



## **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 through our submission review system.

Manuscripts under review elsewhere, accepted for publication elsewhere, 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, the construction, and the 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. The authors should ensure that the paper presents what has been learned from the case history.

A manuscript submitted to the International Journal of Geoengineering Case Histories will include the following:

1. 1-page submission form
2. The formatted manuscript using the template provided on the journal's website,
3. The excel datasheet that includes the data presented in the figures in digital format. (See Section 3: Accompanying datasheet). **Papers that do not include the excel file will be returned without review.**
4. Optional: Supplementary material can be included in the additional web space and may include 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.

Submitted manuscripts are forwarded to the Editor-in-Chief of the journal who coordinates the review with the Editorial Board members. Additional qualified reviewers may be engaged in the review of the manuscript if necessary.

The review process requires at least two independent reviews completed by at least two qualified engineers with expertise in the subject area. The Editor-in-Chief together with the Editorial Board Member handling the manuscript, reviews the recommendations, summarizes the review comments and makes the final decision, which has to be based on the feedback received. This information is provided to the authors. A final decision is made on the submitted manuscript and falls in one of the three categories:

1. *Accepted*. In this case, the authors will be notified and the manuscript will directly advance to the third phase of the review process.
2. *Re-review required*. The manuscript advances to Review Phase 2. The authors are required to provide answers and satisfy the comments of the reviewers' comments and update the manuscript accordingly.
3. *Rejected*. In this case, the "International Journal of Geoengineering Case Histories" returns the manuscript and does not retain any rights on the content of the paper.

## **Review Phase 2: Corrections and second review process**

This refers to case 2 above: re-review required. Manuscripts in this stage are re-reviewed. Based on the reviewers' comments, the authors will need to add any missing/requested information. A point-by-point response to the reviewers' comments is required. If 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.



Once the manuscript is revised 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, the manuscript is 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 reviewed by language 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, the paper is assigned a DOI and is published on the website.

### **3. ACCOMPANYING DATASHEET**

This journal requires that the data presented in the manuscript are also available online in an excel spreadsheet. This is important for the Profession, as it facilitates the use of the data by researchers and engineers. Facilitating the use of the data increases the impact of the paper. In addition, the data with the manuscript are part of a growing database which will provide more exposure to the paper. Data files should list the data that are presented in the paper only.

The excel file should include 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 by the journal's engineering staff members.

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 graphs 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). No calculations should be embedded in the spreadsheets and simply the values should be shown in columnar format.

### **4. SUPPLEMENTARY MATERIAL (OPTIONAL)**



Upon request, the International Journal of Geoengineering Case Histories 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 reference the dataset as "Supplementary Material". Such requests should be directed to the journal and, if approved, the storage space is provided at no additional cost.

## 5. COPYRIGHT RELEASE FORM

During the submission of the manuscript using the online registration form, a copyright release form needs to be electronically signed. The journal follows ISSMGE's copyright release policy. Under this policy, the author(s) retain(s) copyright, but assign(s) the Publisher the exclusive right to publish the Material (i.e., this material should not be published elsewhere). Papers submitted for possible publication are assumed to be original, not previously published and not under consideration by any other journal. The owner hereby grants the Publisher exclusive permission to publish the Manuscript in paper, electronic, and facsimile formats, and for electronic capture, reproduction, and licensing in all formats, in whole or in part, of the original and also grants non-exclusive rights to deal with requests from third parties.

## 6. MANUSCRIPT SUBMISSION FORMAT REQUIREMENTS

The paper template needs to be used in submitting the manuscript. A few notes on this:

- *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 and affiliations*, in the format requested.

**Abstract.** An abstract of 150-175 words is required 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 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 20% overlength will be reviewed. If a submission is more than 20% overlength, please include a statement in your cover letter that explains the necessity of the extra length.



**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  $\text{hm}^2$ ), which is used in expressing large land areas, and the liter, L (the more common symbol for  $\text{dm}^3$ , 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.

**Appendices.** Use appendices 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, e.g. Bray et al. (2009), 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 are shown below:

Journal References: Include year, volume, issue, and page numbers.

Stahl, D.C., Wolfe, R.W., and Begel, M. (2004). "Improved analysis of timber rivet connections." *J. Struct. Eng.*, 130(8), 1272-1279.

Conference Proceedings and Symposia: Include the sponsor of the conference or publisher of the proceedings, AND that entity's location—city and state or city and country.

Garrett, D.L. (2003). "Coupled analysis of floating production systems." *Proc., Int. Symp. on Deep Mooring Systems*, ASCE, Reston, Va., 152-167.

Books: Include author, book title, publisher, the publisher's location, and chapter title and inclusive page numbers (if applicable).

Zadeh, L. A. (1981). "Possibility theory and soft data analysis." *Mathematical frontiers of the social and policy sciences*, L. Cobb and R. M. Thrall, eds., Westview, Boulder, Colo., 69-129.

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. References to websites should include the data the webpage was accessed.



**Tables.** Explain each table in the text. Give each table a title. Number tables consecutively. Make sure columns in tables have headings and are numbered. 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.** SI units should be used in figures. Figures may be in color, but it is recommended that they are easily viewed in black and white. They can be as large as necessary to properly document the case history

**Permissions.** Authors who wish to publish figures or charts previously in print must obtain written permission from the original publisher. Most publishers have permissions departments, and the granting of copyright permission is usually routine. "ELXIS sa" cannot publish a manuscript without such written permissions. Authors have full responsibility for getting these permissions and are liable if they do not.

**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.

## 7. 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.