



AUTHOR GUIDELINES

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1. INTRODUCTION

The requirements for submission of manuscripts and the review process for the “International Journal of Geoengineering Case Histories” are presented herein.

The submission process for manuscripts is completed entirely online, with the exception of the “copyright release form” that needs to be signed in ink and submitted by mail at the address indicated below. Manuscripts under review, accepted for publication, or published elsewhere are not accepted, unless invited.

2. PUBLICATION AND REVIEW PROCESS SUMMARY

The review process is presented herein. This is a three-phase review process, similar to the procedures of most journals in the Geoengineering field with the intent being to ensure high quality of the publication material.

Review Phase 1: Submission and first review process

Submitted manuscripts need to be as short as necessary to present all the important information related to the case history. Emphasis is given on the methods (in-situ and laboratory) used for the site investigation, the results of the site investigation, the design, construction, and response of the system during and after construction. Elaborate analyses are not required for a manuscript to be accepted, but it is required that detailed information on the methods used to collect the data (investigation, instrumentation) is provided.

A manuscript submitted to the International Journal of Geoengineering Case Histories should consist of the following:

1. The text (to become paper) that will present the case history and the data.
2. The datasheet that includes the data presented in the figures in digital format. (See Section 3: Accompanying datasheet)
3. Material to be included in the additional webspace such as photos, maps, figures and more data. (See Section 4: Additional storage space/website for authors). This part is not required but is available for authors that would like a place to host and distribute information on a project.

Before submitting a manuscript, authors should review the sample paper and the “minimum reported data guidelines” (both to be prepared in the future) available on the journal’s website. These guidelines list the minimum information that needs to be presented in a case history so that the case history is complete and useful to the Profession. Also, you may find “checklists” for specific types of projects (e.g. deep excavations, landslides) that list information that should be presented depending on the project. Before submitting a manuscript, the authors should ensure that the information listed in the guidelines and the checklist is presented or an explanation is provided for the reason that such information is not available. This will facilitate the review process and avoid unnecessary comments by the reviewers.

Manuscripts should be submitted online at the e-mail address journal@geoengineer.org. The manuscript should be attached in the submitting e-mail (see Manuscript Submission format Requirements), along with the datasheet in excel format (see Section 3: Accompanying datasheet). No manuscripts will be reviewed without the accompanying datasheet. The manuscript will be forwarded to the Editor-in-Chief of the journal who will coordinate with the Editorial Board for a timely review of the manuscript.

The submitted manuscript will be reviewed according to the procedures of the most prestigious journals of our field. Typically, at least two independent reviews completed by at least 2 qualified engineers with expertise in the subject area are required. The Editorial Member handling the manuscript, reviews the recommendations, summarizes the review comments and makes the final decision. This information is provided to the authors. A final decision is made on the submitted manuscript that falls in one of the three categories:

- *Accepted.* In this case, the authors will be notified and the manuscript will directly advance to the third phase of the review process.
- *Accepted under conditions.* The manuscript advances to Review Phase 2. Manuscript is conditionally accepted as long as the authors provide answers and satisfy the comments of the reviewers within 6 months.
- *Rejected.* In this case, the “International Journal of Geoengineering Case Histories” returns the manuscript and does not reserve any rights on the content of the paper.



Review Phase 2: Corrections and second review process

Manuscripts in this stage are conditionally accepted. Based on the reviewers' comments, the authors will need to add any missing/requested information. In the case that the authors do not want to make a modification to satisfy one or some of the comments they will need to provide a written explanation of the reasons they do not want to make the change.

Upon re-submission, the authors shall sign in ink and mail the "Copyright Transfer Agreement", which is required for the publication of the paper. A "Copyright Transfer Agreement" needs by law to be submitted before a paper is published. Papers will not be published without it. The author retains, to the extent provided by law, the right to the fair use of the manuscript for various purposes such as teaching (including multiple copies for classroom use) and other nonprofit educational purposes. A copy of the Copyright Transfer Agreement will be sent by the journal.

Once the manuscript is improved by the authors, it is re-submitted for the second review. This review can be made by the Editorial Board member or by the original reviewers. If all review comments are satisfactorily addressed, manuscripts are accepted by the reviewers and the accepted manuscript advances to Review Phase 3. If the reviewers are not satisfied by the modifications and justifications provided by the authors, the manuscript is rejected.

Review Phase 3: Syntax refinements and formatting of paper

Accepted papers are screened and refined as needed by the editing personnel of the journal to minimize grammatical errors or other errors in the use of language. Only minor changes are made at this phase to ensure the correct use of language.

The paper is then adapted by the Publishing Personnel in the format of the journal. As soon as the paper is formatted, it is sent to the authors. The authors should check to ensure that they agree with the final version of the paper. Once the authors do not have any objections, and the signed copyright release form is received, the paper is published on the website within one week.

3. ACCOMPANYING DATASHEET

One of the characteristics that make this journal special is that the data presented in the manuscript will be available online in digital format. This is important for the Profession, as it will facilitate the use of the data by researchers and engineers. Facilitating the use of the data increases the opportunities to be referenced. More importantly, the data with the manuscript will also become part of an ever-growing database, which will provide more exposure to the paper. Data files need by law to be referenced as the papers are and should list the data that are presented in the paper only. The journal provides many options for authors who want to use additional space to host additional measurements, maps, plots and photos (see Section 4: "Additional storage space/website for the authors").



Along with the manuscript, an excel file should be submitted that includes the data that are presented in the paper in digital format (e.g. CPT measurements, inclinometer measurements, pile load test results). The datafile with the manuscript will be reviewed also during the review process.

Typically only one excel file should be submitted. Within each excel file, a different worksheet should be used for each figure that has data. All the data presented in the figure should be included.

In each worksheet, the tab should indicate the number of the figure as presented in the paper (e.g. Figure 1, Figure 2). The first column should be used to plot the X-axis and the second column should be used to plot the Y-axis. If more than one plots are shown in a figure, the data of those plots should be in the same worksheet, below the data of the previous plot (typically they should have the same X and Y quantities).

4. ADDITIONAL STORAGE SPACE/ WEBSITE FOR THE AUTHORS

Upon request, the International Journal of Geoengineering Case Histories, in collaboration with the Geoengineer website, can provide additional webspace to store and present supplemental data (maps, photos, measurements etc.) related to the submitted paper/project (e.g. more detailed investigations/measurements, photos of the construction site, earthquake reconnaissance data etc). In this case, the paper should also provide a link to the website that will be created for the specific project/paper. Such requests should be directed to the Managing Director of the journal and, if approved, the storage space is provided at no additional cost.

5. MANUSCRIPT SUBMISSION FORMAT REQUIREMENTS

The manuscript submission format requirements mimic those of the ASCE Journal and the ICE Geotechnique journal. Modifications are made to address this journal's focus on case histories, and to incorporate the unique characteristics of the journal.

First page of manuscript

The first page of the manuscript should comprise the following information:

- *title of paper* (maximum eight words). Make sure the title is not more than 70 characters long including spaces between words. Avoid titles beginning with "Analysis of ...," "A Note on ...," "Theory of ...," "On the ...," "Some ...," and "Toward a"
- *full names of authors*
- *positions/affiliations of authors* (as you want it to appear in the journal). The affiliation should be written separately for each author even if all the information is the same for some or all of the authors). Former affiliations are permissible



- only if an author's affiliation has changed after a work has been submitted for publication. Include the date of death for deceased authors.
- *contact address and telephone, fax numbers and e-mail addresses of all authors*
 - *date written/revised*
 - *number of words*
 - *number of tables*
 - *number of figures*
 - *List of figures and captions*
 - *Filename of Accompanying Datasheet*
 - *A list of keywords (not to exceed 9 keywords as explained below)*
 - *The coordinates of the project presented (as explained below)*

Following pages of manuscript

The next pages of the manuscript should include the Abstract and then the rest of the main text of the manuscript.

Abstract. Write an abstract of 150-175 words for all papers and technical notes. The abstract should be a concise statement of the project in study, the data presented, principal findings and conclusions. Do not include mathematics or references to other literature in an abstract (abstracts are also used separately for information retrieval)

****Length.** The maximum length is 10,000 words and word-equivalents for a paper, and 2,000 for a discussion. Valuable overlength contributions that are not redundant or verbose and that require the additional length to succinctly and adequately treat the subject can be published with special permission from the Editor-in-Chief. Submissions up to 25% overlength will be reviewed. If a submission is more than 25% overlength, please include a statement in your cover letter that explains the necessity of the extra length.

Typescript. Have the manuscript typed size 10 Times New Roman, DOUBLE-SPACED including references and abstracts with at least 25-mm (1-in.) margins.

Chinese Surnames. Surnames of Chinese authors should be listed as the last name on submitted and accepted manuscripts so that they are consistent with the westernized style used by other authors and indexes (e.g., R. C. Chen, Yuan-Neng Tang). Be sure the name is used consistently in manuscripts and correspondence.

Gender-Specific Words. Avoid "he," "she," "his," "her," and "hers." Use words such as "author," "discusser," "engineer," and "researcher."

Mathematics. Type all mathematics and identify special symbols where they first appear in text or displayed equations.



All displayed equations should be numbered sequentially throughout the entire manuscript and appear on a separate line in the text. Equations should be in the body of a manuscript.

SI Units. Each author must use the International System of Units (SI), and units acceptable in SI. Other units may be given in parentheses, dual-unit tables.

SI units are constructed from seven base units for independent physical quantities (A, cd, K, kg, m, mol, and s), and two supplementary units for plane angle (rad) and solid angle (sr).

In engineering applications there is preference for use of prefixes representing only the ternary powers of 10 (10^3 , 10^6 , 10^9 , etc.). For example, statements of pressure, stress, and elastic modulus are preferably given in kPa, MPa, GPa. The prefixes hecto, deka, deci, and centi are avoided except in the special cases of the hectare, ha (the more common alternative symbol for hm^2), which is used in expressing large land areas, and the liter, L (the more common symbol for dm^3 , cubic decimeter), which is used in expressing fluid or particulate volumes.

Prefixes are applied directly to unit symbols (e.g., millimeter, mm; megawatt, MW; kilonewton, kN; gigapascal, GPa) except in the case of the kilogram, for which all prefixes are applied directly to the gram; thus, for example, Mg (megagram) is 10^3 kg. Precise use of uppercase and lowercase letters is essential. Authors using word processors should not put SI and other metric units in italic. For the same reason, there should be a space between numerals and SI units (e.g., 2 N).

When quantities are converted from one system of units to another, care must be taken to retain a sufficient number of digits to reflect the accuracy of the original quantity. Converted quantities should not imply a degree of accuracy greater than that of the original values; they should be rounded to an appropriate level of accuracy and number of significant digits.

Definitions and Symbols. Use standard definitions and symbols. Consult the *Glossary of Soil Mechanics Terms of the International Society of Soil Mechanics and Foundation Engineering*.

Conclusions. Write a set of conclusions, or a summary and conclusion, in which the significant implications of the information presented in the body of the manuscript are reviewed.

Acknowledgments. Include an acknowledgments section if you wish to recognize any advisory or financial help you received.

Appendixes. Use appendixes to record details and data that are of secondary importance or that are needed to support assertions in the text. Make sure the text contains references to all appendixes. Define special symbols and other nomenclature in an APPENDIX. NOTATION. Prepare an APPENDIX. REFERENCES containing



bibliographic information about works cited in text. (Note: APPENDIX. NOTATION appears last, preceded by APPENDIX. REFERENCES.)

References. To cite sources in the text, use the author-date method, as used in the ASCE journals; list the last names of the authors, then the year (see examples in the following paragraph). Prepare an appendix listing all references alphabetically by last name of the first author. For anonymous reports and standards, alphabetize by the issuing institution. Examples of the ASCE format for many different types of resources (software manual, discussion, an ASTM standard, a two-part paper, a book in foreign language, a paper in proceedings, an anonymous newspaper article, an anonymous report, a doctoral thesis, a building code, a translated book, a paper in a foreign language, a World Wide Web site, an anonymous book, a book with editors, and a paper in an ASCE journal) is provided in [this figure](#) which is available at the ASCE website.

Make sure reference information is complete and accurate, including as necessary and in the following order: last names and initials of all authors; year of publication; title of paper, report, or book chapter (in quotes); title of book or periodical (in italic); volume and issue numbers; name and location of publisher (for books), name and location of publisher or sponsor (for proceedings), or city of publication (for non-U.S. journals); and inclusive page numbers.

Tables. Type each table on a separate sheet of paper. Tables should be grouped together at the end of the manuscript preceding the figures, not intermingled with the body of the manuscript.

Explain each table in the text. Give each table a title. Number tables consecutively. Make sure columns in tables have headings and are numbered. Make sure columns read from top to bottom, not from left to right. Avoid large tables that exceed the size of the journal page after typesetting. Divide tables into two or more when data are sizable. Avoid redundancy of data in figures, tables, and text. Select the format that presents data in the clearest form for readers.

Figures. Figures, whether line art or photographs, should be grouped together sequentially (in the order they are referred to in the text) at the end of the manuscript along with the caption. Again, SI units should be used in figures.

Line art. Line art, such as graphs and line drawings, should be submitted at the size at which it will be printed so that reduction is unnecessary. It should be prepared to fit either a single column (3 ½ inches wide) or a double column (7 ¼ inches wide, 4 ¼ inches minimum) and be no taller than 9 7/8 inches. Lettering including superscripts and subscripts must be no less than 6 point (2 mm tall) at final size and should be in capital and lower case in a sans serif typeface such as Helvetica. Line weight should be at least 1 point; otherwise the line may break up and fade when printed. Similarly, very fine shading in bar graphs should be avoided; use patterns with good contrast instead.

Halftones. Halftones should be sized in the same manner as line art and submitted at final size. Glossy black-and-white originals with good contrast are required; Ensure that



the lines are straight and the corners are square. If color figures are submitted for reproduction in black and white, please state this in your covering letter.

Color. Color figures should be sized in the same manner as line art and submitted at final size.

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Keywords. Provide a list of up to nine keywords with submissions for publication. Keywords are used for indexing and other information-retrieval purposes. In choosing keywords, authors are not restricted to published lists.

Project coordinates. The coordinates of the project or projects presented in the manuscript need to be included in the first page of the manuscript. The location of the project will be included in a geographic database that will be available from the journal's website and will allow the performance of manuscript searches based on the geographic location. This is another unique characteristic of this journal.

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6. DISCUSSIONS

Discussions on published papers are welcome. Discussions should not be longer than 2000 words. They should generally intend to request information on a paper to make the presented case history more useful to the Profession. A discussion could include questions that intend to make a piece of information presented in the paper more clear, or request additional information on a specific topic. Any discussions should be submitted in the format presented in Section 5 and will also be reviewed prior to publication. Discussions need to be submitted within six months after the publication date of the paper they intend to discuss.