup>

## ABSTRACT

## INTRODUCTION

## MATERIALS AND METHODS

## RESULTS

## DISCUSSION

## ACKNOWLEDGMENTS (OPTIONAL)

## LITERATURE CITED

## APPENDICES (OPTIONAL)

### Example table:

Table 1. Septic tank .....

Parameter	Units	Average	Median	Min.	Max.
BOD	mg/L	150*	140	60	300
TSS	mg/L	75	70	40	150

\*Average of 40 samples.

### Example figure caption:



Fig. 1. The cross section.....

Note the first letter of each main word is capitalized. The caption is located beneath the figure.

<sup>1</sup> xxx

<sup>2</sup> yyy