Information for Authors

The *Geotechnical Testing Journal* (GTJ) is a quarterly publication sponsored by ASTM technical committee D-18 on Soil and Rock, with support from D-35 on Geosynthetics, D-4 on Road and Paving Materials, and D-34 on Waste Management. Each published paper and technical note has been anonymously peer-reviewed. Papers and technical notes are open to brief written comments in the Discussion section of the Journal, which also includes authors' written responses.

The Technical Editor may consider a paper submitted to the Journal as a Technical Note if: it gives a reasonably brief description of ongoing studies with or without providing interim, tentative data, and/or conclusions; it reports phenomena observed in the course of research requiring further study; it provides mathematical procedures for facilitating reduction and analysis of data; or it reports promising new materials prior to undertaking extensive research to determine their properties.

The decision as to whether a manuscript is published as a paper or a technical note resides with the Technical Editor.

The guidelines below describe our manuscript selection, peer review, revision, and publication processes. Following these guidelines will ensure expeditious handling of submitted material.

Submission

The original manuscript and four clear copies, including the original illustrations, should be submitted to Shannon Wainwright, Acquisitions and Review, ASTM, 100 Barr Harbor Drive, West Conshohocken, PA 19428-2959, e-mail: swainwri@astm.org. Original art work and computer disks should accompany the final revision. The submittal must include the name, mailing address, position, affiliation, telephone and fax numbers, and e-mail address of each author in the cover letter.

The submitting author must provide the names, affiliations, addresses, and telephone numbers of five to six individuals who are qualified to review impartially the paper and the research leading to it, and who are not employed at the same institution or company as any of the authors. While these names may or may not be used for the review, we will add them to our pool of potential reviewers.

The submitting author must also affirm that all those listed as co-authors have agreed (a) to be listed and (b) to submit the manuscript to ASTM for publication. Manuscript length should not exceed 25 pages (including tables, figures, and appendices) for full articles and 9 pages for Technical Notes.

	Suggested Page Limits for Double Spaced Manuscript and Figures/Tables/Appendices
Full Paper	25 pages
Technical Note	9 pages
Discussion	3 pages
Closure	3 pages

Previously Published Material

The ASTM Committee on Publications statement on the use of previously published material follows:

"In order to maintain the integrity of the publication process, the policy of ASTM and its Committee on Publications (COP) forbids the publication of previously published material. For the purpose of this policy, "previously published" means published in a peer reviewed, archival document or electronic format such that the material can be easily referenced and obtained. With limited exceptions, this definition would encompass any material that is currently subject to copyright protection. Informally published proceedings of workshops or seminars would not normally fall under the scope of this definition.

In order to be subject to this policy, the material in question need not be identical to the previous publication, only substantially the same. The editor of the publication and the assigned COP representative are responsible for determining whether or not the material is "substantially the same" in each case.

Exceptions to this policy can be granted with the approval of the Technical Editor of a journal or the Technical Editor of a book and the COP representative. Examples for exceptions may include: the completeness or technical accuracy of a manual might be compromised without the material contained in a previously published work. Similarly, a journal's Technical Editor may feel that the readers would benefit from the information so much that they agree to sacrifice journal pages to accommodate the previously published article.

In cases where an exception is granted, all necessary waivers of copyright must be obtained by the author and submitted in writing to ASTM and cited in the publication with the copyright holder's permission."

Based on this policy the submitting author must include a statement that the paper meets these requirements and is not under consideration for publication elsewhere. All permissions for previously published material used in the paper must be submitted in writing at this time.

Manuscript Instructions*

Word Processing Instructions

The hard-copy text can be produced on any letter-quality printer. Text is to be printed double-spaced with left and right margins of 1 in. (25.4 mm) using left justification. New paragraphs are to be indented five spaces, and end-of-line returns are not to be used.

The *revised* manuscript is to be sent on a $5\,^1/_4$ in. (133 mm) or $3\,^1/_2$ in. (89 mm) disk preferably in WordPerfect 5.1, with the corresponding hard copies. ASTM can convert from other word-processing packages as well.

Abstract and Keywords

An abstract of 100–150 words and a list of 5–10 keywords that can be used to index the manuscript are required.

*For complete manuscript instructions, which include a sample manuscript, call Shannon Wainwright, Administrative Assistant, ASTM Journals, 810/832-9618 or FAX 810/832-9623. email: swainwri@astm.org.

Trademarks

Commercialism is to be avoided by using generic terms whenever possible. Trademarks and trade names are to be capitalized if their use is unavoidable.

SI Units

Society policy requires the use of SI units in all publications (including figures and tables). If in.-lb. units must be used to describe materials and present test results, SI equivalents must follow in parentheses. (See ASTM Standard for Metric Practice E380 for further information on SI units.)

Figures

Each figure is to be simple and uncluttered. All illustrations are to be placed together at the end of the manuscript with a separate sheet of figure captions. Consecutive Arabic (not Roman) numerals are required. The size of type in illustrations must be large enough to be legible after reduction. All lettering, lines, symbols, and other marks must be drawn in black India ink on white paper. Computer graphics must be produced by a laser printer. Photographs must be high-contrast black and white. SCALE MARKERS MUST BE SHOWN ON ALL PHOTOMICROGRAPHS AND ALL FIGURES THAT ARE REPRESENTATIONS OF EQUIPMENT OR SPECIMENS. Color illustrations/graphs can be incorporated at the author's expense unless other arrangements are made.

Tables

All tables are to be placed together at the end of the manuscript preceding the illustrations. Tables are to be numbered in Arabic and are cited in numerical order in the text. It is better to use several small simple tables than one large, complex table.

References

References shall be cited in the text by author's last name and date of publication. References shall be listed together at the end of the text in alphabetical order by author's last name. They must contain enough information to allow a reader to consult the cited material with reasonable effort.

Copyright

ASTM Requires that the submitting author shall return our "Paper Submittal Form" with the revised paper assigning copyright to ASTM. For U.S. or foreign government employees whose manuscript has been prepared as part of their official duties, it is understood that copyright in the United States is not transferrable.

Manuscript Review

Each new manuscript is sent to the Technical Editor for consideration. If the Technical Editor finds that the manuscript fits the scope of the journal, will be of interest to the readership, and is well written, the paper is processed for peer review.

Two or more reviewers, selected by the Technical Editor, review each paper for technical content, originality, logical conclusions, sound data, reproducibility of results, and clarity of presentation; two reviewers provide reviews of each technical note. Their comments are compiled and evaluated. The reviewers' anonymous comments and any other comments from the Technical Editor or his designee are then returned to the author for revision.

The author must submit five copies of the revised manuscript with two annotated (highlighted) versions of the paper indicating clearly where each revision has been made and identifying the reviewer's comment to which the revision is responding. Changes in the text including all MANDATORY reviewers' comments must be addressed explicitly on the "Authors' Response Form" provided during revision, as well as any explanation why a change was not made.

The Technical Editor will evaluate all reviewers'comments and revised manuscripts and make the final decision regarding publication in the Journal. The Editor may (1) accept the revised manuscript for publication, (2) require further revision or explanation, or (3) reject the revised manuscript. A revised manuscript may be sent for re-evaluation to a reviewer who has found major flaws in the original manuscript.

Editorial Review by ASTM

Each accepted paper is edited by the ASTM staff for style, organization, and proper English usage. The typeset page proof is sent to the author and the Technical Editor for final review prior to printing.

If ASTM does not hear from the author by the time designated for return of the page proof, ASTM will proceed with the publication process.

Book Reviews

ASTM receives books from other publishers requesting book reviews. The books are available to potential reviewers in exchange for publishable reviews. Book reviews are screened and edited by the Technical Editor and staff without peer review.

Testing Forum and Tips

Anyone having interesting test tips should submit a brief description of such innovations to the Testing Forum. Such contributions are screened and edited by the Technical Editor and staff without peer review.

Discussions

Discussions on published articles are welcomed. They will be considered by the Technical Editors for appropriateness and sent to the authors for a reply. Discussions should not exceed three double-spaced typewritten pages.

E 380 SELECTED CONVERSION FACTORS

To convert from	to	multiply by
atmosphere (760 mm Hg)	pascal (Pa)	$1.013\ 25 \times 10^{5}$
board foot	cubic metre (m^3)	$2.359\ 737 \times 10^{-3}$
Btu (International Table)	joule (J)	$1.055\ 056 \times 10^{3}$
Btu (International Table)/h	watt (W)	$2.930\ 711 \times 10^{-1}$
Btu (International Table)•in./s•ft^2•°F (k, thermal conductivity)	watt per metre kelvin [W/(m•K)]	$5.192\ 204 \times 10^{2}$
calorie (International Table)	joule (J)	4.186 800*
centipose	pascal second (Pa•s)	$1.000\ 000^* \times 10^{-3}$
centistokes	square metre per second (m^2/s)	$1.000\ 000^* \times 10^{-6}$
circular mil	square metre (m^2)	$5.067\ 075 \times 10^{-10}$
degree Farenheit	degree Celsius	$t°C = (t°F - 32)/1.8$
foot	metre (m)	$3.048\ 000^* \times 10^{-1}$
ft^2	square metre (m^2)	$9.290\ 304^* \times 10^{-2}$
ft^3	cubic metre (m^3)	$2.831\ 685 \times 10^{-2}$
ft•lbf	joule (J)	1.355 818
ft•lbf/min	watt (W)	$2.259\ 697 \times 10^{-2}$
ft/s^2	metre per second squared (m/s^2)	$3.048\ 000^* \times 10^{-1}$
gallon (U.S. liquid)	cubic metre (m^3)	$3.785\ 412 \times 10^{-3}$
horsepower (electric)	watt (W)	$7.460\ 000^* \times 10^{+2}$
inch	metre (m)	$2.540\ 000^* \times 10^{-2}$
$in.^2$	square metre (m^2)	$6.451\ 600^* \times 10^{-4}$
$in.^3$	cubic metre (m^3)	$1.683\ 706 \times 10^{-5}$
inch of mercury (60°F)	pascal (Pa)	$3.376\ 85 \times 10^{3}$
inch of water (60°F)	pascal (Pa)	$2.488\ 4 \times 10^{2}$
kgf/cm^2	pascal (Pa)	$9.806\ 650^* \times 10^{4}$
kip (1000 lbf)	newton (N)	$4.448\ 222 \times 10^{3}$
$kip/in.^2$ (ksi)	pascal (Pa)	$6.894\ 757 \times 10^{6}$
ounce (U.S. fluid)	cubic metre (m^3)	$2.957\ 353 \times 10^{-5}$
ounce-force	newton (N)	$2.780\ 139 \times 10^{-1}$
ounce (avoirdupois)	kilogram (kg)	$2.834\ 952 \times 10^{-2}$
oz (avoirdupois)/ft^2	kilogram per square metre (kg/m^2)	$3.051\ 517 \times 10^{-1}$
oz (avoirdupois)/yd^2	kilogram per square metre (kg/m^2)	$3.390\ 575 \times 10^{-2}$
oz (avoirdupois)/gal (U.S. liquid)	kilogram per cubic metre (kg/m^3)	7.489 152
pint (U.S. liquid)	cubic metre (m^3)	$4.731\ 765 \times 10^{-4}$
pound-fource (lbf)	newton (N)	4.448 222
pound (lb avoirdupois)	kilogram (kg)	$4.535\ 924 \times 10^{-1}$
lbf/in^2 (psi)	pascal (Pa)	$6.894\ 757 \times 10^{3}$
lb/in^3	kilogram per cubic metre (kg/m^3)	$2.767\ 990 \times 10^{4}$
lb/ft^3	kilogram per cubic metre (kg/m^3)	$1.601\ 846 \times 10$
quart (U.S. liquid)	cubic metre (m^3)	$9.463\ 529 \times 10^{-4}$
ton (short, 2000lb)	kilogram (kg)	$9.071\ 847 \times 10^{2}$
torr (mm Hg, 0°C)	pascal (Pa)	$1.333\ 22 \times 10^{2}$
W•h	joule (J)	$3.600\ 000^* \times 10^{3}$
yard	metre (m)	$9.144\ 000^* \times 10^{-1}$
yd^2	square metre (m^2)	$8.361\ 274 \times 10^{-1}$
yd^3	cubic metre (m^3)	$7.645\ 549 \times 10^{-1}$

*Exact

QUESTIONNAIRE ON SUBJECT AREAS OF AUTHORS AND REVIEWERS

Check one: ☐ Author ☐ Reviewer

Name: _____ Title: _____
Mailing Address: _____ Tel: _____
_____ Fax: _____
_____ E Mail: _____

To facilitate timely and fair reviews of papers submitted to GTJ, (a) authors of manuscripts submitted for publication are asked to circle the subject areas most applicable to their respective manuscripts, and (b) prospective reviewers are asked to circle the subject areas in which they have the greatest current competence to provide informed technical evaluations of manuscripts submitted to GTJ for publication. Thank you.

The Technical Editors

1. FIELD EXPLORATION

- 1.1 Reconnaissance
- 1.2 Mapping and GIS
- 1.3 Remote Sensing
- 1.4 Geophysical Methods
- 1.5 Geochemical Methods
- 1.6 Geobotanical Methods
- 1.7 Borehole Logging
- 1.8 Drilling Operations
- 1.9 Sampling Soil
- 1.10 Sampling Rock
- 1.11 Sample Transport and Storage
- 1.12 Ground Water Monitoring
- 1.13 Surface Water Monitoring
- 1.14 Other _____

2. FIELD (IN SITU) TESTING

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- 2.2 Marine and Lacustrine Sediments
- 2.3 Admixtures
- 2.4 Hydrocarbon-Bearing Soils
- 2.5 Hazardous Materials
- 2.6 Pollutants
- 2.7 Jointed Rock
- 2.8 Tailings, Backfill, Talus
- 2.9 Penetration Testing
- 2.10 Moisture, Density
- 2.11 In Situ Stresses
- 2.12 Transmissivity, Storativity
- 2.13 Physicochemical Testing
- 2.14 Stress-Strain, Strength
- 2.15 Load-Deformation
- 2.16 Seismic Methods, Acoustic Emission
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3. TESTING AND MONITORING SOIL AND ROCK STRUCTURES

- 3.1 Embankments
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- 3.3 Dams
- 3.4 Tunnels and Shafts
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- 3.13 Geotextile Structures
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- 3.16 Biologically Modified Soil and Rock
- 3.17 Admixtures
- 3.18 Erosion Tests
- 3.19 Subsidence and Collapse
- 3.20 Piles and Foundations
- 3.21 Other _____

4. LABORATORY TESTING—SOIL

- 4.1 Classification, Identification, Nomenclature
- 4.2 Sampling and Specimen Preparation, Transportation, and Storage

4.3 Grain Size, Specific Gravity, Density
4.4 Physicochemical Properties
4.5 Permeability, Void Ratio, Water Content
4.6 Consolidation, Swelling, Collapse
4.7 Shrinkage, Creep
4.8 Compaction Tests
4.9 Stress-Strain, Strength
4.10 Liquefaction Tests
4.11 Cyclic and Dynamic Tests
4.12 Thermal Property Tests
4.13 Microscopic Analysis
4.14 Other _____

5. LABORATORY TESTING—ROCK AND DIMENSION STONE

5.1 Classification, Identification, Nomenclature
5.2 Specimen Preparation
5.3 Texture, Fabric, Specific Gravity, Density
5.4 Permeability, Void Ratio, Pore-Size Distribution, Water Content
5.5 Stress-Strain, Strength
5.6 Creep
5.7 Fracture-toughness
5.8 Shear Strength, Sliding Friction
5.9 Seismic and Acoustic Tests
5.10 Cyclic and Dynamic Tests
5.11 Electrical and Magnetic Properties
5.12 Thermal Properties
5.13 Microscopic Analysis
5.14 Other _____

6. LABORATORY TESTING—GEOSYNTHETICS

6.1 Classification, Identification, Nomenclature
6.2 Specimen Preparation
6.3 Mechanical Properties
6.4 Chemical Properties
6.5 Endurance Properties
6.6 Permeability and Filtration
6.7 Other _____

7. LABORATORY TESTING—ROAD AND PAVING MATERIALS

7.1 Classification, Identification, Nomenclature
7.2 Specimen Preparation
7.3 Mechanical Properties, Rheology
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7.5 Durability Properties
7.6 Specific Gravity and Density
7.7 Analyses of Mixtures
7.8 Other _____

8. LABORATORY-MODEL TESTING

8.1 Soil-Rock-Structure Interaction
8.2 Soil and Rock Reinforcement
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8.5 Fluid Flow through Soil and Rock
8.6 Simulated Soil and Rock
8.7 Centrifuge Tests
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9. MISCELLANEOUS

9.1 Quality Control, Quality Assurance
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9.6 Error Propagation
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9.8 Data Acquisition, Reduction and Management
9.9 Probabilistic Methods
9.10 Numerical Modelling
9.11 Laboratory Accreditation
9.12 Education and Training
9.13 Terminology, Definitions, and Notation
9.14 Other _____
9.15 Other _____

SUMMARY OF NUMBERS CHECKED: _____ _____ _____ _____

COMMENTS:

_____

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Please send completed form to:

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