

## GÉOTECHNIQUE GUIDELINES FOR AUTHORS

*Géotechnique*, founded in 1948, publishes papers on fundamental developments in the science and practice of geomechanics and geotechnical engineering, interpreted in the widest sense.

Papers may fit into one or more of the following categories: (1) analysis, (2) experimental work, (3) field work, (4) case history or (5) state-of-the-art review. In each of these categories there can be aspects or combinations of (a) fundamental properties and behaviour of soil or rock, (b) soil or rock engineering and (c) the practice of geotechnical engineering, engineering geology, earthquake engineering or environmental engineering.

Papers should be original, demonstrate quality and knowledge of the existing literature, and be of interest to the readership. They must not be submitted for publication elsewhere during the time they are being reviewed for *Géotechnique*. Analyses should be rigorous and scientifically correct. In experimental papers, technique and apparatus should be clearly described and the data presented in a form that would allow the reader to make an alternative interpretation. The problem of obtaining complete information for case studies is recognised, so here the emphasis should be on the clarity of presentation and on the usefulness of the findings.

### Submissions

Submissions should be made using Editorial Manager (EM), which can be accessed at [www.editorialmanager.com/geo](http://www.editorialmanager.com/geo). This requires the *Corresponding Author* to decide on the type of submission (a *General paper*, *Technical Note*, or *Discussion*, for example), before entering its title and authorship, and pasting an Abstract. Reviewer classifications (to assist in reviewer selection) are followed by a request for further detail, such as the number of words and figures in the paper. The author is then invited to upload the *Main Text* (mandatory), and any *Figures*, and *Tables* associated with the paper. A *Cover Letter* can be included if desired.

Upon receipt, EM compiles the individual documents into a single PDF, and sends it to the *Corresponding Author*, for approval before it can enter the refereeing process. The main text and tables should be uploaded in Microsoft Word or as rich text files (.rtf), and figures should be in separate files as appropriate (see section on illustrations for specific details). File names should preferably contain all or part of the lead author's surname and indicate what is contained (e.g. smithtext.doc, smithfig2.tif). Text files should have consecutively numbered pages and use double line spacing and wide margins.

### Text

The main text of the paper should be as concise as possible. The word count of *General Papers* should not exceed 5000 words and for *Technical Notes* should not exceed 2000 words. The word count of a submission excludes the abstract, list of notation, acknowledgements, references, tables and figure captions. *Discussions*, *Book Reviews*, and *Obituaries* should be less than 1000 words. Whilst *Géotechnique* reserves the right to publish papers of any length Authors should be aware that any submission for a General Paper that is significantly over the word limit will be subjected to pre-assessment and may be returned to the Authors for editing prior to being sent for review. The word limit for Technical Notes will be strictly adhered to, and if over 2000 words, the submission will be considered as a General Paper.

Text should be in English or French. Capital letters should be used only for proper nouns. Abbreviations for units should conform to the latest edition of BS 350: Part 1. Symbols should conform to symbols and definitions given in the ISSMFE Lexicon (1981), and be defined where they first occur in the text and listed in a Notation section at the start of the *Main Text*. Equations should be numbered and appear on separate lines in the text. The development of mathematical expressions should be presented in appendices, with only the relevant equations stated in the body of the paper.

## References

References cited in support of conclusions of the author(s) should be to generally available published material. Where a paper has been accepted for publication elsewhere, but has not yet appeared, the paper submitted to *Géotechnique* for approval should be accompanied by a copy of the referenced paper. References should be indicated in the text using the Harvard style (author, date). Details of references should be given in a list (unnumbered) in alphabetical order of authors' names at the end of the paper in the following style:

**Books.** Author's surname, initials, year of publication, title of book, page numbers, place of publication, publisher, e.g. Wearne, S. (1993). *Principles of engineering organization*, 2nd edn. London: Thomas Telford.

**Periodicals.** Author's surname, initials, year of publication, title of paper, title of periodical, volume, month or part, page numbers, e.g. Skempton, A. W. & Chrimes, M. (1994). Thames Tunnel: site investigation and geotechnical problems. *Géotechnique* **44**, No. 2, 191–216.

**Conference proceedings.** Author's surname, initials, year of publication, title of paper, title of conference proceedings, place of conference, volume, page numbers, e.g. Bolton, M. D. & Sun, H. W. (1991). Bridge abutments and spread foundations. *Proc. 10th Eur. Conf. Soil Mech., Florence* 1, 319–322.

**Websites.** References to websites can be a simple reference in the text only, such as '(see [www.bnfl.com](http://www.bnfl.com))'. If referring to a specific written work on a web page or a downloadable file, they should be given as a full reference together with the date last accessed, for example, e.g. Priest, J.A., Kingston, E.V.L.K., Clayton, C.R.I., Schultheiss, P., Druce, M. and NGHP Expedition 01 Scientific Party (2008) The structure of hydrate bearing fine grained marine sediments. Proceedings of the 6th Int. Conf. on Gas Hydrates, Vancouver. See <https://circle.ubc.ca/bitstream/2429/1796/1/5810.pdf> . Accessed 17/04/2009.

## Tables

Tables may be uploaded as part of the *Main Text* file, or separately. The number of tables should be the minimum necessary to support the *Main Text*. They should be referred to in the text, and should not duplicate information given in the text nor contain material which would be better presented graphically. Tables should have brief column headings (including units).

## Illustrations

Only illustrations essential to the text should be included. Each figure should be numbered consecutively and referred to in the text (e.g. Fig. 1). A list of captions for all figures should be supplied on a separate page at the end of the *Main Text* document. Figures must be high quality and suitable for reproduction in black and white (for example using hatching rather than greyscale). Figures should have a minimum resolution of 600 dots per inch (dpi) for line drawings and 300 dpi for photographs. Line art should be submitted in its original file format, e.g. .xls, .eps. Detailed maps, CAD drawings and large charts do not reproduce well in print and will not normally be accepted. Line figures will usually be printed at one column width. Images must be of good quality with sharp focus and clear definition, supplied in .tif format. To be suitable for reproduction, the width of the image should be at least 1500 pixels.

## Copyright

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### **Approval and publication procedure**

All papers submitted to *Géotechnique* are double refereed through the *Géotechnique* Advisory Panel (GAP), which is advisory to the Editor. The GAP appoints an Assessor and two external Referees to review each paper for suitability. Based on their advice, the GAP will accept the paper for publication, recommend it is revised prior to acceptance, or reject the paper. If substantial revisions are requested, the revised paper will be treated as a new submission and a full re-review undertaken. The referee and assessor are anonymous.

On acceptance of a paper, the author will be asked to specify six [keywords](#) (click [here](#) for list) for indexing purposes. A typeset proof will be made available to the corresponding author through EM. No new material may be inserted at the time of proof-reading. Twenty five copies of published papers will be supplied to the corresponding author free of charge.

### **Submission checklist**

Before you submit your article to us please check the following.

#### **Text**

- Is the text double-line spaced and are your pages numbered?
- Are all of the author details clearly identified on the first page including affiliations and designations and correct email addresses?
- Have you included an abstract of 150–200 words?
- Are all of the references, tables and figures cited in the text?
- Do all tables and figures have captions?
- Have you saved your text as a .doc file?

#### **Figures**

- Have you supplied your figures separately to the text (.xls, .tif or .eps files)? Placing figures in .doc files with your text reduces their quality.
- Are all of your figures a minimum of 300 dpi? Line drawings need to be higher quality (600 dpi).
- Do you have permission to use your figures? You must obtain permission from the copyright holder to use material that has been published elsewhere.