

# GUIDELINES FOR ARTICLES

Submit to Lynn Pugh  
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## Content

1. Remember that 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. Avoid a commercial flavor – this is a professional magazine. If you want to include commercial text, you can do this in the 'Marketplace' section of the magazine. Marketplace contributions should be sent directly to Lynn Pugh. There is no charge for publishing in the Marketplace section.

## Format

4. Normal maximum length is 3 pages in the magazine page format. 4 pages in special cases, with the approval of Lynn.. One full page of text, without figures, is about 800 words. The above page limitations include figures, tables etc.
5. The text must be in Word file. Use the .doc extension only. This file should be in a single column, without page numbers.
6. The author's name goes below the article title, without 'By', and without letters for academic qualifications or professional society memberships.
7. 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.
8. 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. Don't use upper case to indicate a subhead. Don't use numbers to designate subheadings.
9. Define all acronyms.
10. Do not format headers and footers or page numbers into your doc. file.
11. 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.
12. At the end of the Word file of the text of the article, include a list of figure and table numbers and titles, in italics.

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

13. Tables can be inserted in the doc file.
14. 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. Lynn fig. 1.jpg/tif).
15. Create all drawings in Adobe Illustrator or a similar draw program. Do not create them in Word or Excel. Check with Lynn Pugh at BiTech if you have any questions.
16. Scan all photos with the highest resolution possible. Figures will be printed in colour..We recommend a resolution of 300 dpi. for colour images and 1000 dpi for bitmap images. 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.
17. 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.
18. Send to Lynn Pugh, Managing Editor, BiTech Publishers Ltd., 173-11860 Hammersmith Way, Richmond, BC, Canada V7A 5G1. Tel. (604) 277-4250. Fax (604) 277-8125, e-mail [geotechnicalnews@bitech.ca](mailto:geotechnicalnews@bitech.ca).
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20. 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.