

# Instructions to Authors

# Canadian Journal of Civil Engineering

The *Canadian Journal of Civil Engineering* (Can. J. Civ. Eng.) publishes articles, technical notes, discussions, and book reviews in English or French, as outlined in the Editorial Policy (in the first issue of each volume).

To **facilitate publication**, authors must check symbols, abbreviations, and technical terms for accuracy, consistency, and readability. NRC Research Press maintains the right to preserve the technical quality of the Journal. Authors are requested to refer to a recent issue of the Journal for details of layout, especially for tables and reference lists. **Manuscripts and illustrations must meet the requirements outlined below; otherwise, publication may be delayed.**

## Ethics

Authors must give assurance that no part of their manuscript reporting original work is being considered for publication, in whole or in part, elsewhere. The corresponding author must affirm that all of the authors have read and approved of the manuscript.

## Conflict of interest and disclosure

The Editor recognizes that authors and peer reviewers may have real or perceived conflicts of interest arising from intellectual, personal, or financial circumstances of their research. Submitted manuscripts should include full disclosure of funding sources for the research and the letter of transmission should include an explanation of any real or perceived conflicts of interest that may arise during the peer review process. Failure to disclose such conflicts may lead to refusal of a submitted manuscript.

## The manuscript

**An original and two copies** of the manuscript, consisting of title page, abstract, main body of the text, references, list of symbols, tables, list of figure captions, and figures, should be submitted. The manuscript should be typewritten, **double-spaced**, on paper 8.5 × 11 in. (or ISO A4) with 1-in. (2.5 cm) margins. Typing should be on one side of the page only. Each page should be numbered, beginning with the title page.

**Length** — Articles should normally be limited to 10 000 words or word equivalents, including tables and figures. (As a guide, a typical figure should be counted as 250 words.) Technical notes, discussions, and book reviews should normally be limited to 3000, 2000, and 1000 words, respectively.

**Spelling** should follow that of *Webster's Third New International Dictionary* or the *Oxford English Dictionary*. Authors are responsible for consistency in spelling.

**Abbreviations, nomenclature, and symbols for units of measurement** should conform to international recommendations. **SI units** (Système international d'unités) should be used or SI equivalents should be given. This system is explained and other useful information is given in the *Canadian Metric Practice Guide* (2000) published by CSA International (178 Rexdale Blvd., Toronto, ON M9W 1R3, Canada). For practical reasons, some exceptions to SI units are allowed.

**Acronyms** should be defined when they are first mentioned in the text.

The **title page** should contain the following. (i) The full title of the paper. (ii) Authors listed in the order in which they are to appear at the head of the printed article. (iii) Affiliation and address for each author. This should reflect the affiliation and address at the time of the study. Indicate current affiliations and addresses that differ from those in the by-line in a footnote. (iv) Name, address, telephone number, fax number, and e-mail address of the author responsible for correspondence. (v) Word count.

The **Abstract** should not be more than 150 words (shorter for notes), and on a separate page. The concise abstract should present the paper content accurately and should supplement, not duplicate, the title in this respect. Authors able to submit abstracts in both fluent English and French are encouraged to do so. References should not be cited in the abstract. **Key words** should not exceed 10 and should be placed directly below the abstract. Ideally, all key words used will be referenced in the *Thesaurus of Engineering and Scientific Terms*, published by the American Association of Engineering Societies, Washington, D.C.

**Footnotes** to material in the text should not be used unless they are unavoidable, but their use is encouraged in tables. Where used in the text, footnotes should be cited in the manuscript by superscript Arabic numbers (except in the tables, see below) and should be numbered serially beginning with any that appear on the title page. Each footnote should be typed on the manuscript page upon which the reference is made; **footnotes should not be included in the list of references.**

**Equations** should be clearly typed; triple-spacing should be used if superscripts and (or) subscripts are involved. Superscripts and subscripts should be legible and carefully placed. Distinguish between lowercase *l* and the numeral *one*, and between capital *O* and the numeral *zero*. A letter or symbol should represent only one entity and be used consistently throughout the paper. Each variable must be defined in the text, or in a **List of symbols** to appear after the reference list. Variables representing vectors, matrices, vector matrices, and tensors must be clearly identified. Numbers identifying equations must be in square brackets and placed flush with the **left margin**. In numbering, no distinction is made between mathematical and chemical equations.

**Acknowledgements** should be written in the third person and kept to a concise recognition of relevant contributions.

**References** — The author is responsible for verifying each reference against the original article. Each reference must be cited in the text using the surnames of the authors and the year, for example, (Walpole 1985) or Green and Brown (1990). Depending on the sentence construction, the names may or may not be in parentheses, but the year always is. If there are three or more authors, the citation should give the name of the first author followed by et al. (e.g., Green et al. 1991). If references occur that are not uniquely identified by the authors' names and year, use *a*, *b*, *c*, etc., after the year, for example, Green 1983a, 1983b; Green and Brown 1988a, 1988b, for the text citation and in the reference list.

The **reference list** must be double-spaced and placed at the end of the text. References must be listed in alphabetical order according to the name of the first author and not numbered. References with the same first author are listed in the following order. (i) Papers with **one author only** are listed first in chronological order, beginning with the earliest paper. (ii) Papers with **dual authorship** follow and are listed in alphabetical order by the last name of the second author. (iii) Papers with **three or more authors** appear after the dual-authored papers and are arranged chronologically.

Names of periodicals should be written out in full. References to unpublished reports and to private communications should be given in parentheses in the text or as footnotes; for a private communication, author's initials and year of communication should be given. References should follow the form used in current issues of the Journal, as in the following examples.

**Journal article:**

Redwood, R.G., and Jain, A.K. 1992. Code provisions for seismic design for concentrically braced steel frames. *Canadian Journal of Civil Engineering*, **19**: 1025–1031.

**Report:**

Sanders, W.W., Jr., and Elleby, H.A. 1970. Distribution of wheel loads in highway bridges. National Cooperative Highway Research Program Report 83, Transportation Research Board, National Research Council, Washington, D.C.

**Book:**

Williams, R.A. 1987. Communication systems analysis and design. Prentice-Hall, Inc., Englewood Cliffs, N.J.

**Paper in conference proceedings:**

Whittaker, A.A., Uang, C.-M., and Bertero, V.F. 1990. Experimental seismic response of steel dual systems. Proceedings of the 4th U.S. National Conference on Earthquake Engineering, Palm Springs, Calif., Vol. 2, pp. 655–664.

**Electronic citation:**

Quinion, M.B. 1998. Citing online sources: advice on online citation formats [online]. Available from <http://clever.net/quinion/words/citation.html> [cited 20 October 1998].

**Tables** must be typed on separate pages, placed after the list of references, and numbered with Arabic numerals in the order cited in the text. The title of the table should be a concise description of the content. Column headings should be brief, but may be amplified by footnotes. Vertical rules should not be used. **A copy of the Journal should be consulted to see how tables are set up and where the lines in them are placed.** Footnotes in tables should be designated by symbols (in the order \*, †, ‡, §, ||, ¶, #) or superscript lowercase italic letters. Descriptive material not designated by a footnote may be placed under a table as a **Note**. Numerous small tables should be avoided, and the number of tables should be kept to a minimum.

**Figure captions** should be double spaced, listed on a separate page, and placed after the tables and directly before the figure.

**Appendices** — Figures and tables used in an appendix should be numbered sequentially but separately from those used in the main body of the paper, for example, Fig. A1, Table A1, etc.

**Computer programs** — It is not the policy of the Journal to publish detailed printouts of computer program statements. Where the availability of these details enhances the usefulness of the paper, the author should submit two copies of the program for deposit (see "Supplementary material").

**Supplementary material** — The National Research Council of Canada maintains a depository in which supplementary

material may be placed, either at the request of the author or suggestion of the Editor. In addition, supplementary material can now be made available in its native file format on the journal Web site. It will be linked from the Web page of the associated article. Such material may include extensive tables of data, detailed calculations, and maps not essential for understanding and evaluating the paper. Such material must be clearly marked when the manuscript is submitted. Tables and figures should be numbered in sequence separate from those published with the paper (e.g., Fig. D1, Table D1). The supplemental material should be referred to by footnotes. Copies of material in the depository may be purchased from the Depository of Unpublished Data, CISTI, National Research Council of Canada, Ottawa, ON K1A 0S2, Canada.

**Discussions** — An original and two copies of discussions should be submitted. The manuscript should be typewritten and in double-spaced format.

**Illustrations**

Each figure or group of figures should be planned to fit, after appropriate reduction, into the area of either one or two columns of text. The maximum finished size of a one-column illustration is 8.6 × 23.7 cm (3.4 × 9.3 in.) and that of a two-column illustration is 18.2 × 23.7 cm (7.2 × 9.3 in.). The figures (including halftones) must be numbered consecutively in Arabic numerals, and each one must be referred to in the text and must be self-explanatory. All terms, abbreviations, and symbols must correspond with those in the text. Only essential labelling should be used, with detailed information given in the caption. Each illustration must be identified by the figure number and the authors' names on the back of the page.

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#### **Preparation of electronic illustration files**

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Mavinic, Editor, Canadian Journal of Civil Engineering, Department of Civil Engineering, The University of British Columbia, Vancouver, BC V6T1Z4, Canada (604-822-2523; fax: 604-822-0568; e-mail: [cjce@civil.ubc.ca](mailto:cjce@civil.ubc.ca)). The corresponding author should send a cover letter with the submission that includes the full name and complete contact information for each co-author. Once the paper has been accepted, subsequent correspondence should be with NRC Research Press, National Research Council of Canada, Ottawa, ON K1A 0R6, Canada.

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