

# *Environmental and Engineering Geoscience*

## Style Guide for Authors

January, 2021

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Please read and follow this **Style Guide for Authors** when submitting a manuscript to *Environmental and Engineering Geoscience* journal. All technical details on the procedure are available through the HELP link at [https://www.editorialmanager.com/robohelp/16.0/index.htm#t=Author\\_Help.htm](https://www.editorialmanager.com/robohelp/16.0/index.htm#t=Author_Help.htm)

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

*E&EG* journal intends to publish peer-reviewed contributions, based on original work, in the broadly defined areas of environmental and engineering geosciences. Relevant topics are:

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

Both theoretical and empirical contributions related to these areas are welcome, although preference will be given to manuscripts of an applied nature.

If any portions of the manuscript have been published previously or submitted elsewhere for publication, please indicate, in your cover letter, what portion has been published or submitted and provide the reference(s).

Co-authors must agree to the contents of a manuscript prior to submission.

Specifically, *E&EG* encourages the following kinds of manuscripts:

- 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.
- Technical Notes (commonly six or fewer published pages) 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*.

*Environmental & Engineering Geoscience* uses the following format:

- Word, WordPerfect, or Text.
- 8.5 x 11-inch pages.
- 1-inch margins all around.
- 12 pt. Times New Roman font (or equivalent).
- Double spaced.
- Indent paragraphs 1 5-space tab.
- Manuscript length of 20-40 pages, including figures and tables, with the text being double-spaced.
- Consecutive line numbering turned on, to facilitate reviewing.
- Limit of 15 figures and 10 tables.
- Neat, clearly legible figures/illustrations and tables; minimum resolution 600 dpi.
- Pages numbered in the footer.
- Footnotes are allowed only in tables. They cannot be used in the text.

### **Title**

Use a clear, concise title that indicates the contents of the article, not exceeding 16 words in length, including a, and, the, etc. Titles are used for literature searches and by libraries for indexing so please avoid titles including phrases such as “Preliminary Investigations”, “Contributions to”, and “Studies on” in favor of succinct titles.

### **Author Contact Information**

Below the title provide each author’s full name (no titles or degrees), a complete postal mailing address, phone number, and e-mail address. The first author will be the corresponding author unless otherwise indicated.

### **Key words**

Key words are important words from the manuscript that indicate the contents of the manuscript. Select no more than eight key terms, separated by semi-colons, preferably from the GeoRef Thesaurus—see [www.agiweb.org/georef/about/](http://www.agiweb.org/georef/about/) for more information.

### **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.

**TECHNICAL NOTES** do not contain an abstract.

### **Internal style**

- Use American spelling.
- Use serial commas (text, and more text).
- Do not capitalize prepositions.
- Do use hyphens with prefixes (pre-, post-, re-, non-, etc.).
- Following the Transportation Research Board style: 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 that a period is used with “inches” to distinguish it from the word “in”). For figures/illustrations and tables, conversion factors should be included in captions or as footnotes.

- Write out the words one through nine, percent, figure(s), table(s), second (use 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).
- Use numbers for time or units of measure: 2 days; 7 mm; 2 cm/d.
- Use numbers for 10 and higher.
- Number style uses a comma separator: i.e., 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**

The style sheet used by our copyeditors recommends:

*Suggestions to Authors of the Reports of the United States Geological Survey*, 7th ed. (1991), available at <https://pubs.er.usgs.gov/publication/7000088>; **click cover icon to open or download.**

Although these are suggestions only, they can be helpful with geological terms and treatments.

- Cite references to published literature in alphabetical order within the text by author(s) and date: for example, Garrison, 1991; Herbert et al., 1972.
- Do not number the references.
- 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:

Note: all authors names, initials, and the word “AND” in a series of names should be upper case.

#### ***Book:***

HOLTZ, R. D.; KOVACS, W. D.; AND SHEAHAN, T. C., 2011, An Introduction to Geotechnical Engineering, 2nd ed.: Prentice-Hall, Inc., Upper Saddle River, NJ, 853 p.

***Journal article:*** (Note: leave out “unimportant” words; i.e., articles: a, an, the)

SCHUSTER, R. L. AND HIGHLAND, L. M., 2007, Overview of the effects of mass wasting on the natural environment: *Environmental and Engineering Geoscience*, Vol. 13, p. 25–44

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

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

**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.

**List of Figures and Tables Captions**

Figure and Table captions should be presented as a group on a separate page following the references.

**Figures**

- The maximum number of Figures in the manuscript should be 15.
- 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.
- Each Figure's caption must appear as part of the Figure.
- Final figures must be provided as high-quality digital files (TIF, EPS, PDF, or JPG formats) as specified below.
- The maximum published size of each figure is 7 in. x 9-1/16 in.
- Upload each Figure individually.

**Tables**

- The maximum number of Tables in the manuscript should be 10.
- Number tables consecutively and create a brief but descriptive caption in sentence form. A caption should add information to the paper, not repeat it.
- Each Table's caption must appear as part of the Table.
- Tables may be submitted as Word or Excel documents.
- Upload each Table individually.

**Figure/Illustration formats**

- 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.

### **Before Submitting your Files**

Authors whose native language is not English are instructed to have a colleague who is fluent in English, or a professional agency, edit the manuscript for grammar, syntax, etc., prior to submission and provide certification of the editing.

Authors are asked to provide names and contact information of at least four qualified, impartial reviewers at the time of submission.

### **Uploading Files**

#### **Original Submission and Revised Submission**

To facilitate review and publication, upload individual files on Peer Track, as follows:

Cover Letter

Text file including

Title

Authors' names, affiliations, and contact information

Key words (limit 8)

Abstract (limit 250 words)

Text (showing consecutive line numbers) with no figures or tables included

Acknowledgments (if any)

References (not numbered)

Figure files with captions, individually, (maximum of 15)

Figure 1

Figure 2 (etc.)

Table files with captions, individually, (maximum of 10)

Table 1

Table 2 (etc.)

Supplemental Material

List of Figure and Table captions (required)

Response to Reviewers' comments (required for REVISED document)

Track-edited document with track edits showing for ease of re-review (required)

Copyright Form, signed (required)

Cover photo for consideration (optional)

### **Copyright Transfer and use of Existing Materials**

It is the responsibility of the author to obtain permission for use of previously published figures. Upon acceptance of the paper the author will attest to this, and transfer copyright of the article to the publisher.

### **Manuscript Status**

After you approve the upload of your manuscript files, you are finished with the submission process. You can view the status of your manuscript at any time by logging into the system with your password and clicking on the link "Submissions Being Processed." The status of your manuscript is displayed on the right side of the chart.

## **Review Process**

At the discretion of the co-editors, a manuscript with a topic that is inappropriate for the journal may be declined without review.

At least three reviewers who have some familiarity with the subject of the manuscript, including associate editors of the journal, when appropriate, will be selected as peer reviewers.

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.

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 moderate or major revisions, or rejected).

Acceptance is contingent upon an overall rating of good to excellent. If a paper is tentatively accepted, the comments of the reviewers, who may choose to remain anonymous if they wish, and any other pertinent materials will be transmitted to the corresponding author for guidance in revising the paper.

All manuscripts recommended for moderate to major revisions will be subjected to re-review.

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.

## **Revising a Manuscript**

Reviewers commonly use the line numbers to indicate the location of their comment.

Authors create a "Response to Review Comments" document, using the corresponding line numbers to indicate the comment followed by a description of your modification or a statement of why you decline to make the change.

All comments made by all reviewers must be addressed individually and thoroughly.

## **Submitting a Revised Manuscript**

When all comments have been addressed, the revised manuscript files are submitted by the same procedure as the original upload, under the SAME number assigned to the original.

The Response to Review Comments must be uploaded as a separate file.

The Editor will determine the extent to which the revised manuscript is to be re-reviewed.

Re-reviewed manuscripts may require additional revision before being either rejected or accepted. Acceptance requires an overall rating of good or better. Publication is not guaranteed.

## **Cover photo**

If you have an interesting color photo that complements your manuscript, but does not duplicate one in the text, please submit it with a succinct, informative caption for consideration as the cover photo. The co-editor in charge will select the cover photo at the time of publication.

## **Publication Procedure**

Revised, accepted manuscripts are sent for typesetting to a commercial press.

The press sends a proof - with queries - by email to the corresponding author for correction.

It is the responsibility of the author(s) to carefully scrutinize the proofs for errors, mark corrections clearly ON THE PROOFS, and ANSWER ALL QUERIES.

The press prefers that authors use this pdf tool to make all corrections to the document:

<https://www.allenpress.com/guide-to-pdf-annotation/>

New corrections made after this set of proofs is submitted may incur a cost to the authors.

The author returns the proofs within 48 hours to the co-editor, who forwards the author corrections to the press.

The press makes the noted corrections to the proofs and creates REVISED proofs that are sent back to confirm their accuracy. This is the copy that will appear in the journal.

Additional unique corrections made on this set of proofs may incur a cost to the authors.

The order of publication is controlled by the review/revision/proofing process. When an article completes the cycle, it takes its place in the queue and will appear in the next issue where space is available.

### **Reprints**

After publication, a pdf of the paper will be sent by email to the corresponding author who may share it with co-authors.

### **Comments and Replies (C/R)**

Comments or Replies to a published Article, should focus on the broad assertions in the original article or their implications.

C/R must be submitted within 120 days of publication of the original article.

Each C/R is limited to one printed page, including references, figures, and tables (about 7500 characters of text equal one printed page).

C/R may be subject to external review at the discretion of the editor,

C/R may be sent as an email attachment to the editorial office.

The EEG editor will forward C/R to the original author(s) for a Reply, which should be submitted within 30 days.

The editor makes the final decision on acceptability for publication of any C/R.

### **Getting Help**

If you need help using Peer Track, the HELP link is available at the top of most of the pages.