

GUIDELINES FOR AUTHORS, EDITORS, AND REVIEWERS OF AEG SPECIAL PUBLICATIONS

This document outlines procedures and responsibilities of potential authors, compilers, editors, and reviewers of materials to be considered for an AEG Special Publication. These are general guidelines. Exceptions to these procedures may occur in special situations.

Subjects Suitable for AEG Special Publications

AEG's Special Publications series comprise a variety of works that collectively further a key part of the Association's mission: providing and disseminating applied research in environmental and engineering geology. Subjects for AEG Special Publications may include, but are not limited to, the following:

- Collections of (expanded) papers presented at conferences and symposia, including AEG Annual Meeting symposia.
- Collections of papers on environmental and engineering geology of a particular state or region.
- Papers on environmental and engineering geology which are too long for publication in Environmental & Engineering Geoscience.
- Compilations of previously published papers (usually by AEG) on a particular topic or theme (such as essays on licensure, or Cities of the World papers).
- Sets of field trip guidebooks from AEG Annual Meetings or other conferences.
- Papers or collections of papers on the professional; practice of environmental and engineering geology
- Symposium proceedings

Preferred publication media for Special Publications

The current policy of AEG is to publish Special Publications in electronic form (CD, DVD, e-book) rather than as printed hard copy. This saves up-front printing and inventory maintenance costs and generally allows distribution at a lower cost to AEG. If the author desires publication in printed form, it is a matter for negotiation between the author and the AEG Executive Council (EC) or Board of Directors (BOD).

Copyright Issues

Authors will be required to execute the copyright transfer form prior to publication. Copyright of AEG Special Publications will reside with AEG. Exceptions to this policy must be authorized by the AEG EC. (An exception might be made, for example, by agreement with a third-party publisher for production of a hard-copy book.) Authors are free to cite and quote their own work published by AEG. For-profit or for-compensation use by the author(s) of their work published by AEG must be negotiated in advance with the AEG EC or BOD.

It is the responsibility of the author(s) to obtain written releases for use of copyrighted material such as photographs and previously published illustrations. If a fee is required for use of the copyrighted material the author should carefully consider if the material is essential to the publication and the cost justified. **The author must seek commitment for reimbursement from the AEG EC before paying such fees unless the author is willing to cover the cost personally.** Copyright releases should accompany the manuscript and must be submitted prior

to publication. Copies of releases should be sent to both the Special Publications Manager and AEG Headquarters.

Copyright is not claimed by AEG on material written by U.S. or state government employees in the performance of their official duties.

ISBN Numbers

ISBN number(s), when required, will be obtained and registered by AEG Headquarters staff.

Procedure for submission of AEG Special Publications

It is highly desirable that a potential author or editor contact the Special Publications Manager before submitting a manuscript to discuss the nature of the proposed publication, suitability for a Special Publication, current procedures, timing, and other issues. The Special Publications Manager will bring the proposed publication to the attention of the AEG Communications Committee and the Executive Council for their input and approval. **The procedure for submitting manuscripts for consideration as Special Publications is different from that for *Environmental & Engineering Geoscience*. Submissions must be sent electronically to the Special Publications Manager instead of through AllenTrack.** If the manuscript is too long to be sent as an email attachment, arrangements will be made to transmit the manuscript by another method. Use Microsoft Word (.docx format) or another word processor format which can be easily converted to Word. **Do not submit manuscripts as PDF files or similar.**

Manuscript Preparation

1. The included style guidelines are intended to help AEG have a uniform style (“branding”) for all of our publications. Please read them thoroughly and check the manuscript for conformity.
2. Follow the included style guidelines rather than trying to mimic the as-published format as AEG Special Publications. Final layout is up to the editors, manager, and publisher, in consultation with the author. Place all figures, captions, and tables in a separate file. Use Times New Roman 12-point font or equivalent for everything including headings and figure captions. Use only minimal formatting of text: centering of headings, bold, italic, first-line indent. Do not set right paragraph justification. Use extra line between text paragraphs, or set first-line indent to 0.5 in. Turn hyphenation off.
3. **Do not include figures, captions, or tables within the text.** However, it will be helpful to editors and reviewers to insert a line like the following immediately after the paragraph in which the first reference to a figure or table appears:
[FIGURE ## NEAR HERE]
4. If you want a special format (such as 5-1/2 x 8-1/2 page size) please be sure to communicate that to the Special Publications Manager in the initial discussions. There are special requirements for formatting e-books, which will be addressed by AEG staff or the Special Publications Manager. There is a difference between Special Publications and *Environmental & Engineering Geoscience* articles. *E&EG* is laid out and phototypeset by the printer while Special Publications are produced from PDF files from the author, Special Publications Manager, and AEG Headquarters.

5. **Even if your manuscript is ready to publish, publication will usually take at least two or three months.** Almost everyone involved in the publication process is a volunteer. Most have full-time (or more) jobs.
6. Run the manuscript through Spell Check. BUT do not blindly accept Spell Check's suggestions. Most names and many geologic terms will be flagged. Carefully check spelling of names. Be careful with similar-sounding words (homonyms: affect/effect, principal/principle, etc.), which are not usually flagged by Spell Check ("stealth typos").
7. Run the manuscript through Grammar Check. Maybe half or more of its suggestions will be incorrect or not applicable. Run it anyway; it speeds review and editing.
8. Carefully check the spelling of names in the text and reference list.
9. Verify that every citation in the text has a reference in the bibliography and that every reference in the bibliography is cited in the text.

Responsibilities of the Parties

Authors

Authors are responsible for

- Submitting well-written and well-researched manuscripts in the specified format suitable for review by the Special Publications Manager and technical reviewers.
- Preparing high-quality illustrations.
- Securing releases for use of copyrighted material.
- Responding to reviewers' comments and making revisions to the manuscript.

Special Publications Manager

Upon receipt of the manuscript, the Special Publications Manager will conduct a preliminary review of content, form, and suitability for publication. He or she may make corrections of typographical errors, obvious errors of fact, spelling, and grammar. He or she may then send the manuscript to one or more technical reviewers with knowledge of the subject for their comments. Reviewers' comments will be returned to the Special Publication Manager and the author(s) for response and possible revision.

Reviewers

Reviewers should critically analyze the manuscript for applicability to the field of environmental and engineering geology, overall technical merit, clarity and conciseness of the presentation, and soundness of conclusions. Changes may be made to the manuscript using Track Changes; general comments and explanations may be made in a separate narrative. While technical content is their main concern, reviewers should also note typographical errors, obvious errors of fact, spelling, and grammar. Upon completion of the review, the reviewer may recommend acceptance as is (rarely), acceptance with minor or major revisions, or rejection.

In contrast to scientific/technical publications, authors of publications dealing with professional practice issues, the application of geoscience to benefit society, and the historical development of engineering and environmental geology, will necessarily be writing from perspectives that involve the expression of personal opinion for which formal citation is not available. Reviewers of these manuscripts will be looking for clarity and completeness of presentation and fairness in considering alternative viewpoints.

AEG Communications Committee

When necessary, the AEG Communications Committee will assist the Special Publications Manager and reviewers in deciding on the viability of a manuscript, the wording of particularly sensitive passages or ideas, and gauging AEG's potential exposure or liability in publishing a manuscript.

AEG Executive Council or Board of Directors

The AEG Executive Council or Board of Directors is the ultimate authority for approval of Special Publications. Among other tasks the EC:

- Determines the format(s) for publication.
- Establishes production budgets.
- Negotiates and approves any special conditions with authors.
- Decides matters of AEG policy regarding the publication content.

AEG Headquarters Staff

AEG Headquarters staff:

- Will arrange for the assignment and registration of ISBN number(s) when required.
- May arrange for printing by outside contractors if the publication is to be published as hard-copy, or arrange for the production of CD-ROMs or DVDs.
- Will maintain any legal documents pertaining to the publication, such as copyright transfers and licenses.
- Will submit the final copy to GeoScience World or other publisher for e-book publication.
- Will forward invoices and expense statements to the Executive Council for approval, and make payments when approved.

STYLE GUIDELINES

Much of this style guide is taken from the instructions to authors for submission to *Environmental & Engineering Geoscience* (E&EG), with additions.

General Guidelines

Use Microsoft Word (.docx format) or another word processor that can be easily converted to Word.

Use 12-point Times New Roman font or equivalent for everything.

8.5 x 11- inch page layout with at least 1-inch margins all around.

Number pages in the footer.

Use U.S. English spelling.

Do not use multiple spaces or a tab for paragraph indentation. Put an extra line between paragraphs or set first-line indent to 0.5 inch.

Do not use multiple spaces and tabs for alignment (as in tables). Set appropriate tabs in paragraph format, or preferably use the table feature.

Major or chapter headings centered, all caps.

Second-order headings centered, upper and lower case.

Third-order headings at left margin on line by itself.

Use serial commas (Oxford commas: text, text, and more text).

Do not capitalize prepositions (unless first or last word of a title).

Table of Contents

Label as "CONTENTS."

Include 1st and 2nd order headings.

Do not include page numbers for the table of contents in the manuscript. They will change before publication.

Figures

Number figures consecutively and create a brief but descriptive caption in sentence form. For closely related material, use Figure 1A, 1B, 1C, etc., and a single inclusive caption rather than individual captions. Put all figures and captions in a separate document; do not insert them in the text. All figures must be referenced in the text. If a figure has multiple parts, combine them into a single image that can be moved as a unit.

Final figures must be provided as high quality digital files (TIF, EPS, PDF, or JPG formats) as specified below.

Line art: Bitmap mode, 1200 dpi desired, 600 dpi minimum.

Color photo: CMYK mode, 350 dpi desired, 200 dpi minimum

Black & white photo: Grayscale mode, 350 dpi desired, 200 dpi minimum
Line art/halftone combination: Grayscale mode, 600 dpi desired, 200 dpi minimum.

Tables

Number tables consecutively and create a brief but descriptive caption in sentence form. Use them to add information to the paper, not repeat it. Tables may be submitted as Word or Excel documents.

When referring to a specific figure or table in the text, capitalize and spell out “Figure” or “Table.”

UNITS OF MEASURE

Metric (SI) units are preferred.

Following the Transportation Research Board, if the research being cited was conducted in English units, such units should be reported with their metric equivalents in parentheses, for example, mi (km), ft (m), in. (cm) (note period to distinguish the abbreviation from the word “in”). When converting units, especially with approximate measurements, consider the degree of precision appropriate to the conversion. (... 12 miles (19 km) southeast of Podunk)

The proper name for a micron (0.001 mm) is micrometer (μm)

The proper name and symbol for the unit of electrical conductivity is the siemens (S), not mho.

The magnetic unit formerly called the gamma is a nanotesla (nT)

Write out the words percent, figure(s), table(s), second (use s in virgule constructions, e.g., m/s), minute (use min in virgule constructions), hour (use hr in virgule constructions), day (use d in virgule constructions), week, month (use mo in virgule constructions), year (use yr in virgule constructions). The symbol “%” may be used in tables. Numerals should be used with “percent” in text (5 percent).

Spell out numbers one through nine in text, unless followed by a unit of measurement.

Use figures for numbers 10 and higher.

Some large numbers call for a combination of numerals and words (\$10 million).

Use numbers for time or units of measure: 2 days; 7 mm; 2 cm/d.

Number style is 0.01; 1,000; 10,000.

Style for numbered equations is (1), (2) at the right margin with the equation centered. Define symbols used at their first occurrence.

Do not use a superscript “o” for a degree symbol. The proper symbol is easily found. No space between figures and degree symbol.

PLACE NAMES, STATE ABBREVIATIONS

Use the two-letter USPS state abbreviations, but be careful to use the right one; several are easily confused (AK-AR, MI-MN).

“Mount” is spelled out: (Mount St. Helens).

“Saint” is rarely, if ever, spelled out in place names.

REFERENCES

The AEG reference style basically follows that of the Transportation Research Board. Each reference cited in the text must appear in the list of references and vice versa. Citations in the text use the author and date system. Citations in text of publications with two authors should use both surnames; those with three or more authors should use the first author and “et al.” if no ambiguity results. All authors (up to four) should be named in the list of references. If more than four authors list the first author and “et al.” (or “and others”)

If an author uses only one given name spell it out; otherwise use initials. Again, check spelling of names. E&EG style is to use space between initials.

The following are example citations for different types of publications. Note that titles of books and journals are italicized with all important words capitalized. Journal articles and book chapters are not italicized and only the first word and proper names are capitalized.

Book:

Legget, R. F. and Hatheway, A. W., 1988, *Geology and Engineering*: McGraw-Hill Book Company, New York, NY, 613 p.

Journal article:

Kane, W. F.; Milici, R. C.; and Gathright, T. M., 1993, Geologic factors affecting coal mine roof stability in the eastern United States: *Bulletin Association Engineering Geologists*, Vol. 30, No. 2, pp. 165-179.

(Note that for journal articles, unimportant words are left out [e.g., *Bulletin of the Association of Engineering Geologists* becomes *Bulletin Association Engineering Geologists*]).

Chapter in symposium proceedings or other multi-paper book:

Pedersen, A. J., and Gardner, K. H., 2003, Electrochemical remediation of dredged material for beneficial use. In Eighmy, T. T. (Editor), *Beneficial Use of Recycled Materials in Transportation Applications*. Air and Waste Management Association, Sewickley, PA, pp. 389–399.

Government report:

Schoellhamer, J. E.; Vedder, J. G.; Yerkes, R. F.; and Kinney, D. M., 1981, *Geology of the Northern Santa Ana Mountains*: U.S. Geological Survey Professional Paper 420D, 107 p.

University thesis or dissertation:

Snell, C. B., 1989, *Geomorphic Evidence for Late Cenozoic Deformation, Wichita Mountains, Oklahoma*: Unpublished M.S. Thesis, Department of Geology, Texas A&M University, College Station, TX, 138 p.

Paper presented at a conference with published abstract:

Burns, S.F., 2003, The great debate—Is the best pinot noir produced on soils from sedimentary or volcanic rocks in Oregon?: Association of Environmental & Engineering Geologists Annual Meeting, Vail, CO, Program with Abstracts, p.53.

On-line reference:

National Oceanic and Atmospheric Administration, 2000, *Coastal Visions 2025*: Electronic document, available at <http://www.noaa.gov/>

(Note that no period is put at the end of Web-site addresses.)

Personal communication or other unpublished source:

Lund, W. R., 1990, personal communication, Utah Geological and Mineral Survey, 606 Black Hawk Way, Salt Lake City, UT 84108-1280.

Helpful hints for consistency

It is the Association of Environmental & Engineering Geologists (not “and”).

Likewise with *Environmental & Engineering Geoscience* (singular).

It is U.S. Geological Survey (not United States).

For government agencies, use their preferred form, especially on the first reference.

U.S. Army Corps of Engineers, later the Corps, or COE, or USACE

USDA Forest Service

Do not use a space in the abbreviation U.S.

Acronyms and initialisms

An acronym is an abbreviation made up of the initial letters of several words and pronounced as a word (NASA, NATO, laser, radar); in an initialism the letters are pronounced individually (AEG, USGS). No periods are used in either. Overuse of acronyms will make a report difficult to read. Acronyms should be defined at their first usage in a paper. Many acronyms have become common nouns and no definition is necessary (laser, radar, scuba). Do not use acronyms for geographic names or geologic units. Just because phrases are abbreviated does not require them to be capitalized (if used in the generic sense) when spelled out: EIS = environmental impact statement. Capitalization of LIDAR/LiDAR/Lidar/lidar in various publications is inconsistent. It will probably soon join the ranks of radar and laser.

Ground water

Use of the term “ground water” or “groundwater” should be consistent within any one publication. USGS style is two words, hyphenated when used as a unit modifier.

“Groundwater” (one word) is also commonly used. When citing references be careful to follow the original form.

“Outcrop” is a noun; “crop out” is a verb.

Preface, Foreword

It is “FOREWORD”, not “Forward”

USGS says a foreword is a statement concerning the report by someone other than the author. A preface is written by the author himself. A foreword should precede the preface.

Latin abbreviations

If used, make sure they are used properly with correct punctuation and almost always followed by a comma (except etc.). They do save a little space.

et al. and others

e.g. for example

i.e. that is

etc. and so forth (commonly unnecessary, incorrect if preceded by e.g., or useless)

Legal Cases

Italicize case name: *Marbury v. Madison* (not *vs.*)

Guidelines revised December 2018