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## Guidelines for journal authors

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### 1. Introduction

Welcome to the *Guidelines for journal authors* of the Institution of Civil Engineers' publishing division, ICE Publishing.

We publish refereed journals reporting the latest research and current best practice for the benefit of the international civil engineering profession and related disciplines. We also cover historical research and lessons learned from past events. For the full list of journals, please visit [www.icevirtuallibrary.com/content/journals](http://www.icevirtuallibrary.com/content/journals).

Each paper submitted to us is independently peer reviewed to ensure the highest standards of timeliness, technical accuracy and interest to our readers. You do not have to be a member of ICE to write.

- Before you begin writing, read the winners of last year's best paper competition [here](#).
- Visit ICE Paper Writing Master-Class [here](#)
- Open access information can be found [here](#).

These guidelines are intended to help you through the journal publishing process. Please take time to read them and, if you have any queries, consult the editorial team (contact details at the end). For specific advice from the *Géotechnique* Advisory Panel click [here](#). For specific advice from ICE Science journals click [here](#).

### 2. Types of submission

We publish the following types of papers from the international civil engineering community

- research papers
- case studies and project papers
- state-of-the-art reviews.

We also welcome the following shorter contributions

- briefing articles – for specific guidelines, click [here](#)
- book reviews
- discussions of published papers and articles.

If you feel strongly about something you have read in our journals, please send us a discussion contribution for publication. The authors will be invited to respond and, subject to the editorial Advisory Panel's approval, both pieces will be published together.

### 3. Format

	<b>All journals</b> (except <i>Géotechnique Letters</i> and <i>Civil Engineering</i> )	<b>Géotechnique Letters</b>	<b>Civil Engineering</b>
Text (maximum word length)			
Paper	5000	2000	3500
Briefing article	1800	N/a	700
Discussion	500	N/a	500
Book review	500	N/a	300
Figures			
All submission types	1 per 500 words of text (greyscale)		Up to 12 (colour)

Click [here](#) to download an example of our article format.

#### **Text in Microsoft Word**

Please prepare your main text using Microsoft Word. Italic and bold fonts for nomenclature will be kept but any other styling will be removed before publication. Therefore, concentrate on the content of your text rather than making it look like the journal where you plan to submit. LaTeX files can be converted to MS Word [here](#) or submitted in their original format.

#### **First two pages**

It helps us to review your submission quickly if the first two pages follow a standard format.

Please include the following information on page 1

- date your text was written or revised
- title of your submission up to a maximum length of 62 characters (including spaces)
- full names and qualifications of the author(s)
- position or affiliation of the author(s)
- contact address, telephone and e-mail address of the submitting author
- number of words in your main text and tables, followed by the number of figures.

Please include the following information on page 2.

- A summary (abstract) of approximately 150 words. This should cover the objectives and conclusions of your submission, and explain its relevance to civil engineering practice. It should not include references, abbreviations or mentions of figures. Your abstract will be freely available on the internet (including Google) so make it:
  - clear and interesting
  - Include keywords that your peers might type into a search engine
  - Place such keywords at the beginning of the first sentence. Google will then find them more easily
  - Each keyword only needs to be mentioned once, after that use plenty of other similar words
- A list of notations, defining all of the symbols used.
- A list of three keywords (click one of the below)
  - [ICE journals](#)
  - [Géotechnique](#)
  - [ICE Science journals](#)

### ***End of your paper***

Research papers must include a section, at the end of the main text, detailing the practical relevance and potential applications of the work described. This is important to readers working in civil engineering and related practice.

Similarly, case studies and project papers must highlight the relevance of the work described and summarise the lessons learned. As with research papers, they must also include relevant references to demonstrate how previous research and practice has been used. These references could be standards, codes or relevant past ICE journal papers (search [here](#)).

Any information, work or ideas from other sources used or referred to must be properly acknowledged in the list of references. **We do not use footnotes.** Click [here](#) for details of how to cite your references.

## **4. Style**

Please be consistent in style throughout, especially if different authors have contributed sections. The following guidance is intended to help you achieve a clear, consistent style that is easy to read.

### ***General***

Make your text as short and concise as possible, excluding anything that is not directly relevant to the subject. Please include any associated safety, environmental or ethical issues.

The text should be in UK English, in the third person, and should be readily understandable by a civil engineer. Please take care to avoid unnecessary use of the masculine gender where it is not required. Spelling should follow the first spelling in the latest edition of *The Concise Oxford Dictionary*, however “s” spellings rather than “z” spellings are preferred (e.g. specialise).

Statements should be correct and accurate. As already stated, any information, work or ideas from other sources used or referred to must be properly acknowledged in a list of references, not footnotes. Click [here](#) for details of how to cite your references. Speculative material must be clearly identified as such.

Please avoid colloquialisms – texts originally prepared for oral presentation will need to be rewritten.

Finally, please do not refer to the names of individuals, organisations, products or services unless it is essential to understanding your submission (and then only the first time). You should not be gratuitously complimentary or in any way derogatory about any person or organisation. Principal participants in a project should be listed separately in a table or acknowledgement at the end of your text. If a client is involved, you should seek their permission to detail the project.

Other specific points to note are as follows.

- Capital letters should be avoided as much as possible. They should only be used at the beginning of sentences and proper nouns, but not for governments, sub-divisions of organisations, contracting roles, job titles, programmes or initiatives. They should be used for abbreviations (e.g. UK, UAE) but non-standard abbreviations must be kept to a minimum and spelt out in full first. Any abbreviation that can be pronounced as a word (i.e. an acronym), including trade names, should have an initial capital only (e.g. Ciria, Defra) – but commonplace acronyms should be all lower case (e.g. radar, scuba).
- Symbols should be in accordance with the latest edition of the relevant industry guidelines.
- Values and units should be separated by a space (e.g. 20 kN, not 20kN)
- Use SI and derived units, including for historical structures.
- Italicise publication titles, legal cases, vessel names and non-English words (but include a translation); do not use italics for emphasis or quotes.
- Use bullet points rather than numbers or letters for lists.

### **Figures and tables**

Click [here](#) to download our guidelines for preparing figures.

Your submission should be illustrated with graphs, photographs and/or drawings. To ensure these illustrations (figures) are suitable for publication, they should each be submitted as individual, high-quality files separately from your text. Photographs should be a minimum of 300dpi at a 10cm width, while line drawings should be of 600dpi or greater. Files should be uploaded in the format that they were originally created in. Placing your figures in Microsoft Word or PowerPoint requires additional effort to extract them and may decrease their quality. Except in *Civil Engineering*, figures are converted to greyscale for print/hardcopy publication by default; please note that authors may request colour print/hardcopy figures on payment of a fee to ICE Publishing (this covers the increased cost of printing in colour). Colour photographs can be used in the PDF published on the journal website.

Information that is additional, yet essential, to the understanding of the text — and which cannot be better presented graphically — should be supplied as separate tables at the end of your Microsoft Word document. Tables should be simple with brief column headings (including all units) and as few rows and columns as possible. Large tables likely to take up more than a page in a paper should be removed and submitted and submitted as supplementary data online (see page 4).

All figures and tables should

- be numbered in a consecutive sequence (however figures and tables should be numbered as two different sets e.g. Figure 1, Table 1)
- be referred to in the text
- have self-explanatory but brief captions, which include the figure / table number.

### **Mathematical equations**

Please make any equations clear and easy to understand for a civil engineer. Number them in your text and place each one on a new line. 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 or as supplementary data online (see below).

Simple, single-line equations can be written using Microsoft Word. An equation editor program is required for more complex formulae.

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.

### **Supplementary data**

Numerical or graphical data which is helpful but not essential to understanding your paper and/or is impractical to include within it may be submitted as separate additional files. Termed 'supplementary data' this might be in the form of large data tables, lengthy calculations, subsidiary graphs or explanatory video clips. These files will be reviewed by the journal Editorial Advisory Panel and, if your paper is accepted, will be linked to the online version.

## 5. Copyright

You must obtain permission from the copyright holder to use material that has been published elsewhere. This applies to your own previous work, as often you will have transferred copyright to the publisher concerned. To do so, please click [here](#) to download a form.

It is your responsibility to gain copyright permission for all the material used in your submission, in particular maps, other drawings and photographs.

It is also your responsibility to obtain agreement from all co-authors, and to obtain the permission of all other relevant parties, for publication of the information contained in their sections. After acceptance, we will send you a copyright transfer form to sign, which you should complete and return.

Your submission may be similar, or an update, to one previously published by you. If this is the case, please cite it as a reference. Your submission should not have been published, or be under peer review, elsewhere (dual submission). If this is discovered, it will be rejected and we will not consider further work from you for a fixed period (normally three years).

### ***Material published elsewhere***

It is always necessary to obtain permission to reproduce a photograph, drawing, map or table for which you are not the copyright holder. Normally this is the person who actually created the material. Exceptions to this are when

- it has been published elsewhere, such as in another journal, in which case the publisher usually holds the copyright, or
- 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 required by law that you obtain permission to quote any text that was not written by you, unless

- 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, or
- 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).

Using text that was not written by you, without the original author's permission, (plagiarism) carries the same penalty as dual submission (above). If in any doubt, please contact us. We are happy to help you by answering copyright questions.

## 6. Submission and contacts

Please read the [submission checklist](#) to check that you have included everything that we need to peer review your submission quickly. Choose the correct journal for your work by visiting its [webpage here](#) and carefully reading its aims and scope. If you are still unsure, e-mail the named journal contact below. When you are ready to submit to an ICE journal, register with its website and upload your separate text and image files.

### [List of websites to submit an article](#)