



WHEREAS, the Ohio Water Environment Association (OWEA) is a 501(c)(3) Organization and a Member Association (MA) of the Water Environment Federation (WEF); and

WHEREAS, OWEA relies upon the dissemination of written information in the Buckeye Bulletin, Section Newsletters, Web Site and correspondence to communicate important information to OWEA members and those affiliated with the industry; and

WHEREAS, the quality of the information reflects is reflective of the professional profile of OWEA and must be maintained to the highest degree possible.

THEREFORE, OWEA has adopted the following procedure:

PROCEDURE

The following procedures shall govern in matters pertaining to articles and information submitted for inclusion in publications or web site:

- I. All articles submitted for the Buckeye Bulletin shall be submitted to the Chair of the OWEA Publications Committee for review and approval.
- II. The Chair of the Publications Committee or in the absence of the Chair, the Executive Administrator shall assign articles to committee members based on interest and skill level.
- III. Articles shall be edited by member of the Publications Committee for grammar, clarity, and accuracy.
- IV. In the event of major changes, articles shall be returned to the author for revisions and then resubmitted.
- V. Articles that do not comply with guidelines cited in the Policy Section shall be rejected for consideration.
- VI. Provide a schedule of due dates for articles to each section for required submittals (e.g. Plant Profile, and Watershed).