

**Canadian Geotechnique – the CGS Magazine**  
**Géotechnique canadienne – la périodique de la SCG**

**GUIDELINES FOR SUBMISSIONS**  
**(other than advertisements)**  
(draft, Feb 18, 2020)

**Material for Submission**

CGS News items cover what is going on, what has gone on and what will be going on in the CGS, and the people involved. These items include what, where, why, how and who nationally, in the local Sections, in the Divisions, Committees and the Geotechnical Research Board. The President's Message is also considered a CGS News item. CGS News items will go through an editing process.

CGS Affiliate News items cover what is going on, what has gone on and what will be going on in CGS's national and international affiliate organizations, and the people involved. These items will go through an editing process.

Letters to the editor will also be accepted. Their publication, in full or in part, will be at the discretion of the editorial board.

Articles are more technically oriented, and not necessarily related to the CGS, but should be of interest to CGS/Canadian readers. Most readers are practical people, and want to read about information that can help them in their geotechnical practice. Articles introduce readers to technical information, research results, new products, case studies, lessons learned, history of the profession, and general geotechnical interest. Articles include book reviews and opinion pieces. Articles promoting a particular product will be identified as such. Although articles will go through an editing process, they should not be considered as peer-reviewed articles.

Cover photos should be engaging, high quality, and oriented in "profile" (not "landscape"). The subject matter can relate to an item or an article submitted, or can be a stand-alone photo of interest to CGS/Canadian readers, with a brief description of the subject matter included. Photos promoting a particular company or product are discouraged.

**Length**

CGS News items should be less than 500 words. CGS Affiliate News items should be less than 250 words. Articles should be less than 2000 words. Exceptions will be made, where warranted or at the discretion of the editorial board. Good quality photos, with captions or identification of individuals, are encouraged to accompany submissions.

**Submission**

Submit all material for consideration, in the text and graphic formats provided below, to Lisa (McJunkin) Reny at [lisa@karma-link.ca](mailto:lisa@karma-link.ca). Alternatively, CGS News Items can be submitted to Nick Beier at [nabeier@ualberta.ca](mailto:nabeier@ualberta.ca) and Articles can be submitted to Doug VanDine at [vandine@islandnet.com](mailto:vandine@islandnet.com).

## Text Format

The text should be submitted, in either English or French, as a Microsoft Word file, in a single column, using Arial 12 font and left-hand justified. The format of these guidelines can be used as a template for other formatting criteria, such as no paragraph indents; line space between paragraphs, etc.

Un-numbered headings of sections are encouraged; the use of subheadings is discouraged.

Page numbers are not required.

The authors' names should be placed below the article title, without the word 'by', and without letters of academic qualifications or professional society memberships. The names and affiliations of the authors, along with the email address of the lead author, should be included in *italics* at the end of the text.

Captioned photos, figures, and tables are encouraged. *Italicized* captioned "placeholders" for these graphics should be put in the text as suggested locations for these graphics, but not the graphics themselves. "Thumbnails" with *italicized* captioned photos and titled figures and tables should be included at the end of the text, below the authors' names and affiliations. See "Graphics Format guidelines below for more information on graphics.

References should only be used when absolutely necessary. When used, authors and years of the references should be placed in parentheses after the associated sentence. A list of the references should be placed, in alphabetical order, at the end of text before the authors' names and affiliations.

The use of footnotes is discouraged.

## Graphics Format

Graphics include photos, figures and tables. It is the responsibility of the authors to ensure that all required permissions to use the graphics have been obtained by the authors prior to the graphics being submitted. This includes written permissions and/or copyright releases, where applicable.

All graphics should be submitted, at the same time as the text, as individual "jpeg" or "tif" files, one file for each photo, figure or table. The files name should include the name of the lead author and a brief, but unique, reference to the caption.

As mentioned above, "placeholders" of the graphics should be placed in the suggested location in the text, and captioned or titled "thumbnails" of the graphics should be placed at the end of the text.

All graphics should be of high quality and will be printed at 300 dots per inch (dpi).

To determine the maximum dimensions (in inches) that submitted graphics (photos, figures and tables) can be printed, divide the image pixel dimensions (found in the "Properties" of the image file) by 300 (see examples below). To be considered for a cover photo, images must

be at least 3300 pixels high X 2500 pixels wide, having a “portrait” orientation. Submitted graphics may not be used if they are not of a high enough quality.

Example pixel dimension	500	750	1000	1500	2000	3000
<u>Maximum</u> print dimension (in inches ... approx..)	1.7	2.5	3.3	5.0	6.7	10.0
<u>Maximum</u> print dimension (in cm ... approx.))	4.3	6.5	8.4	12.7	17.0	25.4