

Additional 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 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 name, mailing address, position, affiliation, and telephone and fax number of each author must be supplied in a cover letter. The submitting author is to 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. Also, a statement is to be included that the paper has not been published 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.

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.

Five copies of the manuscript with clear copies of each figure are required. Original art work and computer disks should accompany the final revision. Manuscript length should not exceed 25 pages (including tables and figures) for full articles or 9 pages for Technical Notes.

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.

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.**

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. government employees whose manuscript has

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*For complete manuscript instructions, which include a sample manuscript, call Barbara Stafford, Administrative Assistant, ASTM Journals, 810/832-9621 or FAX 810/832-9635.

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 an annotated (highlighted) version 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.

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

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- 1.2 Mapping and GIS
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- 1.6 Geobotanical Methods
- 1.7 Borehole Logging
- 1.8 Drilling Operations
- 1.9 Sampling Soil
- 1.10 Sampling Rock
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- 2.12 Transmissivity, Storativity
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- 2.14 Stress-Strain, Strength

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4. LABORATORY TESTING—SOIL

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- 4.2 Sampling and Specimen Preparation, Transportation, and Storage

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- 4.4 Physicochemical Properties
- 4.5 Permeability, Void Ratio, Water Content
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5. LABORATORY TESTING—ROCK AND DIMENSION STONE

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- 5.2 Specimen Preparation
- 5.3 Texture, Fabric, Specific Gravity, Density
- 5.4 Permeability, Void Ratio, Pore-Size Distribution, Water Content
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- 5.6 Creep
- 5.7 Fracture-toughness
- 5.8 Shear Strength, Sliding Friction
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- 5.10 Cyclic and Dynamic Tests
- 5.11 Electrical and Magnetic Properties
- 5.12 Thermal Properties
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- 6.5 Endurance Properties
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- 7.3 Mechanical Properties, Rheology
- 7.4 Chemical Properties
- 7.5 Durability Properties
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- 7.8 Other _____

8. LABORATORY-MODEL TESTING

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- 8.2 Soil and Rock Reinforcement
- 8.3 Grouts and Admixtures
- 8.4 Geotextiles
- 8.5 Fluid Flow through Soil and Rock
- 8.6 Simulated Soil and Rock
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9. MISCELLANEOUS

- 9.1 Quality Control, Quality Assurance
- 9.2 Equipment Calibration and Traceability
- 9.3 Proficiency Testing
- 9.4 Ruggedness in Testing
- 9.5 Interlaboratory Testing; Repeatability and Reproducibility
- 9.6 Error Propagation
- 9.7 Automated Control of Testing
- 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:

Please send completed form to:

Ms. Kathy G. Dernoga, Manager, Acquisitions and Review
 ASTM Publications
 100 Barr Harbor Drive
 West Conshohocken, PA 19428-2959
 or FAX 1 610 832-9635

**E 380****E 380 SELECTED CONVERSION FACTORS**

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

*Exact