

GÉOTECHNIQUE LETTERS - GUIDELINES FOR AUTHORS

Aims and scope

Géotechnique Letters provides a vehicle for the rapid international dissemination of the latest and most innovative geotechnical research and practice. As an online journal, it is aimed at publishing short papers within eight weeks of submission, intending to foster the quick exchange of the latest advances and most current ideas without the delays imposed by printed journals, whilst still maintaining rigorous peer reviewing standards. The scope of the journal includes the same broad range of geotechnical engineering as *Géotechnique*, while the shorter format and express publication will suit the presentation of novel or emerging ideas and designs, current case studies or the results arising from recently completed research or work in progress that may be of immediate interest to the wider geotechnical community. Papers are limited to 2000 words, they should be able to stand alone, be of high quality and scientifically correct, be placed clearly in the context of the latest research or engineering practice and contain sufficient information to allow readers to review critically the conclusions reached. A printed version will be available annually on request.

Submissions

To facilitate the rapid review of your article, please accompany your main text with a short statement explaining the significance and originality of your work. Papers should be original, demonstrate quality and knowledge of the existing literature, and be of interest to the readership. They must not be submitted for publication elsewhere during the time they are being reviewed. Content published in *Géotechnique Letters* will have the same status as any other journal publication, so that should the authors later submit a related article to any other journal, including *Géotechnique*, on a similar topic they must reference the *Géotechnique Letters* article correctly and not repeat any sections of text or illustrations.

Analyses should be rigorous and scientifically correct. In experimental papers, techniques and apparatus should be clearly described and the data presented in a form that would allow the reader to make an alternative interpretation. The problem of obtaining complete information for case studies is recognised, so here the emphasis should be on the clarity of presentation and on the usefulness of the findings.

Uploading your files to the journal peer review website

Submissions should be made using Editorial Manager (EM), which can be accessed at www.editorialmanager.com/glett. This requires the *Corresponding Author* to select the type of submission *Géotechnique Letters*, before entering its title and authorship, and pasting an Abstract. Reviewer classifications (to assist in reviewer selection) are followed by a request for further detail, such as the number of words and figures in the paper. The author is then invited to upload the *Main Text* (mandatory), and any *Figures*, and *Tables* associated with the paper. A *Cover Letter* can be included if desired.

Upon receipt, EM compiles the individual documents into a single PDF, and sends it to the *Corresponding Author*, for approval before it can enter the refereeing process. The main text and tables should be uploaded in Microsoft Word or as rich text files (.rtf), and figures should be in separate files as appropriate (see section on illustrations for specific details). File names should preferably contain all or part of the lead author's surname and indicate what is contained (e.g. smithtext.doc, smithfig2.tif). Text files should have consecutively numbered pages and use double line spacing and wide margins.

Text

Please write your text in accordance with the journal's format, following the example [here](#). Papers are limited to 2000 words (main text only, excluding article title, 200-word abstract, figures, tables, figure captions and references). Any submission over this word limit will not be reviewed.

Capital letters should be used only for proper nouns. Abbreviations for units should conform to the latest edition of BS 350: Part 1. Symbols should conform to symbols and definitions given in the ISSMFE Lexicon (1981), and be defined where they first occur in the text and

listed in a Notation section at the start of the *Main Text*. Equations should be numbered and appear on separate lines in the text.

References

References cited in support of conclusions of the author(s) should be to generally available published material. Where a paper has been accepted for publication elsewhere, but has not yet appeared, the paper submitted to *Géotechnique Letters* for approval should be accompanied by a copy of the referenced paper. References should be indicated in the text using the Harvard style (author, date). Details of references should be given in a list (unnumbered) in alphabetical order of authors' names at the end of the paper in the following style:

Books. Author's surname, initials, year of publication, title of book, page numbers, place of publication, publisher, e.g. Wearne, S. (1993). *Principles of engineering organization*, 2nd edn. London: Thomas Telford.

Periodicals. Author's surname, initials, year of publication, title of paper, title of periodical, volume, month or part, page numbers, e.g. Skempton, A. W. & Chrimes, M. (1994). Thames Tunnel: site investigation and geotechnical problems. *Géotechnique* **44**, No. 2, 191–216.

Conference proceedings. Author's surname, initials, year of publication, title of paper, title of conference proceedings, place of conference, volume, page numbers, e.g. Bolton, M. D. & Sun, H. W. (1991). Bridge abutments and spread foundations. *Proc. 10th Eur. Conf. Soil Mech., Florence 1*, 319–322.

Websites. References to websites can be a simple reference in the text only, such as '(see www.bnfl.com)'. If referring to a specific written work on a web page or a downloadable file, they should be given as a full reference together with the date last accessed, for example, e.g. Priest, J.A., Kingston, E.V.L.K., Clayton, C.R.I., Schultheiss, P., Druce, M. and NGHP Expedition 01 Scientific Party (2008) The structure of hydrate bearing fine grained marine sediments. Proceedings of the 6th Int. Conf. on Gas Hydrates, Vancouver. See <https://circle.ubc.ca/bitstream/2429/1796/1/5810.pdf> . Accessed 17/04/2009.

Tables

Tables may be uploaded as part of the *Main Text* file, or separately. The number of tables should be the minimum necessary to support the *Main Text*. They should be referred to in the text, and should not duplicate information given in the text nor contain material which would be better presented graphically. Tables should have brief column headings (including units).

Illustrations

Only illustrations essential to the text should be included. Each figure should be numbered consecutively and referred to in the text (e.g. Fig. 1). A list of captions for all figures should be supplied on a separate page at the end of the *Main Text* document. Figures must be high quality and suitable for reproduction in black and white (for example using hatching rather than greyscale). Figures should have a minimum resolution of 600 dots per inch (dpi) for line drawings and 300 dpi for photographs. Line art should be submitted in its original file format, e.g. .xls, .eps. Detailed maps, CAD drawings and large charts do not reproduce well in print and will not normally be accepted. Line figures will usually be printed at one column width. Images must be of good quality with sharp focus and clear definition, supplied in .tif format. To be suitable for reproduction, the width of the image should be at least 1500 pixels.

Copyright

It is the author's responsibility to obtain permission from the owners of the copyright to reproduce material which has been published elsewhere. Papers are submitted with an electronic declaration by the lead author that the paper has been approved by all other authors.

Approval and publication procedure

All papers submitted to *Géotechnique Letters* are double refereed through the Advisory Panel, which is advisory to the Editor. The Panel appoints an Assessor and two external Referees to review each paper for suitability. Based on their advice, the Editor will accept the paper for publication, recommend it is revised prior to acceptance, or reject the paper. If substantial revisions are requested, the revised paper will be treated as a new submission and a full re-review undertaken. Referee and Panel members are anonymous.

On acceptance of your paper, the author will be asked to specify six [keywords](#) (click [here](#) for list) for indexing purposes. A typeset proof will be made available to the corresponding author through EM. No new material may be inserted at the time of proof-reading.

Submission checklist

Before you submit your article to us please check the following.

Text

- Have you included a statement of significance and originality?
- Are all of the author details clearly identified on the first page including affiliations and designations and correct email addresses?
- Have you included an abstract of no more than 200 words?
- Are all of the references, tables and figures cited in the text?
- Do all tables and figures have captions?
- Have you saved your text as a .doc/.docx file?

Figures

- Have you supplied your figures separately to the text (.xls, .tif or .eps files)? Placing figures in .doc files with your text reduces their quality.
- Are all of your figures a minimum of 300 dpi? Line drawings need to be higher quality (600 dpi).
- Do you have permission to use your figures? You must obtain permission from the copyright holder to use material that has been published elsewhere.