

***Environmental & Engineering Geoscience***  
**Complete Author Instructions**  
March 12,2019

Abdul Shakoor, Co-Editor, Department of Geology, Kent State University  
Brian G. Katz, Co-Editor, Florida Dept. of Environmental Protection

**Manuscript submissions to this journal are conducted online at <https://www.editorialmanager.com/EEG/default.aspx>. These Author Instructions provide information that must be followed when submitting a manuscript.**

*Environmental & Engineering Geoscience (E&EG)*, a quarterly journal jointly published by the Association of Environmental & Engineering Geologists (AEG) and the Geological Society of America (GSA), welcomes new manuscripts.

*E&EG* publishes peer-reviewed contributions, based on original work, in the broadly defined areas of environmental and engineering geosciences (including geomorphology, hydrogeology, low-temperature geochemistry, neotectonics, and other Earth surface processes). Both theoretical and empirical contributions related to these areas are welcome, although preference will be given to papers of an applied nature. Specifically, *E&EG* encourages the submission of the following kinds of papers:

- Results of original research in the environmental and engineering geosciences.
- Case histories describing the solution of new or unusually difficult problems in the applied geosciences.
- Review papers that summarize the state of the science or professional practice in a branch of the applied geosciences, including contributions describing relevant aspects of local or regional geology or the history of environmental and engineering geosciences.
- Short technical notes (commonly six published pages or less) describing new techniques, novel case histories, or other topics in the environmental and engineering geosciences.
- Brief critical discussions of papers and technical notes published in *E&EG*. See instructions on last page of this document.

### **Production Procedure**

The journal intends to publish original research. If any portions of the manuscript have been published previously or submitted elsewhere for publication, please indicate what portion has been published or submitted and provide the reference(s).

Submissions of manuscripts to this journal are done electronically at <http://eeg.allentrack.net/>. Further technical details on the submission procedure can be found there.

The manuscript submission process is broken into a series of 5 screens that gather detailed information about your manuscript and allow you to upload the pertinent files. The sequence of screens is as follows:

1. A long form asking for author information, title, abstract, and file quantities.
2. A screen asking for the actual file locations on your computer (via an open file dialog). After completing this screen, your files will be uploaded to our server.
3. A screen giving the order in which files should appear in the system-generated merged PDF.
4. A completion screen that will provide you with a unique manuscript number for your manuscript.
5. An approval screen that will allow you to verify that your manuscript was uploaded and converted correctly. You are allowed to replace and delete files, as well as withdraw the manuscript, on this page.

After you have reviewed the converted files, click on "Approve Converted Files." This link will have a Red Arrow next to it. Throughout the system, Red Arrows indicate pending action items that you should address.

Use the following format in preparing your files for submission:

Word, WordPerfect, or Text formats

8.5 x 11-inch pages

12 pt. Times New Roman font (or equivalent)

Double spaced

1 inch margins all around

Pages numbered in the footer, and line numbering turned on to facilitate reviewing

3 space indentations (0.375 inch) for paragraphs

Neat, clearly legible illustrations and tables

Footnotes are allowed only for tables. They may not be used in the text. .

**Title:** Use a clear, concise title that indicates the contents of the article. It should not exceed 12 words in length, including a, and, the, etc. Titles are used for literature searches and by libraries for indexing so titles including phrases such as "Preliminary Investigations", "Contributions to", and "Studies on" should be avoided in favor of succinct titles.

**Author Contact Information:** Below the title provide each author's full name (no titles), complete mailing address, phone number, fax number, and e-mail address. The first author will be the corresponding author unless otherwise indicated.

**Key words:** Select no more than six key terms (preferably from the GeoRef Thesaurus—see [www.agiweb.org/georef/about/](http://www.agiweb.org/georef/about/) for more information). Some examples are:

Active Tectonics	Geophysics	Pollution
Canals	Geotechnical	Pollution Modeling
Construction	Ground-Water Hydrology	Pollution Remediation
Dams	Hazardous Waste	Remote Sensing
Education	Management	Rock Mechanics
Engineering Geology	Hydrogeology	Simulation
Environmental Geology	Infiltration	Site Investigations
Erosion, Sedimentation	Instrumentation	Site Selection
Foundations	Landslides	Soil Mechanics
Geochemistry	Land-Use Planning	Structure
Geological Process	Materials of Construction	Tunnels
Geomorphology	Mining	Urban Geology
	Modeling/Statistics	

**Abstract:** The abstract should be concise and complete in itself. It should state the general problem and objective(s), summarize the results, and state general implications. The abstract should be one paragraph **of no more than 250 words**. *Note that no abstract is included for papers published as technical notes.*

**Internal style:**

Use American spelling.

Use serial commas (text, and more text).

Do not capitalize prepositions.

Use hyphens with prefixes (pre-, post-, re-, non-, etc.).

Following the Transportation Research Board, if the research being reported was conducted in English units, such units should be reported with their metric equivalents in parentheses, e.g., mi (km), ft (m), in. (cm) (note period to distinguish from word “in”). For illustrations and tables, conversion factors should be included in captions or as footnotes.

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), one through nine.

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

Use numbers for 10 and higher.

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

Statistical style is  $N = 5$ .

Math style for numbered equations is (1), (2).

**Acknowledgments:** Include in a separately titled section, following the text. Only persons and organizations that have made a substantive contribution to the work described in the manuscript (including reviewers, if appropriate) should be acknowledged.

**References:** Cite references to published literature in alphabetical order within the text by author(s) and date: for example, Garrison (1991) or (Garrison, 1991); Herbert et al. (1972) or (Herbert et al., 1972). Do not use a numbering system. Give the complete title of the reference and the source, including publisher, location, and pages if paginated For place names: except for New York, use two-letter state abbreviations with U.S. city names: Dallas, TX; Philadelphia, PA. For non-U.S. place names, always use city and country; use U.K., not England. Check that each reference on the list appears within the text and vice versa. Following are examples of reference styles for different types of publications:

*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:*

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.

*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.

**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.

**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. Captions should be presented as a group on a page following the references.

Final figures must be provided as high quality digital files (TIF, EPS, PDF, or JPG formats) as specified below. *Note that the maximum published size of each figure is 7 inches. × 9-1/16 inches.*

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 pp1 minimum.

EEG does not charge for printing of color figures. However, in order to improve reproducibility we ask that you use color only where it is essential to the scientific message. For example, most graphs can be suitably constructed using different line patterns, rather than varied colors. The editors retain the final say in use of color.

## **Review Process**

Co-authors must agree to the contents of a manuscript prior to submission. Authors whose native language is not English are advised to have a colleague who is fluent in English edit the manuscript prior to submission. At the discretion of the co-editors, a manuscript with a topic that is inappropriate for the journal may be declined without further review.

At least three reviewers who have some familiarity with the subject of the manuscript, including associate editors of the journal when appropriate, are selected as peer reviewers. Authors are encouraged to suggest names and contact information of qualified, impartial reviewers at the time of submission. Reviewers are asked to critique on the suitability of the manuscript to the fields of environmental and engineering geosciences, originality of the research, and adequacy and conciseness of presentation, and return their comments within 30 days.

The co-editors accept or reject manuscripts on the basis of evaluations by reviewers, but co-editors exercise final judgment regarding acceptable levels of review. Upon receipt of reviews, the co-editor responsible for the manuscript will notify the corresponding author of its status (accepted with minor revisions, tentatively accepted pending major revisions, or rejected). Acceptance is contingent upon an overall rating of excellent to good. If a paper is accepted or tentatively accepted, the comments of the reviewers, who may choose to remain anonymous, and any other materials will be transmitted to the corresponding author for guidance in revising the paper. All manuscripts recommended for major revisions will be subjected to re-review.

## **Submitting a Revised Manuscript**

When all comments have been addressed, the manuscript should be resubmitted. A detailed description of actions taken to address the review comments must be uploaded as a separate file. Likewise, if requested changes have not been made, an explanation for this should be provided.

## Comments and Replies

These should focus on the broad assertions in the original article or their implications, and must be submitted within 120 days of publication of the original article. Sending an email attachment to the editorial office. The *EEG* editor will forward Comments to the original author(s) for a Reply, which should be submitted within 30 days. Comments and Replies may be subject to external review at the discretion of the editor, and are each limited to one printed page, including references, figures, and tables (about 7500 characters of text equal one printed page). The editor makes the final decision on acceptability for publication of any Comment or Reply.

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## Publication Procedure

Revised, accepted manuscripts are sent for typesetting to a commercial press, and a galley proof will be sent by email to the first author for approval. It is the responsibility of the author to carefully scrutinize the galleys for errors and mark them clearly. The author returns the galleys within 48 hours to their co-editor, who forwards the galleys to the press. The press makes any noted corrections to the galley proofs and creates the spinjet (“bluelines”). The spinjet is sent to the co-editor in charge, who checks it for accuracy and returns it to the press. This is the copy that will appear in the journal.

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**Cover photo:** If an author has a color photo that complements the manuscript, but does not duplicate one already used, please submit it with a suggested caption for consideration as the cover photo. The co-editor in charge will select the cover photo at the time of publication.

For more information, contact either Co-Editor of *Environmental and Engineering Geoscience*:

Dr. Abdul Shakoor, Co-Editor  
Department of Geology  
221 McGilvrey Hall  
Kent State University  
Kent, OH 44242 USA  
ashakoor@kent.edu  
1-330-672-2968 phone

Dr. Ira D. Sasowsky, Co-Editor  
Department of Geology & Env. Science  
University of Akron  
Akron, OH 44325-4101 USA  
ids@uakron.edu  
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