
Guidelines for journal authors

Introduction

Welcome to the *Guidelines for journal authors* of the Institution of Civil Engineers (ICE) and Thomas Telford journals.

We publish 23 refereed journals reporting the latest research and best practice for the international civil engineering profession. For the full list of journals, please visit www.icevirtuallibrary.com/content/journals.

Each paper submitted to us is independently peer reviewed to ensure the highest standards of timeliness, technical accuracy and interest to our readers. You do not have to be a member of the ICE to write.

Our editorial panels recommend the best papers for entry into ICE's Awards for Papers competition. Before you submit your own paper to us, please therefore

- read the best papers from last year – they are free to download [here](#).

These guidelines are intended to help you through the journal publishing process. Please take time to read them and, if you have any queries, consult the editorial team (contact details at the end). For specific advice from the *Géotechnique* advisory Panel click [here](#).

Types of submission

We publish the following types of papers from the international civil engineering community

- research papers
- case studies and project papers
- state-of-the-art reviews.

We also welcome the following shorter contributions

- briefing articles – for guidelines, click [here](#)
- book reviews
- discussions of published papers and articles.

If you feel strongly about something you have read in our journals, please send us a discussion contribution for publication. The authors will be invited to respond and, subject to the editorial panel's approval, both pieces will be published together.

Format

Please do not exceed the word lengths shown below (according to which journal you are submitting to and what category of submission you are writing).

	<i>Civil Engineering</i>	All other journals
Paper	3500	5000
Briefing article	700	1800
Discussion	500	500
Book review	300	500

Text in Microsoft Word

Please prepare your main text using Microsoft Word. Italic and bold fonts for nomenclature will be kept but any other styling will be removed before publication. Therefore, concentrate on the content of your text rather than making it look like the journal where you plan to submit.

First two pages

It helps us to review your submission quickly if the first two pages follow a standard format.

Please include the following information on page 1

- date your text was written or revised
- title of your submission up to a maximum length of 62 characters (including spaces)
- full names and qualifications of the author(s)
- position or affiliation of the author(s)
- contact address, telephone and e-mail address of the submitting author
- number of words in your main text, followed by the number of tables and illustrations.

Please include the following information on page 2.

- A summary (abstract) of approximately 150 words. This should cover the objectives and conclusions of your submission, and explain its relevance to civil engineering practice. It should not include references, mentions of illustrations or abbreviations. Your abstract will be freely available on the internet (including Google) so make it clear and interesting.
- A list of notations, defining all of the symbols used.
- A list of three Keywords (click one of the below)
 - [ICE journals](#)
 - [Géotechnique](#)

Style

Please be consistent in style throughout, especially if different authors have contributed sections. The following guidance is intended to help you achieve a clear, consistent style that is easy to read.

General

Make your text as short and concise as possible, excluding anything that is not directly relevant to the subject. Please include any associated safety, environmental or ethical issues.

The text should be in UK English, in the third person, and should be readily understandable by a civil engineer. Please take care to avoid unnecessary use of the masculine gender where it is not required. Spelling should follow the first spelling in the latest edition of *The Concise Oxford Dictionary*, however "s" spellings rather than "z" spellings are preferred (e.g. specialise).

Statements should be correct and accurate. Any information, work or ideas from other sources used or referred to must be properly acknowledged in a list of references. **We do not use footnotes.** Click [here](#) for details of how to cite your references. Speculative material must be clearly identified as such.

Please avoid colloquialisms – texts originally prepared for oral presentation will need to be rewritten.

Finally, please do not refer to the names of individuals, organisations, products or services unless it is essential to understanding your submission (and then only the first time). You should not be gratuitously complimentary or in any way derogatory about any person or organisation. Principal participants in a project should be listed separately in a table or acknowledgement at the end of your text. If a client is involved, you should seek their permission to detail the project.

Other specific points to note are as follows.

- Capital letters should be avoided as much as possible. They should only be used at the beginning of sentences and proper nouns, but not for governments, sub-divisions of organisations, contracting roles, job titles, programmes or initiatives. They should be used for abbreviations (e.g. UK, UAE) but non-standard abbreviations must be kept to a minimum and spelt out in full first. Any abbreviation that can be pronounced as a word (i.e. an acronym), including trade names, should have an initial capital only (e.g. Ciria, Defra) – but commonplace acronyms should be all lower case (e.g. radar, scuba).
- Symbols should be in accordance with the latest edition of the relevant industry guidelines.
- Values and units should be separated by a space (e.g. 20 kN, not 20kN)
- Use SI and derived units, including for historical structures.
- Italicise publication titles, legal cases, vessel names and non-English words (but include a translation); do not use italics for emphasis or quotes.
- Use bullet points rather than numbers or letters for lists.

Figures and tables

Your submission should be illustrated with graphs, photographs and/or drawings. To ensure these illustrations (figures) are suitable for publication, they should each be submitted as individual, high-quality (greater than 300dpi) files separately from your text. Placing your figures in Microsoft Word or PowerPoint requires additional effort to extract them and may decrease their quality. Figures are converted to greyscale for print/hardcopy publication by default; please note that authors may request colour print/hardcopy figures on payment of a fee to Thomas Telford Ltd (this covers the increased cost of printing in colour). Colour photographs can be used in the PDF published on the journal website.

For detailed information on how to prepare your figures please click [here](#).

Information that is additional, yet essential, to the understanding of the text — and which cannot be better presented graphically — should be supplied as separate tables at the end of your Microsoft Word document. Tables should be simple with brief column headings (including all units) and as few rows and columns as possible.

All figures and tables should

- be numbered in a consecutive sequence (however figures and tables should be numbered as two different sets e.g. Figure 1, Table 1)
- be referred to in the text
- have self-explanatory but brief captions, which include the figure / table number.

Mathematical equations

Please make any equations clear and easy to understand for a civil engineer. Number them in your text and place each one on a new line. Only relevant equations should be shown in the main body of the text - any development of an equation should appear, if essential, as an appendix.

Simple, single-line equations can be written using Microsoft Word. An equation editor program is required for more complex formulae.

If authors wish to set mathematics to a higher level they should use the following conventions

- scalars in italic
- vectors in bold italic
- matrices in bold roman
- letters attached to scalars that do not themselves have values (e.g. subscripts) should be roman.

Copyright

You must obtain permission from the copyright holder to use material that has been published elsewhere. This applies to your own previous work, as often you will have transferred copyright to the publisher concerned. To do so, please click [here](#) to download a form.

It is your responsibility to gain copyright permission for all the material used in your submission, in particular maps, other drawings and photographs.

It is also your responsibility to obtain agreement from all co-authors, and to obtain the permission of all other relevant parties, for publication of the information contained in their sections. After acceptance, we will send you a copyright transfer form to sign, which you should complete and return.

Your submission may be similar, or an update, to one previously published by you. If this is the case, please cite it as a reference. Your submission should not have been published, or be under peer review, elsewhere. If this is discovered, your article will be rejected and we will not consider further work from you for a fixed period (normally three years).

Material published elsewhere

It is always necessary to obtain permission to reproduce a photograph, drawing, map or table for which you are not the copyright holder. Normally this is the person who actually created the material. Exceptions to this are when

- it has been published elsewhere, such as in another journal, in which case the publisher usually holds the copyright, or
- the copyright holder of the work has been deceased for more than 70 years (125 years for Crown Copyright and 70 years from date of publication for works published posthumously prior to 1988) and the work is being reproduced from the original material and not from a more recent reproduction (in which case the copyright on the published image could still apply).

Ownership of the original work of art does not entitle you to reproduce it without permission, unless you are the copyright holder.

Text extracts

It is required by law that you obtain permission to quote any text that was not written by you, unless

- the author of the text has been dead for more than 70 years (125 years for Crown Copyright and 70 years from date of publication for works published posthumously prior to 1988) and the work is being cited from the original material, not from a specific more recent edition which may have been edited by the publishers, or
- the text is cited solely for the purposes of criticism and review and does not exceed: 400 words of continuous prose, or 800 words in total from any one work (made up of no more than 300 words per passage, or 25% of the whole).

If in any doubt, please contact us. We are happy to help you by answering copyright questions.

Submission and contacts

Please read the [submission checklist](#) to check that you have included everything that we need to peer review your submission quickly. When you are ready, submit your text and illustrations to the most appropriate journal using one of the online submission sites below.

Thomas Telford Publishing (Institution of Civil Engineers)
40 Marsh Wall, London E14 9TP

Telephone +44 20 7665 XXXX (see below) Fax +44 20 7538 4101

- Advances in Cement Research* – submit at www.editorialmanager.com/acr
Margaret Tomlinson. margaret.tomlinson@thomastelford.com x2453
- Bridge Engineering* – submit at www.editorialmanager.com/bridge
Agnes Alvite. agnes.alvite@ice.org.uk x2204
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