

AHS MANUSCRIPT GENERAL INSTRUCTIONS:

- **FILE TYPE:** Only Microsoft WORD "*.doc" accepted
- **PAGE SIZE:** 8.5" x 11"
- **ORIENTATION:** Portrait
- **MARGINS:** Top = 0.75" Bottom = 0.75" Left = 0.75" Right = 0.75"
- **LENGTH:** Abstract, text, tables, figures and references should not exceed ten (10) pages
- **LINE SPACING:** Single-spaced with one line space between paragraphs (Except for headings, tables and figures; see below)
- **INDENTATIONS:** First line of paragraph indented 0.15"
- **JUSTIFICATION:** Full Justification (Justify left and right margins)
- **FONTS:** Arial and Times New Roman, or similar font. (See diagram)

TITLE: The title should be informative and short, not more than 14 words.

HEADINGS:

- Major headings should be all capitals and centered.
- Secondary headings should have the first letter of all main words capitalized, be underlined and flush with the left margin.
- Two lines of space above and one line of space below should separate major or secondary headings from the text.

KEY WORDS: Should be provided and separated by commas, not more than six, following the abstract starting at the left margin.

TABLES AND FIGURES:

- Tables and figures should be inserted at the end of the paper with a three-line space above and below.
- Table or Figure must fit to a single page and should not be carried over to a second page.
- Margin limits are the same as for the text.
- Graphs and figures should be in black & White or gray-scale. Black & White Photographs are also acceptable.
- Capitalize TABLE or FIGURE and only the first letter of the title, use Arabic numerals, and set the title on the same line.

FOOTNOTES: Footnotes should be avoided and used only when absolutely essential. They should be typed single spaced at the bottom of the appropriate page and separated from the text by a three inch line starting from the left margin with one space above and below it.

REFERENCES:

- Cite references within the text by author(s) and year in parentheses,
- List references in alphabetical order, typed single spaced, although separated from each other by one line of space.
- For journal citations: (1) Last name of author(s), initials, (2) year, (3) title of article, (4) journal, (5) volume number, and (6) page numbers.
- For book citations: (1) Last name of author(s), initials, (2) year of publication, (3) title of publication, (4) editor of book (if applicable), (5) edition of book (if applicable), (6) publisher, (7) city of publication, and (8) page reference (if applicable).

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OTHER INFORMATION:

- Provide Name, Affiliation, Address, Phone number, Fax number and Email address for each Author. Authors with the same information may be placed in the same block. (See below)
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- Use white bond paper for any paste up pages needed.
- In order to assure consistency in this journal, it is requested that the term **ground water** be used as two words and hyphenated when it is used as an adjective.

TITLE BLOCK DIAGRAM: Please use the following format outline for the first page of your paper:

