

# **GEOTECHNICAL NEWS GUIDELINES FOR SUBMITTING ARTICLES**

## **Content**

1. Most readers are practical people, and want to read about information that can help them in their geotechnical practices.
2. Include as many ‘lessons learned’ as possible – we all like to learn from the mistakes of other people!
3. References: articles are for a magazine, NOT papers for a professional journal. References should be included only where essential, so that articles are as ‘stand-alone’ as possible.
4. Avoid a commercial flavor – this is a professional magazine. If you want to include commercial text, you can do this, but in the ‘Marketplace’ section of the magazine. Marketplace contributions should be sent directly to Lynn Pugh (see below). There is no charge for publishing in the Marketplace section. Marketplace only appears when space permits.

## **Format**

5. Normal length is 3 pages in the magazine page format. 4 pages in special cases, with the approval of Lynn Pugh. One full page of text, without figures, is about 650 words. The above page limitations include figures, tables etc.
6. The text must be in a Word file (either PC or MAC). Use the .doc (docx) extension only. The file should be in a single column, without page numbers and headers, left aligned, Times 10 font.
7. The author’s name goes below the article title, without ‘By’, and without letters for academic qualifications or professional society memberships.
8. Break up the text with figures and/or tables, for maximum visual appeal. All figures and tables should have a number and title, and the number should be referred to in the text.
9. Use plenty of subheadings. These force the writer to ensure that the text under each subheading is compatible with the heading (i.e. helps to structure the text in an orderly way). They also help readers, by conveying at a glance what each section is about. Line space above and below each subheading. Don’t use upper case to indicate a subhead. Don’t use numbers to designate subheadings.
10. Define all acronyms.
11. No paragraph first line indentations. Line space between paragraphs.
12. Do not format headers and footers or page numbers into your doc. file.

13. At the end of the Word file, in italics, add the author's name, title, affiliation, address, tel., email address
14. At the end of the Word file of the text of the article, include a list of figure and table numbers and captions, in italics. In this list, type your last name before each figure number, as this helps me keep track of whose figures are whose.

**Figures, Tables, Photos and Graphics (Please pay very close attention to these requirements)**

15. Tables can be inserted in the doc file.
16. Do not embed figures, photos or graphics in the doc. file. Send them as separate **jpeg or tif files**. Do not include the figure number or its caption as part of the drawing. Figures should be titled with the author's name and figure number (e.g. Jones fig. 1.jpg/tif)
17. Create all drawings in Adobe Illustrator or AutoCad. When printing from the drafting program, chose to print the output in "pdf." format. Open the PDF in Adobe. From the File menu click on "save as". From there select save as "JPEG". In the "settings" option, choose 1200 pixels/inch. Do not create them in Word or Excel.
18. Scan all photos with the highest resolution possible. Figures will be printed in color. We recommend a resolution of 300 dpi. Please note that if an image needs to be enlarged, the resolution will become less and consequently may not meet these recommendations. BiTech reserves the right to refuse to use any images that do not meet these standards.
19. The minimum size for any image is one column wide (13 picas or 2 1/8 inches). No images should be less than this width.

Email all files to Lynn Pugh – [gn@geotechnicalnews.com](mailto:gn@geotechnicalnews.com)