

# standard methods

for the Examination of Water and Wastewater

## JOINT TASK GROUP MANUSCRIPT CHECKLIST

**COMPLETE THIS CHECKLIST AND INCLUDE IT IN THE PACKAGE TO THE PART COORDINATOR**

Section \_\_\_\_\_

Date Submitted \_\_\_\_\_

- \_\_\_ Review and complete all general charges.
- \_\_\_ Review and complete all charges specific to the JTG.
- \_\_\_ If this is a revision to an existing section, make revisions to a Word version of the section provided by the Standard Methods manager. Indicate deleted and added material (strikeover and boldface).
- \_\_\_ If this is a new section, the manuscript must be double-spaced. The manuscript must be in Word or RTF.

**Send the following to the Part Coordinator:**

1. A finished JTG-balloted manuscript (email attachment acceptable);
2. The completed original JTG ballots;
3. A list of all voting and non-voting members.

**Send the following to the Standard Methods manager at the address below:**

1. A copy of the finished JTG-balloted manuscript (email attachment acceptable);
2. Copies of the completed JTG ballots;
3. A list of all voting and non-voting members.

Standard Methods Manager:

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