



Authors' Guide for Journal of Geotechnical Engineering

Preparation and Submission of Accepted Papers

The full-length paper (inclusive of all text, tables, figures and references) after formatting should not exceed **10 pages**.

The paper should have a title and an abstract followed by four to six keywords.

The electronic submission should include a scanned copy of the signed copyright transfer form (provided below). Also it should include the filled in contact information form.

Page size: A4 size paper: 21 cm x 29.7 cm

Margins:	Top	1.60 cm	0.630 inches
	Bottom	2.90 cm	1.140 inches
	Left	1.95 cm	0.768 inches
	Right	1.95 cm	0.768 inches

The publication will be in A4 size, the final manuscript will therefore not be reduced before printing.

Title, abstract and keywords should be in single column format [full type width 17.1 cm (6.73 inch)]. Rest of the paper should be in two columns [each column width 8.2 cm (3.23 inch) and gap between the two columns 0.7 cm (0.28 inch)].

Title of paper

Provide title in English

Do not use "bold". Use only upper case where necessary.

Title centred

Typeface: Times New Roman

Title typesize: 14 pt

Line spacing: before 12 pt, after 3 pt; exact 12 pt

One blank line (exactly 18 pt) after title

Author name(s)

Author centred

Typeface: Times New Roman

Typesize: 11 pt

Line spacing: exact 12 pt

One blank line after author names (exactly 11 pt)

Affiliation

Affiliation centred (e-mail address on separate line)

Typeface: Times New Roman; italic

Typesize: 10 pt

In case of more than one author there should be a space of 4 pt after each affiliation

Line spacing: exact 10 pt

Abstract

Use full typewidth of 17.1 cm (6.73 inch)

Text should be justified

Single line spacing

Typeface: Times New Roman

Typesize: 10 pt

Line spacing: exact 10 pt

The abstract should be within 200 words

Keywords

Left justified

Typeface: Times New Roman

Typesize: before 10 pt, exactly 10 pt

Standard text

Leave two blank lines (11 pt) between keyword and main body text.

Text should be justified in double columns of 8.2 cm (3.23 inch); distance between columns is 0.7 cm (0.28 inch)

Single line spacing

Typeface: Times New Roman

Typesize: 11 pt

Do **not** indent the first paragraph after a heading.

Indent all other paragraphs on the first line with 0.4 cm (0.157 inch)

Headings

Number headings consecutively. Headings not more than three level.

1st level

Two open lines above and one beneath

Typeface: Times New Roman UPPER CASE (bold)

Typesize: 11 pt

Number aligned to the left and indent text of heading with 0.4 cm (0.157 inch)

2nd level:

One open line above and half a line (5pt) beneath

Typeface: Times New Roman; italics (bold)

Typesize: 11 pt

Number aligned to the left and indent text of heading with 0.8 cm (0.315 inch)

In case a 2nd level heading is followed by a third level heading take care that there is only one open line between both headings.

3rd level:

One open line above and no open line beneath

Typeface: Times New Roman; italics

Typesize: 11 pt

Number aligned to the left and indent text of heading with 1.1 cm (0.433 inch)

Heading without number:

Acknowledgments, References, Disclaimers, Appendices are 1st level headings without number

Align text of heading to the left.

Equations

Typeface: Times New Roman

Typesize: 11 pt

Keep half a line open before and a half line open beneath the equation.

Align to the left.

Use the equation editor of the selected word processing program. Equations are not indented. Number equations consecutively and place the number at the end of the line, between parentheses[example (1)]. Refer to equations by these numbers.

References

In text:

One author: Author (year) Javed (1999)

Two authors: Author and Author (year) e.g. Shah and David (2002)

More than two authors: Author et al. (year) e.g. Moles et al. (1997)

In list of references:

At the end of the paper, list all references in alphabetical order underneath the heading (without number) REFERENCES. If several works by the same author are cited, entries should be chronological.

Typeface: Times New Roman

Book titles and Journal titles in italics

Typesize: 10 pt

Single line spacing

First line of each reference justified; indent following line of each listing with 0.4cm (0.157 inch)

Example:

Figure caption:

Place caption below the figure with half a line above.

Typeface: Times New Roman

Typesize: 10 pt

Single line spacing

Aligned to the left

Indent: 0

Figures: Illustrations and diagrams

- Number figures consecutively in the order in which reference is made to them in the text, making **no** distinction between diagrams and photographs.
- Please ensure that all figures are of the highest quality. Photographs must be scanned at **least 300 dpi**.
- Please **check** how **colour illustrations** show in black/white for reproduction in the printed proceedings.
- **Fonts** in the figures **must be embedded**.
- Line drawings should be clear and uncluttered. For readability 10 pt should be the minimum size of lettering. Minimum size for characters and numbers in figures and diagrams is 1mm.
- Leave about two lines of space between the actual text and figure (including caption).
- Do not place figures/tables sideways on a page, if this cannot be avoided, no other text (except the figure/table caption) should appear on that page.
- **Insert all figures/photographs/charts etc. as picture (jpg format)**

Table caption:

Place caption above the table with half a line beneath.

Typeface: Times New Roman

Typesize: 10 pt

Single line spacing

Aligned to the left

Indent: 0

Place tables close to the first reference to them in the text preferably at the top or bottom of a page. Number the table consecutively. Indicate units in the line immediately below the heading. Explanations should be given at the foot of the table and not within the table itself. Use only horizontal rules: One above and one below the column headings and one at the foot of the table.

Contact Information Form

Paper code:

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Corresponding Author

First Name

Surname (Family name)

Affiliation

(Postal) Address

Email address

Telephone

Other authors

First Name

Surname (Family name)

Affiliation

(Postal) Address

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