

Author's Guide for Conference Manuscript Preparation

Prepared for the.
Steering Committee¹

Abstract

The Conference Proceedings will be published in a CD. Manuscripts in "Word" document need to be submitted electronically to rliang@uakron.edu. Instructions for the preparation of manuscripts are provided in the following text. This Guide has been prepared in the format that should be used for the preparation of manuscripts. If you have format questions, please contact the Annual GLGGC conference chair or the conference steering committee at rliang@uakron.edu.

General Instructions

The papers title should be centered on the first line of the first page. This should be followed by the author's full name(s) with professional address(es) footnoted on the bottom of the first page..

Each manuscript should begin with **Abstract** and **Introduction** sections, and end with a **Summary and Conclusions** followed by **Acknowledgements, References** and any required **Appendices**. All major headings should be typed in bold face, and separated from the text by a single blank line.

All copy must be word processed or typewritten clearly and accurately on 8.5 x 11 in. (21.6 x 27.9 cm) pages that conform to the indicated margins. The first page of the manuscript should have a 2.5 in. (6.4 cm) margin at the top, and 1.5 in. (3.8 cm) margins at the left, right, and bottom. All additional manuscript pages should have 1.0 in. (2.5 cm) margin at the top, 1.5 in. (3.8 cm) margins at the left, right and bottom. These margins will allow us to reproduce the proceedings in a double-sided copy format. Manuscripts must be submitted on plain white paper.

Manuscripts produced on word processors must be printed on a letter quality or laser printer. Do not submit text printed on dot matrix printers. All text should be single spaced. Use the equivalent of 12 point type. These instructions have been prepared in 12 point Helvetica type. Manuscripts may be submitted electronically by attachment file in documents saved in Word or WordPerfect format.

¹Annual Great Lakes Geotechnical/Geoenvironmental Conference (GLGGC)
<http://www.ecgf.uakron.edu/~civil/glggc-index.html>

[Manuscripts produced on typewriters must be printed using a fresh black ribbon. Use a 10 pitch typeface (10 characters per inch).]

Page Numbering

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Figures and Tables

All figures should be original, high-quality drawings placed (pasted or imported electronically) into the text where they best fit with the descriptive text. Please avoid the practice of grouping all figures at the end of the manuscript. Figures and text may appear on the same page, and authors are encouraged to use this approach to generate an aesthetically appealing paper. Figures must be numbered consecutively, and captioned. The Figure numbers and captions should appear directly below the figures. Please make sure that all figure lettering is large and dark enough to be legible.

If photographs are included, they should be black and white glossy prints pasted into the manuscript where they will appear, All photographs should be numbered and captioned as figures.

Tables should be placed in text where they best fit with the descriptive text. Tables must be numbered consecutively, and captioned. The table numbers and captions should appear directly above the table.

Please note that if a figure or photograph has been published previously, it will be necessary for the author to obtain written approval from the original publisher to reprint the figure or photograph. A form letter that may be used to obtain this permission has been attached. All required approvals must be submitted with the camera-ready manuscript.

Mathematics

All mathematics included in the text should have typed characters if possible. Equations should be numbered consecutively, centered, and separated from the text by a single blank line. Equation numbers should be "tabbed" to line up with the manuscript's right margin.

System of Units

The use of SI units is encouraged. When preference is given to SI units, no other units are required. When non-SI units are used, reference should also be made to the corresponding SI units by including them in parentheses following non-SI units. A complete guide to the SI system and its use may be obtained from the American Society for Testing Materials (100 Barr Harbor Drive, PO Box C700, West Conshohocken, PA 19428-2959).

References

All references should appear together at the end of the manuscript in a section titled References. References should be listed alphabetically by the last name of the first author. They should also be numbered consecutively. References should be cited by the "name/date" method (e.g. Holtz and Kovacs, 1981). If the reference has more than two authors, only the first author should be used (e.g. Terzaghi et al., 1996). All references must be cited in the manuscript text. In general, each citation should give the authors' complete names, the year, the work's complete title, and all essential publisher information. Refer to the following format examples for additional details.

1. Hashash, Y.M.A. and Whittle, A.J. (2002), "Mechanisms of Load Transfer and Arching for Braced Excavations in Clay." *J. of Geotech. Geoenviron. Eng.*, 128(3), 187-197.
2. Holtz, R.D. and Kovacs, W.D. (1981). *An Introduction to Geotechnical Engineering*, 1st ed., Prentice-Hall, Englewood Cliffs, NJ, 07632.
3. Repetto, P.R. and Foster, V.E. (1993). "Basic Considerations for the Design of Landfills." *Proc., 1st Annual GLGGC, Engineering of Landfills in Glacial Soils*, Toledo, OH, 1-34.

Approvals

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