
Guidelines for journal authors

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INTRODUCTION: SUBMITTING YOUR PAPER FOR PEER REVIEW

These guidelines are intended to help you through the journal publishing process. Take time to read them, and where you have any queries please consult the editorial team (page 14).

Article proposals

The *Proceedings of ICE* consider high-quality technical papers, research, case studies, project descriptions and reviews on any aspect of civil engineering relevant to academics or practitioners. You do not have to be a member of the Institution to write for us.

Thomas Telford publish sixteen journals on behalf of the ICE – make sure you submit to the correct one! You can find a full description of each title, with aims and scope, at our website www.thomastelford.com/journals.

The ICE retains the right to publish your submission in the journal it considers most appropriate, after consultation with you, the author.

Article appraisal: peer review

Longer articles will be sent for external peer review by one or two experts in that specialist area. Their reports will be sent to the Editorial Advisory Panel (usually numbering twelve persons), one of whom will make an acceptance decision. Shorter articles will be sent directly to the Editorial Advisory Panel.

This whole process will take a minimum of approximately three months, though six to nine months is common due to volume of submissions. In most cases, authors are requested to make revisions to their articles, which may then be subjected to external peer review a second time. If an article is rejected, the Institution relinquishes its exclusive licence to publish.

Copyright and originality

Copyright permission must have been sought for all submissions (see page 8). It is your responsibility to gain copyright permission for all the material used in your paper, in particular tables, diagrams and photographs. Thomas Telford and ICE will not take responsibility for this. Similarly, your submission must be original and not have been published, or be under consideration, elsewhere.

PAPER FORMAT

Please take time to review the following requirements to ensure that you present the material in a way that will make production a straightforward process. Sample issues of each journal are available at www.thomastelford.com/journals.

Length of typescript

Your paper should not exceed the word lengths below (according to which journal you are submitting and what category of article you are writing).

	<i>Civil Engineering</i>	<i>Other Proceedings journals</i>	<i>Géotechnique</i>
Refereed paper	3000	3 to 5000	5000
Refereed technical notes	2000	2000	2000
Refereed briefing	n/a	800	n/a
Non-refereed briefing	800	n/a	n/a
Discussion contributions	500	500	500
Book reviews	500	500	500

Main text

Your Word (PC preferred to MAC) document should have **consecutively numbered pages** and use double-line spacing and wide margins. Please do not try to recreate the look of the journal when you are preparing your paper as page design will be imposed by the typesetter. Any of your styling (e.g. fonts, margin styles, heading styles) will be removed prior to typesetting. Apply only a minimum of styling to your typescript. This will allow you to concentrate on content rather than layout. Use of italic and bold fonts for nomenclature will be retained.

The text should be as short and concise as possible, excluding anything that is not directly relevant to the subject matter, but including any associated safety, environmental or ethical issues. The text should be in English, and should be readily understandable by practising engineers. All statements and references should be correct and accurate. Speculative material must be clearly identified as such. The text should be in the third person and should avoid colloquialisms – texts originally prepared for oral presentation therefore will usually need to be rewritten. The text should not refer to the names of individuals, organisations, products or services unless it is essential to understanding and then these should only appear once. Text must be neither gratuitously complimentary nor in any way derogatory about any person or organisation. Principal participants in a project should be listed separately from the text in a table or acknowledgement.

Spelling should follow the first spelling in the latest edition of the Concise Oxford English Dictionary, however “s” spellings rather than “z” spellings are preferred (e.g. specialise). Capital letters should only be used at the beginning of proper nouns. Acronyms and abbreviations should be avoided. Symbols should be in accordance with latest edition of the relevant industry guidelines.

Page 1 should comprise the following information...

- date written/revised
- title of paper **maximum 62 characters including spaces**
- full names and qualification of authors
- positions/affiliations of authors
- contact address and telephone, fax numbers and e-mail address of lead author – if this address changes during the refereeing or production process please inform Thomas Telford and ICE as soon as possible to avoid your proofs and/or copies of the journal going to the wrong address
- number of words
- number of tables and figures.
- three key words for reference purposes – six for *Géotechnique* (keywords are included in Appendices 4 and 5).

Page 2 should start with...

an abstract of 150–200 words, which summarises the objectives, and conclusions of your paper. The abstract should not include references, figure citations or acronyms. The abstract is very important as it will be freely available to all users of our website and is the information sent to the abstracting agencies (including Google) so it should be written with that in mind in order to draw readers in to your paper.

Mathematical equations

Equations should only be used where absolutely necessary and should be clear and easily understood by engineers. Each equation should be numbered and appear on a separate line in the text. A notation defining all symbols used should be provided at the start of the paper. Only relevant equations should be shown in the main body of the text — any development of an equation should appear, if essential, as an appendix.

Simple, single-line equations can be set directly in Word. An equation editor program will be required for more complex equations.

If you have problems producing equations or special characters (Greek, mathematical symbols, etc) due to a limitation in your word processor you should identify on a hard copy the symbol required. Ideally, all special characters should be set using an equation editor, even where single characters appear in the text.

SI units (also see page 7)...

should be used throughout, even for descriptions of historic projects using Imperial or other units.

Tables

Information that is additional, yet essential, to the understanding of the text — and which cannot be better presented graphically — should be supplied as tables on separate pages. Tables should be simple with brief column headings (including all units) and as few rows and columns as possible. Each table should be numbered consecutively and referred to in the text (e.g. Table 1).

References

Any information, work or ideas from other sources used or referred to must be properly acknowledged in a list of references. All references should have as much information as possible (at least enough so a reader can find the source information). Further information on references is supplied in Appendix 1.

Proceedings references

In the *Proceedings of the Institution of Civil Engineers*, all references should be indicated in the text with consecutive superscript numbers (e.g. ¹). **The numbered references should then be listed at the end of the text in numerical order.** For examples see Appendix 1.

Géotechnique references

References in *Géotechnique* should be indicated in the text by the authors' names with the year of publication in brackets (e.g. Smith (2001)). Details of references should be given in an unnumbered list in alphabetical order of authors' surnames at the end of the paper. For examples see Appendix 1.

Conference proceedings

Number of reference, author's surname, initials, title of paper, title of conference proceedings, place of conference, year. If the conference proceedings have been published, please also include the full title of the publication, the name(s) of the editor(s), the name of the publisher, the location of the publisher and the first - last page number.

E.g. 3. Bishop A.W. Factors controlling the strength of partially saturated soils. *Proceedings of the Residential Conference on the Shear Strength of Soils*, Colorado, 1960, 503–532.

Discussion Contributions

Discussion Contributions commenting are welcome on any published paper. Please send your 500-word contribution as a Word document to the Coordinator of that specific journal. The original author of the paper will be offered the right to reply to your letter, and both will be published in the same issue.

FIGURES

Line drawings and photographs should be included wherever possible to enhance the understanding of the text. As a rough guide, there should be one or two figures (or tables) per 500 words. Colour is only used for *Civil Engineering*, therefore figures for all other journals **must be suitable for reproduction in black and white**. Each figure should be marked with the author's name, 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.

Where figures are supplied electronically (see below) they must be saved separately from the text, with each figure saved as a separate file. Detailed maps, CAD drawings and large charts do not reproduce well and will not be accepted.

Photographs

Photographs must be of good quality with sharp focus and clear definition. Photographs must be supplied as .tif or .eps format. No other format can be accepted. The file name must include all or part of the author surname and the figure number (e.g. smithfig1.tif).

To be suitable for reproduction, the width of the image should be at least 1500 pixels or 'dots', for which you will need a digital camera setting of 1500 X1000 pixels or to scan a 150 X 100 mm (6" X 4") photographic print or drawing at a scanner resolution of at least 300 dots per inch (dpi).

Drawings

Drawings and charts should be sufficiently clear and simple to enable them to be used at a width of 175 mm without any loss of detail. Tints and shading must not be used as they do not reproduce in black and white. If an area needs to be filled you should use a method such as cross-hatching. Working drawings and plans are generally too detailed and need to be simplified. Line drawings can be supplied as Microsoft Word, Excel, .tif or .eps files. No other format (such as .bmp or Corel Draw files) can be accepted. The file name must include all or part of the lead author's surname and the figure number (e.g. smithfig2.tif). To enable reduction, drawings should be supplied both with and without annotations. All location plans and maps must have a north point and a scale and all numerical values must have units.

STYLE GUIDELINES

It is important that authors preparing papers are careful to impose consistency of style throughout. The following guidance is intended to help authors impose a clear and consistent style.

General

- Use –ise spellings
- Values and units should be separated by a space (e.g. 20 kN, not 20kN)
- Use SI units and derived units
- Italic text should be indicated by setting in *italic font*, not underlined
- Recommended style is to follow Oxford English Dictionary for spelling.

References

It is important that authors take care to ensure that reference lists are complete: all references cited in the text must appear in the list numbered and in the same order they appear in the main text, and all references in the list should contain all the information required to allow readers to find the source of the citation.

The system for preparing references is given in Appendix 1.

Mathematics and units

Mathematical expressions and formulae should be word processed if possible and presented clearly and in a form easily read by non-mathematicians. Each equation should be on a separate line. It would be helpful if Greek characters could be identified in the margin of the typescript where they first occur.

If authors wish to set mathematics to a higher level they should use the following conventions.

- Scalars in italic
- Vectors in bold italic
- Matrices in bold roman
- Letters attached to scalars that do not themselves have values (e.g. subscripts) should be roman.

Tables

- All tables and figures must be numbered in a consecutive sequence (however tables and illustrations should be numbered as two different sets)
- All tables must be referred to in the text
- All tables and illustrations require captions. Captions should be kept brief and include:
 - Table/illustration number
 - Title of table/illustration
 - Source of original table/illustration (if not original to the new work).

Illustrations

- All illustrations must be referred to in the text
- Keep annotations on illustrations as short as possible
- Ensure that style and content of annotations is consistent with the style used in the main text
- Use capital letters for initial words and proper nouns only.

Trade names

Trade names should have initial capital letters.

Gender

Please take care to avoid unnecessary use of the masculine gender where it is not required.

Contractual roles

Take care when referring to job titles to impose consistent and correct use of initial capital letters. When referring to an engineer in general, the title does not require a capital letter, whereas if the reference is to the specific role of Engineer as defined in a contract it is usual to capitalize the term. Different contracts refer to specified roles in different terms so please take care. (Also applies to: a client/the Client, a contractor/the Contractor, etc.)

Copyright and permissions

Non-members of the Institution should acknowledge that they have read and accept the provisions of ICE by-law 117 (see Appendix 3) which grants the Institution a licence to publish submitted material. ICE members are bound by this by-law as a condition of membership.

It is the corresponding author's responsibility to obtain agreement to these terms from all co-authors, and to obtain the permission of all relevant parties for publication of the information contained in their submission, including all illustrations and tables. Written assurance will be sought from submitting authors prior to acceptance of their paper.

Material published elsewhere: (particularly) photographs, tables, illustrations, technical drawings, works of art and Ordnance Survey maps

It is always necessary to obtain permission to reproduce a photograph, illustration or technical drawing for which the author is not the copyright holder. Normally this is the person who actually took the photograph, drew the illustration. Exceptions to this are when:

- it has been published elsewhere, e.g. in another journal, in which case the publisher usually holds the copyright
- the copyright holder of the work has been deceased for more than 70 years (125 years for Crown Copyright and 70 years from date of publication for works published posthumously prior to 1988) and the work is being reproduced from the original material and not from a more recent reproduction (in which case the copyright on the published image could still apply).

Ownership of the original work of art does not entitle you to reproduce it without permission, unless you are the copyright holder.

Text extracts

It is necessary to seek permission to quote any text that was not written by the author unless one of the following applies.

- The author of the text has been dead for more than 70 years (125 years for Crown Copyright and 70 years from date of publication for works published posthumously prior to 1988) and the work is being cited from the original material, not from a specific more recent edition which may have been edited by the publishers.
- The text is cited solely for the purposes of criticism and review and does not exceed: 400 words of continuous prose, or 800 words in total from any one work, made up of no more than 300 words per passage, or 25% of the whole.

Except in these circumstances it is always necessary to seek permission to reproduce any material. **THIS IS A LEGAL REQUIREMENT.**

If in any doubt it is therefore better to err on the side of caution. We are happy to advise on copyright issues.

AFTER ACCEPTANCE: THE PRODUCTION PROCESS

Your paper will be sent to the production team at Thomas Telford once it has been accepted. The paper is recorded on our tracking database using the same reference number allocated to it by the Journals Coordinator. Please quote this number when corresponding with us as it makes finding your details quicker. The Production Editor will contact you if there are any queries on file formats you supplied.

The finished journal will appear three months after the copy deadline for that issue. Your paper is likely to be allocated to the next issue, unless it was submitted for a special/themed issue. For most of our journals, the Production Editor should be able to tell you which issue your paper is due to be published in when he/she sends you your proofs for checking.

Copy editing

Your complete paper will be sent to a specialist **copy editor**, experienced in dealing with similar texts. The copy editor will carefully read your typescript to check for any errors in grammar, spelling, editorial presentation and consistency, and will identify corrections that are required. Copy-editing is mainly done on screen. At this stage the Production Editor will compile a list of queries, which will be sent to you, along with your proofs.

Illustrations will be checked by the copy-editor to ensure that they are consistent with the main text and that their annotations are correct. Please refer to page 6 for guidelines on the electronic formats that we accept.

Typesetting

Following copyediting, the edited paper will be sent to a **typesetter**. The typesetter will take the raw text and illustrations and make your paper up into proofs according to the style of the journal.

Proofreading

A PDF file of the proofs will be sent for you to check; with this email you will also receive an offprint order form and the list of copy-editor queries. A second set of proofs will be simultaneously sent to a freelance professional **proofreader**. It is important to only make vital corrections at this stage as excessive corrections are time-consuming and expensive (excessive costs could be charged back to you). The proofreading stage is an opportunity to check for errors in the text, not for re-writing material; any large rewrites may mean that your paper has to return to the refereeing stage.

Proof correction

Once proofs have been checked, any corrections to the illustrations or text will be made and a final set of proofs prepared. Thomas Telford does not send out revised (second) proofs.

Printing

UK printers specialising in this kind of work print Thomas Telford and Institution of Civil Engineers journals. The Production Editor will check the printer's proofs on your behalf.

APPENDIX 1: REFERENCE STYLE

Journals

If your paper is submitted with the references in the wrong format, it will be rejected by the Production department. The appropriate reference formats are as follows.

Vancouver: *ICE Proceedings, Advances in Cement Research, Magazine of Concrete Research and Structural Concrete*

References in papers submitted to the journals listed above should be prepared in accordance with the Vancouver style. This means they should be indicated in the text by superscript numbers:

Controlled tests on the Millennium Bridge,^{1,2} during which...

At the end of the paper, all the references should be listed in order of appearance in the text.

1. HEAD P. R. New bridge technology for sustainable development. *Proceedings of the Institution of Civil Engineers, Bridge Engineering*, 2004, **157**, No. 4, 193–202.
2. CHAPMAN D. N., ROGERS C. D. F. and NG P. C. F. Predicting ground displacements caused by pipe-splitting. *Proceedings of the Institution of Civil Engineers, Geotechnical Engineering*, 2005, **158**, No. 2, 95–106.
3. RAZOUKI S. S. and RADEEF H. Y. Increased damage to uphill flexible pavements from trucks. *Proceedings of the Institution of Civil Engineers, Transport*, 2005, **158**, No. 1, 33–44.
4. HEDGES T. S. and REIS M. T. Accounting for random wave run-up in overtopping predictions. *Proceedings of the Institution of Civil Engineers, Maritime Engineering*, 2004, **157**, No. 3, 113–122.

Harvard: *Geosynthetics International and Géotechnique*

Papers submitted with their references in the Harvard style cannot be accepted into production for any journals other than *Geosynthetics International* and *Géotechnique*. Harvard style involves each reference being cited by name and date in the text:

Controlled tests on the Millennium Bridge (Chapman *et al.* 2005, Razouki and Radeef 2005) during which...

In the reference list at the end of the paper, Harvard style dictates that the references are listed in alphabetical order, irrespective of where they are cited in the text.

Chapman, D. N., Rogers, C. D. F. & Ng, P. C. F. (2005). Predicting ground displacements caused by pipe-splitting. *Proc. Inst. Civ. Engrs Geotech. Engng* **158**, No. 2, 95–106.

Murray, E. J. & Geddes, J. D. (1987). Uplift of anchor plates in sand. *J. Geotech. Engng ASCE* **113**, No. 3, 202–215.

Yu, H. S. (2000). *Cavity expansion methods in geomechanics*. Dordrecht: Kluwer Academic.

Books

Omit extraneous details from publisher, e.g. use 'Academic Press' not 'Academic Press Ltd', 'Wiley' not 'John Wiley & Sons Ltd'

TAYLOR H. F. W. (ed.) *Cement Chemistry*, 2nd edn. Academic Press, London, 1990.
TAYLOR H. F. W. Properties of slurries. In *Cement Chemistry* (SMITH D. W. (ed.)). Wiley, London, 1990, pp. 390–394.

Conferences—one off

Published:

COLLINS F. G. and KIRK G. A. Electrochemical removal of chlorides from concrete. *Proceedings of a Conference on the Rehabilitation of Concrete Structures* (SMITH D. W. and LEWIS F. (eds)). Thomas Telford, London, 1994, pp. 2–30.

Unpublished:

BLOGGS J., TAYLOR H. F. W. and DIAMOND S. Properties of reinforced concrete. *Proceedings of the Concrete Society Conference on Ground Engineering*, Tokyo, 1987, pp. 456–490.

Conferences—serial

Treat in a similar way to journals:

DIAMOND S. The mechanisms of lithium effects. *Proceedings of the 9th International Conference in Reaction Concrete, London, 1993*, 1, 69–78.
BLOGGS J., TAYLOR H. F. W. and DIAMOND S. Properties of concrete. *Proceedings of the 9th International Conference in Soil Mechanics, Paris, 1997*, 45, 456–490.

Standards & reports

BRITISH STANDARDS INSTITUTION. *A Study of Breakdown in Concrete*. BSI, Milton Keynes, 1995, BS 4486: Part 2.

BLOGGS J. *A Study of Breakdown in Concrete*. American Society for Testing and Materials, Philadelphia, 1995, RTa 54a, pp. 1–10.

BLOGGS J. *A Study of Breakdown in Concrete*. American Concrete Institute, Detroit, 1996, Report STP 67, pp. 1–10.

Where 'author' and publisher are the same (e.g. Institution name for codes or standards), the use of abbreviation is acceptable (e.g. BRITISH STANDARDS INSTITUTION and BSI in the above example).

Theses

BLOGGS J. *A Study of Breakdown in Concrete*. PhD thesis, University of Sussex, Falmer, 1995.

Patents

BOBB G. *Methods and Machines*. Canadian Patent 672 051, Oct. 1963.

Web addresses

Can either be a single reference:

See <http://www.bnfl.org.uk>

Or can be given after a reference as further information:

BLOGGS J., TAYLOR H. F. W. and DIAMOND S. Properties of reinforced concrete. *Proceedings of the Concrete Society Conference on Ground Engineering*, Tokyo, 1987, pp. 456–490. See <http://www.prcsge2004.com/paper4/htm> for further details. Accessed xx/xx/xxxx.

Acts of Parliament

Traffic Management Act 2004: Elizabeth II. Chapter 18. Her Majesty's Stationery Office, 2004.

White Papers

DEPARTMENT FOR ENVIRONMENT, TRANSPORT AND THE REGIONS. *A New Deal for Transport: Better for Everyone—The Government's White Paper on Transport.* The Stationery Office, London, 1998.

Legal cases

Bluett and Another v. Woodside District Council (1982). Estates Times, May.

European Directives

EUROPEAN PARLIAMENT and COUNCIL OF THE EUROPEAN UNION. Directive 2000/60/EEC of the European Union and of the Council of 23 October 2000 establishing a framework for community action in the field of water policy. *Official Journal of the European Communities*, 2000, L327/1.

APPENDIX 2: ICE BY-LAW 117

In this by-law:

“oral contribution” means an oral contribution given at a meeting by any person in relation to a paper. “paper” means any literary or artistic work and shall be construed to include:

- (i) any drawing, picture, photograph, model, map, table, diagram or graph forming part of or appended to a paper, and
- (ii) any contribution submitted to the Institution by any person in relation to a paper and
- (iii) the written record of any oral contribution

Unless there shall have been some previous agreement to the contrary, every paper submitted to the Institution for publication in the regular proceedings of the Institution or in the proceedings of any meeting arranged by or on behalf of the Institution shall be considered to be the property of the Institution, and any person submitting such a paper shall be deemed to have granted a licence to the Institution to publish the paper in the Proceedings in which it was intended, and in any republication, reproduction or translation of such Proceedings or parts thereof, at such times and in such manner as the Council may think proper; but the Council shall be under no obligation to publish any paper.

APPENDIX 3: SUBMISSION WEBSITES AND CONTACTS FOR QUERIES

Articles should be submitted via the below internet sites. Please refer to the individual contact information for each journal.

Institution of Civil Engineers
Thomas Telford Publishing
1 Heron Quay
London E14 4JD

Telephone +44 (0)20 7222 XXXX (see below)
Fax +44 (0)20 7799 1325

Agnes Alvite

agnes.alvite@ice.org.uk x2204

Bridge Engineering – submit at www.editorialmanager.com/bridge

Structures and Buildings – submit at www.editorialmanager.com/sb

Transport – submit at www.editorialmanager.com/tran

Charles Jensen

charles.jensen@ice.org.uk x2249

Energy – submit at www.editorialmanager.com/energy

Waste and Resource Management – submit at www.editorialmanager.com/wrm

Water Management – submit at www.editorialmanager.com/water

Kathleen Hollow

kathleen.hollow@ice.org.uk x2476

Engineering Sustainability – submit at www.editorialmanager.com/es

Geotechnical Engineering – submit at www.editorialmanager.com/ge

Géotechnique - Technical notes and Discussion (see below website)

Management, Procurement and Law – submit at www.editorialmanager.com/mpl

Ben Ramster

ben.ramster@ice.org.uk x2242

Civil Engineering – submit at www.editorialmanager.com/ce

Construction Materials – submit at www.editorialmanager.com/coma

Engineering and Computational Mechanics – submit at

www.editorialmanager.com/eacm

Municipal Engineer- submit at www.editorialmanager.com/muen

Urban Design and Planning – submit at www.editorialmanager.com/udp

Craig Schaper

craig.schaper@ice.org.uk x2240

Maritime Engineering – submit at www.editorialmanager.com/maen

Géotechnique (papers) – submit at www.editorialmanager.com/geo

Margaret Tomlinson

margaret.tomlinson@thomastelford.com x2453

Advances in Cement Research – submit at www.editorialmanager.com/acr

Ground Improvement – submit at www.editorialmanager.com/gi

Magazine of Concrete Research – submit at www.editorialmanager.com/mcr

Structural Concrete – submit at www.editorialmanager.com/sc

APPENDIX 4: KEYWORDS *PROCEEDINGS OF ICE*

Airports	Field testing & monitoring	Railway systems
Anchors & anchorages	Floods & floodworks	Recreational facilities
Beams & girders	Foundations	Recycling of materials
Biography	Geology	Rehabilitation, reclamation & renovation
Bitumen & tar	Geotechnical engineering	Research & development
Book reviews	Geotextiles, membranes & geogrids	Resins & plastics
Brickwork & masonry	Grouting	Retaining walls
Bridges	Groundwater	Reviews
Buildings, structure & design	Health & safety	Risk & probability analysis
Cables & tendons	History	River engineering
Car parks	Hydraulics & hydrodynamics	Roads & highways
Coastal engineering	Hydrology & water resource	Rock mechanics
Codes of practice & standards	Information technology	Safety & hazards
Cofferdams & caissons	Infrastructure planning	Sea defences
Columns	Landfill	Seismic engineering
Communications & control systems	Land reclamation	Sewers & drains
Composite structures	Land surveying	Sewage treatment & disposal
Concrete technology & manufacture	Lecture	Shells
Concrete structures	Liability	Silos
Conservation	Local government	Site investigation
Contracting	Maintenance & inspection	Slabs & plates
Contracts, law & arbitration	Management	Social impact
Cooling towers	Marinas	Statistical analysis
Corrosion	Maritime engineering	Steel structures
Cranes, conveyors & material handling	Marketing and public relations	Street lighting
Dams, barrages & reservoirs	Materials technology	Strength and testing of materials
Demolition	Mathematical modelling	Stress analysis
Design methods & aids	Mechanical engineering	Structural frameworks
Developing countries	Military engineering	Subsidence
Diaphragm walls	Mining & quarrying	Temporary works
Disaster engineering	Models (physical)	Tendering
District heating	Municipal & public service engineering	Thermal effects
Drainage & irrigation	Noise	Timber structures
Dredging	Offshore engineering	Town and city planning
Drilling & drillholes	Pavement design	Traffic engineering
Dynamics	Piles & piling	Transport management
Economics & finance	Pipes & pipelines	Transport planning
Education & training	Planning and scheduling	Tunnels & tunnelling
Electrical engineering & distribution	Pollution	Underwater engineering
Embankments	Ports, docks & harbours	Urban regeneration
Environment	Power stations (fossil fuel)	Waste management & disposal
European Union (EU)	Power stations (non-fossil fuel)	Water supply
Excavation	Public health	Waterways & canals
Failures	Quality control	Weather
Fatigue	Rail & bus stations	Wind loading & aerodynamics
	Rail track design	

APPENDIX 5: KEYWORDS GÉOTECHNIQUE

Anchors	Filters	Rafts
Anisotropy	Footings/foundations	Radioactive waste disposal
Basements	Friction	Reclamation
Bearing capacity	Full-scale tests	Reinforced soils
Buried structures	Geology	Remediation
Calcareous soils	Geomorphology	Repeated loading
Case history	Geotextiles	Residual soils
Centrifuge modelling	Geosynthetics	Retaining walls
Chalk	Glacial soils	Rocks/rock mechanics
Chemical properties	Gravels	Sampling
Clays	Ground freezing	Sands
Coastal engineering	Ground improvement	Sedimentation
Compaction	Ground movements	Seepage
Compressibility	Groundwater	Seismicity
Contaminated land	Grouting	Settlement
Consolidation	Historical review	Shear strength
Constitutive relations	Industrial wastes	Sheet piles and cofferdams
Creep	<i>In situ</i> testing	Silos
Cut-off walls and barriers	Laboratory equipment	Silts
Dams	Laboratory tests	Site investigation
Deformation	Landfills	Slopes
Design	Landslides	Snow ice and frost
Dewatering	Limit state design/analysis	Soft rocks
Diaphragm and in situ walls	Liquefaction	Soil classification
Drainage	Microscopy	Soil stabilization
Dredging	Mineralogy	Soil/structure interaction
Dynamics	Model tests	Standards
Earthfill	Monitoring	Statistical analysis
Earth pressure	Numerical modelling and analysis	Stiffness
Earthquakes	Offshore engineering	Stress analysis
Elasticity	Organic soils	Suction
Electrokinetics	Partial saturation	Temperature effects
Embankments	Pavements and roads	Theoretical analysis
Environmental engineering	Permeability	Time dependence
Erosion	Piles	Torsion
Excavation	Pipejacking	Trenches
Expansive soils	Plasticity	Tunnels
Fabric/structure of soils	Pollution migration/control	Vibration
Failure	Pore pressures	Water flow
Field instrumentation		Waves and wave loading

APPENDIX 6: SUBMISSION CHECKLIST

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

Text

- Is the text double line spaced and your pages numbered?
- Are all of the author details clearly identified on the first page including affiliations and designations and correct email addresses?
- Is the title of your paper 62 characters or less?
- Have you included an abstract of 150–200 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 on disk as a .doc file?

Figures

- Have you supplied your figures separately to the text (embedded figures are very compressed and will not reproduce to a high enough quality)?
- Are all of your figures saved as .tif or .eps files?
- Are all of your halftones a minimum of 300 dpi, line figures a minimum of 600 dpi?
- Do you have a photograph relevant to your paper which could be good enough to use on the cover of the journal (*Proceedings* only)? If yes please include it with your paper and mark clearly that it is for this purpose.
- Have you included author photographs (*Proceedings* and *Structural Concrete* only)? We will only publish author photographs if we have one for all of the authors of a paper.