

Guidelines for publishing for conference organisers:

1. Conference organisers submit their proposal to IWA

The following terms are in the guidance notes for conference organisers:

Ensure that the conference website and all announcements use an approved wording to describe arrangements for publication. This will be supplied by IWA Publishing.

To send IWA Publishing all the full papers from your conference selected for possible publication, in the appropriate format, to the agreed schedule.

It is not sufficient to ask the authors to send their paper to IWA Publishing

The following is agreed to on submitting the conference proposal:

Publishing

By signing this form you commit to providing your preselected papers from your conference to IWA Publishing for peer review and possible publication.

2. IWA then grants approval for the conference on the above terms and the conference organisers sign an agreement.

3. After IWA approval:

- Conference organisers receive a formal letter from Professor Wolfgang Rauch (Editor-in-Chief, WST) and the WPT Editors setting out details of publication options (either Journal or Proceedings) with a form to be completed by the conference organisers within 2 weeks.
- At this time IWAP will be able to answer any concerns or queries an organiser may have with regard to publishing
- The form will ask for the following information:
 - Contact details for the main contact who will handle the papers for publication
 - An Associate Editor to join the WST Editorial Board
 - The date the conference website will go live (the website must include the wording regarding publication which is provided in the form)
 - An estimate of the number of papers we can expect for the journals
 - All dates and important information on when you will receive the papers for your conference or if you will be choosing your conference submissions by abstracts only
 - We can also offer the option of publishing a proceedings volume
 - **WST and WST: Water Supply can now offer thematic issues with an open call for papers in conjunction with your conference and after the proposal has been approved by the Editorial Board.**

4. The month before the conference:

- IWAP contacts the organisers and gives instructions on how the papers can be sent to IWAP with a spreadsheet, which includes the title of the paper, corresponding author, email address and the designated journal
- These papers should be pre-selected (NOT peer reviewed) by the conference organiser and sent to IWAP within 2 weeks of the conference. Peer review will be done by the Journal Editors.

5. These papers are then uploaded by IWAP to the designated journal. Authors are advised that this has happened and must give their approval before the paper is sent for peer review.

6. A breakdown of the decisions made on the papers can be sent to the conference organisers if required.

Timetable for conference organisers

Before Conference (Approval Stage)

Action	Who needs to do this
Conference proposal sent to IWA	Conference Organiser
Conference is approved by IWA	IWA (IWA Conference team)
Publication form is sent to Conference Organiser	IWAP (Michelle Herbert)
Publication form is completed and returned to IWAP with any questions	Conference Organiser
IWAP responds to any publication questions	IWAP (Michelle Herbert)
IWAP checks compliance of conference website	IWAP (Michelle Herbert)

A month before the conference

Action	Who needs to do this
Conference organiser contacted to confirm schedule for sending full papers to IWAP, with detailed instructions for delivery of paper	IWAP (Michelle Herbert)
IWAP receives response with any issues	Conference Organiser

Two weeks after the conference

Action	Who needs to do this
Papers are sent to IWAP with a spreadsheet detailing: Title, Corresponding Author Email and designated journal	Conference Organiser
Papers are uploaded for peer review and authors are contacted for approval by IWAP	IWAP (Michelle Herbert)