



## **Instructions to Authors**

Papers will be published online with open access to the general public, which will provide the fastest and the widest venue to reach the readers. All manuscripts must have high quality and meet the standard in the relevant fields. The work must be original. Authors are required to follow the instructions below in preparing and submitting manuscripts.

### **Tips for preparing manuscripts**

The following tips are intended for those authors who are not sure if a topic fits in the scope of the journal, or for someone who is new to writing a journal article.

- IJGE publishes papers in the field of geohazards and the associated issues. Your topics must be relevant to these areas.
- It's always a good idea to start with identifying the type of geohazards you are dealing with (e.g., landslides, earthquake damages, subsidence, sinkholes, foundation instability, underground instability, etc.), then to introduce the relevant problems you are working on, and to describe the relevance and importance of your work towards solutions of the identified geohazards issues.
- Clearly state your objectives: what are you trying to look into in particular?
- Describe the methodologies you used, along with any plans, experiments, field investigations, etc.
- Present the results and data without contradiction and give discussions
- Conclusions: have you achieved your objectives set above? what new knowledge or information have you produced, which are beneficial to the research community and to those who working in the same field?
- All figures should be compressed to document size. For example, you can use Microsoft Office Picture Manager to reduce a jpg file to 10 to 20% while maintaining good quality (open file with the Picture Manager, "edit picture", "compress picture" and choose "documents", "OK" and save).

The following types of manuscripts are generally not acceptable:

- simply repeating the work someone else has already done (you must show improvement or something new)
- describing a process with no conclusive results (your work is incomplete or not conclusive, unless the purpose of your article is to introduce a new process)
- presenting a collection of data/information with no analysis or little results (you need to go one step further to analyze the data and extract useful results)

### **Journal Manuscript Format**

Manuscripts must be in English in the following format. The total length should normally be limited to 15 pages and 10 MB in digital size.

**Software:** Use MS Word (2003 or later) for text.

**Page Layout:** Letter size 8.5" x 11.0" (216 mm × 279.4 mm), with margin: top 0.8", bottom 0.7" and both sides 0.75". All text should have single line spacing. Pages should be consecutively numbered. The first page should contain title section, abstract and keywords, in one column, followed by the main text body. Include "Corresponding author: name, email and phone number" in the footer on Page 1. To download the template, go to "[ijge.camdemia.ca](http://ijge.camdemia.ca)" and click on "download".

The **title section** should be aligned to the centre and include:

- Line 1 - **Title** (bold, 14 point size)
- Line 3 - **Name(s)** (**First name** and **Family name** in bold, 10 point size) of author(s)
- Lines 4~7 - Affiliation(s) and addresses of all author(s) identified by superscripts, one line per affiliation in sequence.

Last line - Date of submission. Leave one blank line below this line.

**Abstract** (in bold): normally up to 300 words flush to both sides.

**Keywords:** 5 ~ 10 keywords.

**Main Text:** The main body should be in two columns, 3 <sup>3</sup>/<sub>8</sub>" (85.7 mm) wide each, separated by <sup>1</sup>/<sub>4</sub>" (6.4 mm) space. The paper should be divided into sections starting with **Introduction / Background**. Each section should have a **heading** (in bold and on a separate line). If necessary, the last second section should be **Acknowledgement**. The last section is **References**.

**Figures:** Figures may be MS Word drawings and Excel charts, photos in TIFF or JPEG format. They must be high quality, one column or two columns wide and be numbered in sequence as they appear in the text. Labels must be legible and easy to read. A figure should be inserted immediately following the paragraph where it is first referred to. Figure caption should appear right below the figure.

**Tables:** All tables, one column or two columns wide, should be inserted immediately following the paragraph where it is first referred to and numbered in sequence as they appear in the text. Table caption should appear right above the table.

**Font, Size and Alignment:** All text should be Times New Roman in 10 point size and flushed to both sides, except for the title section.

**Citation and References:** All references should be cited in the text by the Family names and the year of publication in such format as (Smith 2009) for a single author, (Smith and Jackson 2009) for two authors and (Smith et al 2009) for more than two authors. All references are to be listed in the last section in alphabetical order by the first author's last name. Each item should have names of authors, year of publication, article title, source of reference (e.g., for journals - journal name, volume number and page numbers; for conference proceedings - conference name, location and month/year held, publisher's name, volume number and page numbers; for books - publisher's name and city, and number of pages). See examples in the template for more detail.

### **Manuscript Evaluation**

Papers to be published in the Journal will go through a rigorous reviewing process to ensure that they meet the Journal standards. Each manuscript will be reviewed by an editor and two independent reviewers who have expertise in the relevant fields and are at arms length from the authors. The reviewing process will normally be completed within two to three months. A paper to be accepted by the Journal must have positive recommendations from at least two reviewers.

Based on the outcome of the reviewing process, a paper may be accepted for publishing in IJGE under Articles or Technical Notes. The Editor-in-Chief will make a final decision on acceptance or rejection and inform directly the corresponding author the outcome of the manuscript. The decision by the Editor-in-Chief is final and not negotiable.