

Author's Guide to Preparing Papers for GSPs

ASCE Geotechnical Special Publications (Revised 14 February 2007)

1. INTRODUCTION

These guidelines have been prepared by the Technical Publications Committee of the ASCE *Geo-Institute* to maintain a high quality and appearance for Geotechnical Special Publications (GSPs). The GSPs serve as one of the principal means of technology transfer for members of the Geo-Institute and their affiliates in the geo-industry. The GSPs are produced as either hard-copy type books or electronic type CD disks.

Papers submitted for publication in GSPs must be of value to the geo-industry and practical papers are strongly encouraged. Submittals must be free of evident commercialism, personalities, and purely speculative matter. They must contain material that is not readily available, unless the material has been significantly revised, updated, and condensed into a more readable form, or otherwise made significantly more useful to the profession than the original material. If the authors are not accustomed to writing in English, they should engage someone to edit the manuscript before it is submitted.

All papers from the GSPs are also available online from the ASCE Online Research Library:

<http://www.ascelibrary.org/>

1.1 Preparation Media and Review

These instructions focus on using available word-processing technology to prepare a camera-ready manuscript that becomes a published paper within a hard copy-type GSP, or an electronic document within a CD-type GSP. From 2007 onward, the paper submission and review process will be conducted using an on-line paper management system (see Section 9).

1.2 Paper Award Consideration

Papers published in GSPs are eligible for ASCE and G-I awards on the same basis as papers contained in ASCE journals. Discussions on specific GSP papers can be made by normal submission procedures to the *JGGE*.

1.3 Re-Publication

GSPs often contain state-of-the-art reviews and case histories that are of exceptional value to members of the geo-industry. Because the circulation of GSPs is substantially less than for the *Journal of Geotechnical and Geoenvironmental Engineering (JGGE)*, G-I has a policy regarding re-publication of GSP papers in *JGGE*, especially those that are practice oriented. Details on the G-I policy for re-publication are documented as an editorial in the June 1999 issue of *JGGE* (Vol. 125, No. 6, pp. 437).

2. FORMATTING AND LENGTH

2.1 Size and Use of Space

All text must be word-processed and formatted in either *American Letter* size (8.5" x 11") or *International A4* size. In 2007 and beyond, electronic copies will prevail. For papers prepared for a GSP in final CD format, color may show well. In contrast, for hard copy type GSPs, *black-and-white* camera-ready printouts are preferred. The difficulty with color is that it may not print well in B&W, or not at all. Try printing your color version out in black and white to see how legible it really is. Adjust colors as needed to maintain clarity and quality. For papers requested for submission in hard copy format, please use a letter-quality laserjet printer (Note: dot matrix prints are not acceptable).

Use the following margin settings as given in Table A for all text, figures, tables, and references.

Table A. Margin settings for GSP papers.

<i>Margins</i>	<i>Standard American Letter Size (8.5" x 11")</i>	<i>International A4 Size</i>
Top	1 inch	3.5 cm
Bottom	1 inch	3.5 cm
Left	1.375 inches	3.25 cm
Right	1.375 inches	3.25 cm

Leave one blank line above and below headings and equations and one or two blank lines both above and below illustrations and tables (including the caption), unless the illustration or table is placed at the top or bottom of the page.

Number each page of your manuscript, including pages with illustrations that may appear after the text and references. These page numbers should **not** be located within the boxed area delineated by the aforementioned margins. As indicated in the GSP "Example Paper Format", the page numbering can be constructed within a footer (View/Header & Footer). The footer can be established outside of the designated paper area using (File/Page Setup/Layout and Footer) situated at 0.2" from page bottom edge.

The illustrations (figures and photographs) and tables should be interspersed with the text in a manner that utilizes the entire space of each page to the extent possible. The complete camera ready manuscript will be reduced to 80% for publication in the GSP.

2.2 Typeface, Typesize, and Indenting

All text and captions must be word processed using laser printer or other high quality type printer. Use **Times 12 point size and 14 point line spacing (i.e., single spacing)**. Note the only exception is the author affiliation information in 10-point size. For typeface, select the following (or similar) 12-point font:

- Times Roman for all regular text (12-point, single-spaced).
- *Times italic* for titles of journals and books and for tertiary headings.
- **USE UPPER CASE TIMES ROMAN BOLD FOR FIRST LEVEL HEADINGS.**
- **Use Title Case Times Roman Bold for Second Level Headings.**
- *Use Title Case Times Roman Italic for Third Level Headings*
- Do not underline.
- Indent the first line of each paragraph by three spaces.

2.3 Organization

The manuscript should start with an ABSTRACT, followed by the INTRODUCTION that provides the scope and context of the paper, then several internal SECTIONS, and finish with CONCLUSIONS that state concisely the most important findings. Use appropriate primary, secondary, and tertiary headings to identify principal sections of the paper, as needed. Place the ACKNOWLEDGMENTS (if any) before REFERENCES.

2.4 Length

The GSP website or the cover letter from your GSP editor will specify the maximum number of allowable pages (including text, tables, illustrations and appendices). A paper length of 6 to 15 pages is typical. However, the limitation might be extended for papers presenting case histories, keynote lectures, and/or state-of-the-art reports.

3. FIRST PAGE

3.1 Title

Place the title of the paper on the first page of the manuscript 2.5 inches from the top of the page. Use title case 12-point **Bold Times Roman** font. Paper titles should not exceed 75 characters, including spaces between words, and should be centered on the page. The title should clearly summarize the topic of the paper and should include at least one noun that a prospective reader might use to locate the paper in a database by using the “search” function.

3.2 Authors’ Byline and Affiliation Notes

Place the full name of each author (the byline) and their Society membership grade, if any (plus “P.E.” for registered professional engineers) positioned on the second line below the title. Use 12-point Times Roman font and center the byline on the page. On the second line below the byline, please type the affiliation notes (using 10 point text font) stating each author’s title, current affiliation, mailing address (even if affiliation and address are the same for some or all authors), and email address(es). Do NOT print in blue as this will NOT reproduce when printer shoots it.

3.3 Abstract

The **ABSTRACT** is positioned on the second line below the affiliation notes (see example). Use

between 100 to 200 words to present a concise statement of the scope, principal findings, and conclusions of the paper.

4. ILLUSTRATIONS AND TABLES

4.1 Placement

Illustrations and tables should be placed near the text where they are first cited. Digital pictures and graphics figures should be inserted directly, whereas tables may be either typed or inserted. Leave one or two blank lines between the actual text and the illustration or table (including caption). The most convenient place for pasted illustrations is at the top of the page. Preferably, the illustrations and tables should be oriented in portrait view (same as the text) and centered across the page. If this is not feasible (due to large size), place them sideways (landscape view) with the printed caption running from bottom to top along the right hand margin of the page and without any added text on the page.

4.2 Photographs

Digital pictures may be inserted as JPEG, GIF, or BITMAP files directly into the manuscript. If only old film-type photo pictures are available, then optically scan these into digital format first at high resolution (> 600 DPI). The caption should be placed one or two spaces directly beneath the figure. Use **12 point Bold Times Roman** font for the figure number and caption.

4.3 Figures

Generally, figures (graphs and drawings) should be printed as black on white. If color is used, make sure the color scheme is simple and legible once printed. Because the figures will be reduced to 80%, 12 point should be the minimum size of the lettering. Graphs must be enclosed and should have either grid lines or tick marks on all four sides.

Figures taken directly from original reports and theses might not be acceptable, depending upon their lettering size and figure reductions to widths of 146 mm (5.75 in.), remembering the final GSP papers are reduced to 80% of the camera-ready versions. If unsure, the author should reduce their printed paper on a copier and check to see if the work is still legible.

Use 12 point Times Roman **Bold** for the figure number and title (centered below the figure) and leave one or two spaces above and below the caption. Use **FIG.** for the caption and either Fig. or Figure in the text.

4.4 Tables

Tables should be presented with a format similar to that used by ASCE's *Journal of Geotechnical and Geoenvironmental Engineering*. Principal features include the following:

- **TABLE No.** with caption above table in **12 point Times Roman Bold**.
- Use horizontal lines at the top and bottom of the table.

- Include units in parenthesis () below each heading where needed.
- Use footnotes labeled a, b, c, etc., as needed with NOTES given below table.
- Leave one or two blank lines between table (with caption) and text.

4.5 Permission to Use Copyrighted Materials

If the paper includes a figure, graph, or photograph that has been published previously by others or by the author and the item is copyrighted, **the author(s) must obtain written approval from the original publisher before ASCE can reprint the illustration.** A standard ASCE form letter may be used to obtain this permission, although many publishing organizations have their own forms and procedures.

Note regarding copyright issues - photos, figures, or other graphic elements taken from the internet are almost always copyrighted and cannot be reproduced without permission. Please carefully read copyright and permission guidelines/restrictions for the specific site. This information is usually located with a link from the bottom of the main or home page of the site.

5. NOTATION AND EQUATIONS

5.1 Notation and Nomenclature

Please select characters and symbols typically used in the geotechnical literature. Define all notations when they first appear. For papers using extensive notation that may be unfamiliar to many readers of the GSP, consider including an appendix having an alphabetized listing of the symbols and nomenclature with their definitions.

5.2 Equations

All displayed equations should be numbered sequentially throughout the entire manuscript (including appendixes). Stack numerators over denominators and leave one blank line between equations and text, and between two equations. For example:

$$OCR = 2 \cdot \left[\frac{1}{1.95M_c + 1} \cdot \left(\frac{q_t - u_b}{\sigma_{vo}'} \right) \right]^{1/\lambda} \quad (12)$$

Refer to equations in the text either by (12) or Eq. 12. For equations within the text, use single-level expressions, e.g., $D' = \Delta\sigma_v'/\Delta\varepsilon$.

6. SYSTEM OF UNITS

Each author must use the International System of Units (SI), and units acceptable in SI. Alternatively, dual units can be provided with SI given first and corresponding English Imperial units given in parentheses. Please leave one space between the numerals and the unit.

7. REFERENCES

All papers must include an appendix listing bibliographic information for works cited in the text. The format should follow that used by ASCE's *JGGE*. The principal features include:

For publications cited in the text, use the author-date method. As examples:

- Article 37 in Terzaghi and Peck (1967) describes...
- Article 37 in Terzaghi et al. (1996) describes....
- Major papers on stability analyses (e.g., Bishop and Bjerrum 1960)

The general format for listing references in alphabetical order in the appendix is as follow:

- Last name and initials of all authors.
- Year of publication (in parenthesis).
- Title of paper, report or book chapter (lower case in quotes).
- Title of periodical, proceedings or book (in italics),
- Volume number and issue number (in parenthesis).
- Name of publisher and their location,
- Inclusive page numbers

See Section 9 for examples of correct citation formatting of geotechnical references.

8. OTHER REQUIREMENTS

8.1 Approvals

The authors are responsible for obtaining all necessary approvals from employers, clients, sponsors, etc. prior to submission of the paper. **After receipt of the final manuscript it will not be possible to withdraw or revise the paper.**

8.2 Transfer of Copyright

For most new paper submissions (2007 and beyond), the Copyright Transfer Agreement (CTA) will be handled via internet using the on-line paper management system.

In the event that hard copy camera-ready submissions are required (pre-2007), the CTA will be available as a download from the ASCE website. This CTA must be completed by the contact author and submitted with the final manuscript. **Do not alter this form.** No paper can be included in the GSP without this form.

Authors are responsible for obtaining permission to include figures or tables from other publications (see Section 4.5). Documentation of permission must be provided by the author to ASCE Publications either during the online submission process or by submitting the Permission Verification Form (if handled by hard copy camera ready papers).

8.3 Reprint Order Form

Authors may wish to purchase reprints of their paper. The Reprint Order Form is available from the ASCE website: www.asce.org

8.4 Key Words

Keywords are no longer required for submitted papers.

9. DEADLINES AND REVIEW PROCESS

The cover letter or email directions from the GSP editor should give the specific dates that your manuscript should be submitted for review, when it will be returned, and when the final camera-ready copy will be due. Contact the editor if clarification is needed. Failure to meet the deadlines may result in your paper being left out of the proceedings.

The paper submission and review process will be handled using an on-line paper management system. The weblink for the paper management will be provided on the conference website. The paper management system allows for submission of the draft paper, reviewer access to the paper, acceptance or declination of the paper, and final submission of the paper.

10. EXAMPLE REFERENCE CITATIONS

The following are examples of referenced works from published books, journals, and hard-copy documents:

- Becker, D.E., Crooks, J.H.A., Been, K., and Jefferies, M.G. (1987). "Work as a criterion for determining in-situ and yield stresses in clays." *Canadian Geotech. J.* 24 (4): 549-564.
- Berre, T. and Bjerrum, L. (1973). "Shear strength of normally consolidated clays." *Proc. 8th Intl. Conference on Soil Mechanics and Foundation Engrg.*, Vol. 1.1, Moscow: 39-49.
- Bruce, D.A. (2005). "Glossary of grouting terminology." *J. Geotechnical and Geoenvironmental Engrg.* 131 (12): 1534-1542.
- Camp, W.M. (2004). "Drilled and driven foundation behavior in a calcareous clay." *GeoSupport 2004*, GSP No. 124, ASCE, Reston/VA: 1-18.
- Campanella, R.G. and Robertson, P.K. (1988). "Current status of the piezocone test." *Penetration Testing 1988*, Vol. 1, Balkema, Rotterdam: 93-116.
- Germaine, J.T. (1982). Development of the directional shear cell for measuring cross-anisotropic clay properties. *ScD Thesis*, Dept. of Civil Engineering, MIT, Cambridge, Mass, 569 p.

Below is the style for the referencing of a CD-type paper in an **ASCE** publication. This reference style is based on the *Chicago Manual of Style* format. No page numbers are needed, simply indicate that it is a CD-ROM. Note: **Other publishers** may use a different reference format. Please contact your current editor for further guidance.

- Tamrakar, S. B., Mitachi, T., Toyosawa, Y., and Itoh, K. (2005). "Development of a new soil tensile test apparatus." *Proc., Geo-Frontiers 2005, Site Characterization and Modeling, Geotechnical Special Publication 138 (CD-ROM)*, ASCE, Reston, VA.