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**GEOTECHNICAL INSTRUMENTATION NEWS (GIN)**  
**GUIDELINES FOR ARTICLES**

**January 2011**

*Put it before them briefly so they will read it,  
clearly so they will appreciate it,  
picturesquely so that they will remember it  
and, above all, accurately  
so that they will be guided by its light.*

*Joseph Pulitzer*

**Abstract**

1. Please send me a 200- to 300-word (no more) abstract before writing the article. We can then agree on basic content. Send as an attachment in MSWord.

**Content**

2. Remember that most readers are practical people, and want to read about information that can help them in their geotechnical practices.
3. Include as much as possible about performance of the instrumentation, giving accuracy and/or repeatability whenever possible.
4. Include as many 'lessons learned' as possible – we all like to learn from the mistakes of other people!
5. 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.
6. 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, not in GIN. Marketplace contributions should be sent directly to Lynn Pugh (see below), not to me. There is no charge for publishing in the Marketplace section.

7. If you have ANY commercial link with a supplier of instruments that are mentioned in your article, you MUST tell me. On a previous occasion I accepted an article for publication, written by a professional user of instrumentation, only to discover later that the author's firm was a representative of the company whose instruments the author praised. This caused significant embarrassment for me.

## **Format**

8. Normal maximum length is 3 pages in the magazine page format. 4 pages in special cases, with the approval of myself and the Managing Editor (Lynn Pugh). One full page of text, without figures, is about 800 words. The above page limitations include figures, tables etc.
9. 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 New Roman 12.
10. The author's name goes below the article title, without 'By', and without letters for academic qualifications or professional society memberships.
11. 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.
12. 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. The magazine allows two levels of subheads. First level bold in title case. Second level bold italics in title case. Line space above and below each subheading. Don't use upper case to indicate a subhead. Don't use numbers to designate subheadings.
13. Define all acronyms.
14. No paragraph first line indentations. Line space between paragraphs.
15. Do not format headers and footers or page numbers into your doc. file.
16. At the end of the Word file, in italics, add the author's name, title, affiliation, address, tel., e-mail address. Again, no letters for academic qualifications or professional society memberships.
17. 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 Lynn keep track of whose figures are whose.

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

18. Tables can be inserted in the doc file.
19. 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. Dunnicliff fig. 1.jpg/tif)

20. 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. Check with Lynn Pugh at BiTech if you have any questions.
21. 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.
22. 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.

## **What to Send to Me**

23. **Do NOT send me an early draft of an article. In the past I’ve spent far too much time interacting with authors on issues of clarity, readability and good language. This unpaid editor’s willingness to continue that kind of effort gets less and less, so please have the article in final form (from your own perspective) before sending it to me. I strongly request that you ask a critical colleague to review it before I see it. If your first language is not English, it is essential that you ask for a critical review by someone who has English as a first language.**
24. I will review for clarity and send comments, indicating whether I will need to see a revised version. My editorial policy follows the published policy for all articles in *Geotechnical News* –

*“All submitted articles will be reviewed by the section editor for clarity, but will not be refereed. Geotechnical News will not be responsible for the views and opinions expressed by the authors. It is the responsibility of the author to obtain the necessary approvals or permission to publish any information included in the article or to use any accompanying graphic. All articles must be submitted in English. BiTech Publishers Ltd. and the managing editor reserve the right not to publish an article”.*

Please be aware that I take the issue of “clarity” very seriously, and will require changes if, in my view, anything is not clear.

25. **Before sending the article to me, please again read these guidelines, to be sure that you’ve conformed to all of them.**
26. We may need to go back and forth before we agree that the article is in final form.

## **After we Agree that the Article is in Final Form**

27. When I’ve accepted the article, final copies of Word file and the jpeg or tif file(s) should be sent to me, not to Lynn Pugh. If any need to contact Lynn (Managing Editor) --- BiTech Publishers Ltd., 103-11951 Hammersmith Way, Richmond, BC, Canada V7A 5H9. Tel. (604) 277-4250. Fax (604) 277-8125, e-mail [gn@geotechnicalnews.com](mailto:gn@geotechnicalnews.com)

28. When Lynn has prepared the article for the magazine pages as a pdf file, she will e-mail a proof copy to you. **PLEASE PROOFREAD VERY CAREFULLY** – computers can sometimes make nonsense out of sense!
29. As an author, you will receive two complimentary copies of the issue of the magazine in which your article appears. But this may take a while, as these mailings lag behind the general mailing.