

Instructions to Authors

Publication Policy. Manuscripts considered for publication in the Journal of Environmental and Engineering Geophysics (JEEG) must be relevant to problems in environmental and engineering geophysics.

Manuscripts related to other applications, such as mining, archaeology, etc. are invited, however, the relevance of the method or technique to environmental and engineering applications should be stressed. The JEEG strives for a blend of technical, case studies, and review papers with the requirement that a reasonable level of innovation be introduced or documented in each paper.

The maximum allowable paper length is 20 journal pages, however, the submission of manuscripts of 10 journal pages, or fewer is encouraged. Page limits are intended to encourage clear and concise writing as well as to allow the publication of a reasonable number of papers per issue. Manuscripts longer than 20 journal pages will not be considered, and manuscripts greater than 10 pages may be returned to authors for condensation or separation into two or more papers.

To be considered for publication in the JEEG, manuscripts (1) must be written in English, and (2) must not have been previously published, accepted for publication, or under consideration for publication elsewhere. The JEEG will not translate or review non-English papers except when such papers are submitted at the invitation of the Editor. The only exceptions to restriction (2) above are manuscripts for which only an abstract or extended abstract has been published, accepted, or submitted for publication; or where the complete manuscripts (or substantively similar manuscript) will reach an extremely limited readership. Exceptions to restriction (2) are at the discretion of the Editor and must be requested at the time of manuscript submission.

Manuscript Preparation and Submission. One original and three legible copies of the manuscript and figures along with a disc containing a copy of the text in the original format plus an ASCII duplicate should be submitted to the Editor. Graphics files containing figures should also be submitted on a disc in their original format as well as in one of TIFF or PCS format. The transmittal of the manuscript must include a cover letter that contains (1) a list of names, addresses, telephone and FAX numbers of five suggested reviewers; (2) a statement that subject manuscript has not been published, accepted or submitted for publication elsewhere, and in the case of multiple authors, (3) the identification of the author to whom correspondence regarding the manuscript should be directed. If item (2) above is not satisfied, the author(s) must identify where and in what form the work has been published, accepted or submitted for publication; and formally request a waiver of this restriction.

Papers must be written in English and authors may use either the first or third person. Papers should be well organized, concise yet self-contained, and should present sufficient information to support conclusions without extraneous information. Lengthy supporting information should be placed in appendices.

Organization. The paper must contain a title page, as well as sections identified as abstract, introduction, conclusions (or discussion and conclusions). The identification of other sections, such as methods, field studies, results, etc., are labelled at the discretion of the author(s).

Title Page. The title should be concise yet convey the subject matter of the paper. In addition to the title, the title page should contain a list of authors including addresses and affiliations. The authors should be listed in the order they will appear in print.

Abstract. The abstract should be 200–300 words in length and should contain no figures, tables, or equations as well as no citations to references, figures, tables, equations or other sections of the paper. The abstract should concisely describe the salient hypotheses, procedures, results, and conclusions presented in the paper.

Introduction. The introduction should inform the reader of what to expect in the body of the paper. It should also concisely present and cite pertinent background information. The introduction should not include re-derivations of previous results or cite references not relevant to the subject work.

Intermediate Sections. Intermediate sections refer to those sections that appear between the Introduction and Conclusions sections, such as Methods, Results, etc. These sections should be clearly written and with sufficient detail to allow the reader to duplicate the results. Information of marginal interest to most readers or that otherwise detracts from the overall readability of the paper should be included as appendices. When describing a field or laboratory measurement, the measurement setting should be described and all measurement parameters provided.

Results are most often presented in tabular or graphical form. While such presentation methods can effectively convey a great amount of information, they also consume a great deal of journal space. For this reason, it is important to selectively present results in graphical or tabular form. Results of secondary importance should be summarized in the text.

Discussions and Conclusions. Authors often find this section the most difficult to write, however, this section is important because it is where authors can state the significance

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and applicability of their results. In preparing the conclusions section, authors are reminded that they are most familiar with the subject work and readers, in general, will not draw conclusions or recognize significance beyond those presented.

All conclusions must be supported by information presented in the body of the paper and this supporting information must be clearly cited. Conclusions of a speculative nature are encouraged, where appropriate, but these must clearly be identified as such.

Acknowledgments. An acknowledgment section can be included to recognize sponsors as well as organizations or individuals having peripheral involvement in the work.

Layout. All manuscripts must be typed on plain white 8 1/2 by 11 inch paper. The entire document (including references, figure captions, and footnotes) must be double spaced and text confined to an area on each page not to exceed 6 by 8 inches. Each paragraph must be indented and all pages must be numbered. Footnotes should be numbered consecutively from the beginning of the manuscript and appear on the same page as the citation.

The main text sections, Abstract, Introduction, Methods, Conclusions, can run together, but the Reference section and Appendices (collectively) must stand alone. Tables and figures must appear at the end of the manuscript (not interspersed within the text) with each table and figure on a separate page. The authors' name(s) should be written on the back of each figure for identification.

Major headings (sections) with the exception of Appendices and Subheadings (subsections) should not be numbered. The title of major headings should be in upper and lower case letters, boldface type, and centered. Next lower heading should be left justified, without indention, and underlined, upper and lower case letters. Text should begin on the next line. Headings of lower rank should appear as subheadings, but indented and followed by a period with text beginning on the same line. Appendices, like sections, should have a descriptive title in capital letters and centered. Appendices should be alphabetically sequenced. An example of the format for an appendix heading would be:

APPENDIX A
 MATHEMATICAL CONSIDERATIONS

Appendix headings of lower rank should follow the conventions outlined in the main body.

All figures and tables should be consecutively numbered from the beginning of the document and should include, on a separate list, a concise yet self explanatory caption. The numbering of figures and tables should start at one for each appendix and be prefixed by the capital letter

designating the index of the appendix followed by a hyphen, e.g. Figure A-9.

Preparation of Figures and Tables. Line drawings should be prepared in black ink on white paper and submitted either as original drawings or 8 1/2 by 11 inch glossy prints. Computer drawn illustrations are also acceptable. Black and white or color photographs and images should also be provided as 8 1/2 by 11 inch positives. Axes labels, annotations, and other textual information appearing on figures should be sufficiently large to allow for effective reduction. Where ambiguity could exist as to the orientation of the figure, an upward-pointing arrow should be used to define orientation.

Tables should be typed with double spacing. Large or complicated tables should be prepared in a form ready for photographic reproduction rather than type setting. The manuscript must not contain handwritten tables or equations, or hand drawn figures. A small number of handwritten corrections are acceptable.

Style. The official guide for style in the JEEG is The Chicago Manual of Style. The official units of the JEEG are SI units, however, converted values in other units may be included parenthetically. Exceptions to this rule are made at the discretion of the Editor.

All sentences must begin with a capital letter and no sentence may begin with a Greek or mathematical symbol.

Citations. Citations to references should be in the form (author, date). References made to figures and equations should be abbreviated as Fig. 1 or Eq. (1) except when they appear at the beginning of a sentence. References made to tables should be spelled out, e.g. Table 1.

Equations. All mathematics and equations should be typed. Vector quantities should either be in boldface type, **x** or underlined x. Matrices should be indicated by either a calligraphic letter *G* or double underline . Terms in mathematical expressions should be grouped using braces, brackets, and parenthesis, e.g., $\{x + [(a+b)(c+d)]^{1/2}\}$. Fractional roots should be used instead of radicals, e.g., $(b-a)^{1/2}$; except for simple square roots such as $\sqrt{2}$. For mathematical expressions appearing within the text, fractions should be expressed using a solidus, e.g., 1/2; however, two-tiered fractions, e.g., are permitted in equations.

All equations should be centered and multi-line equations should only be broken at a + or - sign. Equations should be numbered consecutively from the beginning of the manuscript. Numbering should be restarted at the beginning of each appendix and should be labelled by the equation number prefixed by the alphabetic appendix designation and a dash, e.g., (A-1). Equation numbers should

be placed in parenthesis and right justified at the margin. For example:

$$\tilde{n}^2u + k = 4pr(x) \quad (1)$$

Equations should be part of a sentence structure and be punctuated properly.

Bibliography. All references must be listed alphabetically by author in the REFERENCES section. Only publications that are in press or published should be cited. Only publications cited in the text should appear in the bibliography with the exception of review papers where non cited publications may be provided in a separate section titled SUGGESTIONS FOR FURTHER READING which must immediately follow the REFERENCES section. The differentiation of papers by the same author(s) in a particular year should be by lower case letter suffix, e.g., 1991a, 1991b.

Format for References. The following formats should be used for references:

For journals:

Author(s) last name followed by first initials, date, Title capitalizing only the first letter and first letters of proper nouns: Journal, Volume in bold faced type, page numbers. For example,

Das, Y., McFee, J.E., and Stuart, G.C., 1990, Analysis of an electromagnetic induction detector for real-time location of buried objects: *IEEE Transactions on Geosciences and Remote Sensing*, **28**, 278–287.

For magazine articles:

Follow the same format as journals, but include issue number following the volume, e.g., no.7. For example,

Vail, W.B., Momii, S.T., and Woodhouse, R., 1995, Through Casing Resistivity Tool™ to locate bypassed oil: in *The American Reporter*: **38**, No. 11, 70–76.

For books:

Author(s) last name followed by first initials, year, Title capitalizing only the first letter and the first letters of proper nouns: publisher, city of publication. For example,

Grant, F.S., and West, G.F., 1965, Interpretation theory in applied geophysics: McGraw-Hill Book Co., New York.

For papers appearing in books or proceedings:

Author(s) last name followed by first initials, date, Title of article capitalizing only the first letter and first letter of proper nouns: in the book or proceedings, the editor's last name followed by first initials, Ed(s), series number or other identification where applicable, page numbers. For example,

Zunger, B.Sh., Strack, K.M., and Tabarovsky, L.A., 1994, Modelling of electrical effects of borehole casing inhomogeneities: in *Expanded Abstracts: 64th Annual International Meeting, Society of Exploration Geophysics*, 399–402.

Stephen, K.J., Underhill, J.R., Partington, M.A., and Hedley, R.J., 1993, The genetic sequence stratigraphy of the Hettangian to Oxfordian succession, Inner Moray Firth: in Parker, J.R., Ed., *Petroleum Geology of NW Europe: 4th Barbican Conf., Geol. Soc. London*, 485–505.

Editing, Makeup and Production. Papers appearing in the JEEG will not be edited for grammar or re-written to improve style, grammar, and content. Papers that are technically sound but not written in clear and correct English will be rejected. Figures and Tables that are not of professional quality or will not reduce and or reproduce well will be returned to the author(s) and acceptance will be contingent upon the receipt of revised tables and figures suitable for reproduction.

Technical Review. Manuscripts submitted to the JEEG will undergo several levels of review and screening. At the first level, the Editor or an Associate Editor will review the manuscript to ensure that it is relevant for publication in the JEEG and meets the specific requirements outlined above. A manuscript failing this initial screening will be returned to the author(s) by the Editor with an explanation for its rejection and, where appropriate, general suggestions for revisions or rewriting. Manuscripts that pass this screening are forwarded to the appropriate Associate Editor who, along with at least one additional reviewer, reviews the paper. Based on the comments and recommendations of the reviewers, the final decision regarding the disposition of the paper will be made by the Editor and/or Associate Editor. The Editor will inform the author of the decision. This decision can take four forms: 1) accept, 2) reject, 3) accept with minor modifications, 4) accept with significant modifications. The distinction between 3 and 4 is that, for 3, the revised paper is reviewed only by the Editor or an Associate Editor while, for 4, the revised paper is again forwarded to reviewers. Requested revisions will be clearly identified by the Editor as will reasons for rejection.