



DEEP FOUNDATIONS MAGAZINE

CALL FOR PAPERS

Each issue of DFI's quarterly magazine, "Deep Foundations", will contain a four-page, centerfold technical article. The Deep Foundations Institute welcomes your submission of an abstract for an article to be considered for future issues.

Members interested in being considered should submit an abstract to DFI's magazine technical editors, c/o DFI, at the following mailing or email address:

Deep Foundations Institute
Attn: Technical Editors
326 Lafayette Avenue
Hawthorne, NJ 07506 USA
Email: dfihq@dfi.org

Once your abstract has been accepted, you will be notified to submit the draft paper. Please note that the paper cannot exceed the four-page limit, including any graphics or figures, due to space constraints. Formatting guidelines follow.

If you have any questions, please call DFI headquarters at 973-423-4030 or contact via e-mail at dfihq@dfi.org.

Recommendations For Preparation of a Technical Article

By Arthur A. Author, ABC Company, Anywhere, State, USA

Deep Foundations Institute offers these recommendations for preparation of a technical article as a means of providing guidance to authors preparing papers for publication in the quarterly magazine, **DEEP FOUNDATIONS**. Following these recommendations will ensure uniformity between the formats of the papers. Grateful acknowledgment is offered for the contribution of Bengt H. Fellenius, DFI member and Professor Emeritus of the University of Ottawa. His paper, written many years ago, entitled "Instructions for Preparing a Manuscript" is the backbone of this document, which quotes much of his work verbatim and differs primarily due to our attempt to update his paper to incorporate more recent word processing and computer capabilities.

FORMAT Lay-out

The paper size should be Letter Size - 8.5 x 11 inches. The text must be arranged in a 2-column format (as presented here) where the columns should be of equal width and the space between the columns should be 1/4 inch wide. Text should be single-spaced (as used herein).

The two-column presentations must be justified. The text should be centered vertically on the paper. The first line of every paragraph should be indented 5 spaces from the left margin with no lines between paragraphs. Use left and right hand margins of 1/2 inch, top margin of 1 inch and bottom margin of 1/2 inch.

The Times New Roman font of 11 pt size is requested. Please provide the file electronically by email attachment or on a CD.

Each paper must begin with the title written in Title Case, Times New Roman Font, size 36 pt. and centered on the first line (do not leave any blank lines at the top of the page). If necessary, more than one line may be used for the title, but the overall length of the title should not exceed 90 characters including spaces between words. A subtitle may follow, if desired, using Arial Font, Bold, 14 pt size in red, centered below the title.

The author(s) name(s), affiliation, City, State and Country must be written, centered after a blank line below the title. Use the format of first name, initials of second (and third, etc.) name and then the family name with only the first letter of every word capitalized. For example, "Julius G. Caesar". Use Arial Font, 12 pt., bold, in red.

Avoid having the last line of a paragraph alone on top of a page by breaking the page one line earlier on the preceding page. Avoid, also, having the first line of a paragraph alone on

the bottom of a page by breaking the page at the beginning of the paragraph. Some word processing programs include this aspect of editing as an automatic or optional feature.

Do not use page numbers in your document since the magazine numbers the pages contiguously.

Use headings to separate sections of the paper. The headings need not be numbered but should be Bold Type.

Tables

Tables should be placed in the text after and in immediate connection to where they are first mentioned. To avoid splitting them between pages, their insertion may be delayed, but not advanced. The table heading should be placed above the table. Number the tables starting from "Table 1". When referring to a table in the text, for example the second table, write "Table 2" (example below).

Table 2. Indicative values for reduction factor, c

Construction Method	Control	c
No drilling fluid	high level	1.0
No drilling fluid	low level	0.3 - 0.9
Bentonite slurry	high level	0.7 - 0.9
Bentonite slurry	low level	0.3 - 0.6
Polymer slurry	high level	0.9 - 1.0

Figures

Figures should be placed in the text after and in immediate connection to where they are first mentioned. Their insertion may be delayed until the next page, but not advanced. The figure caption should be placed below the figure. Number the figures starting from "Figure 1". When referring to a figure in the text, for example the second figure, write "Fig. 2" or "Figure 2", but be consistent.

Use computer-generated graphs or figures. Make all lines thick (heavy; wide) and the lines in the graph about twice as thick as the width used for the axes in the diagram.

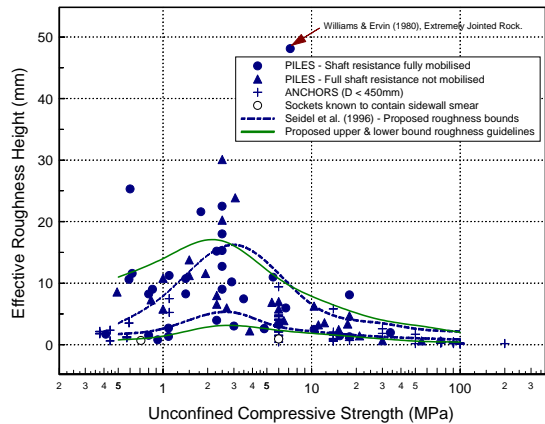


Figure 2: Shaft Resistance Design Chart

Graphics and/or Photos

The integration of line-graphics and photographs into the text of a manuscript provides easier reference for the reader. Graphics and photos should preferably be sized at 3.6” wide, to fit a single column.

Separate files for all graphics and photos must be furnished to ensure satisfactory reproduction. Photos should be in .tif format, minimum resolution 300 dpi. Graphs may be supplied as .tif files or excel files.

The alternative placement for graphics is to group all graphics and photographs as an addendum following the text. In this case, the illustrations should appear in the order of mention and be captioned with sequential figure numbers, which are referenced at the appropriate places in the foregoing text.

Manuscript Length

The length of a paper for the Featured Technical Article is set to 4 pages. Failing special arrangements having been made, over-length papers will not be included in the magazine or will be returned for editing. Under-length papers will require fleshing out to fill the space.

DEADLINE FOR RECEIPT

To enable a paper to be included in the magazine issue, the file must have been received by the date requested. Papers failing to meet the deadline for receipt may not be included in the magazine.

DEFINITIONS, SYMBOLS, AND UNITS

There is an abominable proliferation of terms, definitions, symbols, and units used in papers written by the piling community. Not only do the terms vary between authors, many authors use several different words for the

same thing in the same paper, which makes the papers difficult to read and conveys an impression of poor professional quality. Suggestions for unifying the style of papers follow below.

SUMMARY

All papers should have a summary (abstract) at the beginning of the main body of text immediately below the title. The maximum length of the Summary is half a page.

The Summary presents, briefly, the background, objectives, and scope of the work presented in the paper and emphasizes the results and the conclusions from the work. Do not write "This paper presents the results from field tests comparing polymorganic piles with monogamic piles and comments on the economics of the new piles". Such a sentence is only descriptive and provides little useful information. Instead, concentrate on the factual information and write: "Results from full-scale static loading tests to failure loads of about 5,000 KN showed that the stiffness of polymorganic piles was four times smaller than that of monogamic piles. Compilation of construction costs from three projects showed that neither pile type was competitive with conventional wood piles."

CONCLUSIONS

With the possible exception of some case history papers, the paper should finish with a section called Conclusions that reiterates the results and conclusions developed in the paper.

LITERATURE REFERENCES

Where previously published literature is referred to, a listing of all references is to be compiled at the end of the paper immediately following the summary under the heading of "References".

References in the text

References in the text are cited by the last name of the author(s) followed by the year of publication in parentheses. If more than two authors exist for a paper, use the first author's name followed by "et al.", which words stand for "et al." (Means "and others"). Do not forget to include the period in "al.". When the reference is not a noun or an object in a sentence, both the (name) and year(s) are placed in parentheses and separated by a comma.

If there is more than one paper cited within the parentheses, place the references in chronological order and separate them by semicolons.

When reference is made to more than one paper by the same author(s) published during the same year, denote the references by 1984a, 1984b, etc. with "a", "b", etc. determined by alphabetical order of first word in the title.

The following are examples:

Jones (1982) found the obfuscation coefficient, C , to be equal to 1.403.

The results of their study were in agreement with the findings of Herremann (1983), Gragossen et al. (1974), and Laurel and Hardy (1981).

A number of researchers (Lilflickanovitz, 1932; Sellers, 1957; 1962; Raringen and Gosingen, 1974; Churchill et al., 1981; and Zorroc, 1981) have reported similar phenomena.

The findings reported by Wroom (1977; 1981) and Zolac (1976a; 1976b) enabled Pzist and Topf (1983) to formulate the general theory of mudcake activated communal oscillations.

Subsequently, the continued testing had to be significantly expanded to eliminate the consequence of elated shaft excitation on the dynamically sensitive rackare and busar at the site (Fint and Snus, 1982; Samt and Synnerligt, 1983; and Jag et al., 1983).

Reference list

The primary order of listing references is alphabetically according to the name of the author (first author, when there is more than one author). The second order is according to the year of publication.

Start the reference by the name of the author(s) in capital letters and then write the year of publication after which a period is entered. The title of the paper is written without capital letters (but for the first letter) and ended with a period. After the title, write the name of the publication in full followed by volume identification, etc. Do not abbreviate the name of journals, publications, conferences, etc., but spell out all letters. Finally, the page numbers for the first and last pages are given, or, if there is no pagination or the reference is the full book, give the number of pages in the reference.

The reference list can be one font size smaller than the rest of the text (therefore 10 pt. as done herewith). The following is an example of a reference list attempting to cover most types of references:

CANADIAN FOUNDATION ENGINEERING MANUAL, 1985. Second Edition, Part 1: Fundamentals; Part 2: Shallow Foundations; Part 3: Deep Foundations; Part 4: Excavations and Retaining Structures. Canadian Geotechnical Society, BiTech Publishers, Vancouver, 456 p.

FELLENIUS, B. H., 1980. The analysis of results from routine pile loading tests. Ground Engineering, Foundation Publishing Ltd., London, vol. 13, No. 6, pp. 19-31.

GOBLE, G. G., RAUSCHE, F., and LIKINS, G.E., 1980. The analysis of pile driving – a state-of-the-art. Proceedings of the First International Conference on the Application of Stress-wave Theory on Piles, Stockholm, H. Bredenberg, Editor, A. A. Balkema Publishers, pp. 131-161.

HOLTZ, R. D. and KOVACS, W., D., 1981. An introduction to geotechnical engineering. Prentice-Hall Inc., New York, 780 p.

RAUSCHE, F., GOBLE, G. G., and LIKINS, G. E., 1985. Dynamic determination of pile capacity. American Society of Civil Engineers, ASCE Journal of Geotechnical Engineering, Vol. III, No. 3, pp. 367-383.

REMPE, D.M. and DAVISSON, M.T., 1977. Performance of diesel pile hammers. Proceedings of the 9th International Conference on Soil Mechanics and Foundation Engineering, Tokyo, vol. 2, pp. 347- 354.

SMITH, E. A. L., 1960. Pile driving analysis by the wave equation. American Society of Civil Engineers, ASCE Journal for Soil Mechanics and Foundation Engineering, vol. 86, SM4, pp. 35-61.

SKRIVARE, L. A. T., 1979. The saturated unit weight or blue bull feathers. Lecture Notes. University of Ottawa, Faculty of Engineering, Department of Civil Engineering, 13 p.

THOMPSON, C.D. and THOMPSON, D.E., 1978. Influence of driving stresses on the development of high capacities. American Society for Testing and Materials, Symposium on Behavior of Deep Foundations, R. Lundgren, Editor, Special Technical Publication, ASTM STP 670, pp. 562-577.

SPELLING RULES AND SPECIAL ASPECTS

There are two spelling conventions in the English language, American and British: behavior (behaviour), labor (labour), color (colour), harbor (harbour), gage (gauge), neighbor (neighbour), and remold (remould). Also, modeling (modelling), refering (referring), preferred (preferred), traveling (travelling), and controled (controlled). However, occurred and occurring, offered and offering, for example, are spelled the same in both conventions, for reasons of pronunciation and stress. Choose either convention, but be consistent.

There is often confusion about whether to write "z" or "s" in words such as "analyze", "analyzing", "analyzer", "emphasize", "organize", "capitalize", "idealize", "rationalize", "realize", "specialize", "summarize", "symbolize", and "horizontal".

Use the spelling "to advise" and "to practise" and "the advice" and "the practice" (verb vs. noun), and omit "e" before "able" in "drivability", "desirable", "arguable", etc. However, for reasons of pronunciation, the "e" is retained in "serviceability".

A simple and useful distinction of meanings can be made by writing "metre" for distance and "meter" when referring to a measuring device. Similarly, the spelling "programme" as in "testing programme" keeps the meaning apart from "program" as in "computer program".

Write either "centre" or "center", but use the correct verb forms: "centred" and "centered", respectively.

Do not use contractions such as "don't" or "can't". Write "do not" and "cannot". Also, write "it is", not "it's" or "its". Besides, "its" is a possessive pronoun that must not be written "it's".

Do not overuse nouns as adjectives. Four nouns in a row is an abomination. For instance, "the concrete pile toe capacity" reads better if changed to "the toe capacity of the concrete pile" (and, replace the word "capacity" with "resistance" or "bearing").

Do not use the ampersand symbol (&), write out the "and". Capitalize all months, days, and seasons. Short paragraphs will make the paper more readable. Limit the text to one statement or message per paragraph.

Use plain English and common words rather than fancy expressions, and be concise and avoid lengthy or awkward constructions. Use short sentences.

Think of the literal meaning of words and expressions, to avoid 'ear-sores' such as "up to a depth of 4.5 metre".

The words "the same order of magnitude" imply a relation of ten! Usually, the intended meaning is better expressed by plain "magnitude" or "size".

Many times, the words "precision" and "accuracy" are confused. An example of "precision" is the reading precision of a gauge, the number of decimals given in a value. "Accuracy" considers errors in the gauge and in a combination of measurements and calculations. Some authors write "the accuracy of the prediction of capacity was 3%", but mean "precision". The accuracy in prediction of pile capacity can never be as good as 3 percent!

Do not abuse the word "predict" by using it as synonymous with "calculate", "determine", or "compute". The word "prediction" is an absolute word that requires that the calculation truly was made before the test. True prediction is a rare flower!

Avoid the term "reliability" unless dealing with an analysis based on probabilistic principles.

When using a word processor and writing "Fig. 5", "Author B. C.", "i. e.", "e. g. ", and other words using an abbreviation period, the automatic justification of the lines may result in too wide a space after the period, e. g., "Fig. 5", "e. g.", and "Author B. C.". To avoid this, always follow the abbreviation period with a no-break-space command. This is often necessary in the Reference list.

Do not leave a numeral alone at the end of a line. For example avoid a sentence structure with "16 MPa" where the 16 is "orphaned". Use a non-break space command between numerals units so "16 MPa" stays on one line.

It is acceptable, indeed preferable, to capitalize the prefix in "KPa", "kN", etc., instead of writing "kPa", "kN", but be consistent.

Notice "kg" should be considered as one symbol and requires lower case "k". Never use "Mg" to mean "1,000 kg"! The unit "gramme" is not a base SI-unit.

Refer to a pile as, for example, Pile 57, using a capital "P". Similarly, write Day 7, Section 3, Site A, Blow 5, Page 9, etc. without use of the term "Number" or its abbreviation "No.". But when you do, write pile No. 57, blow No. 5,

page No. 9, etc., without a capital first letter in the 'title word'.

Work on the interpunctuation. Commas are important for assisting the understanding of the text and must not be neglected. Use the convention of the "serial comma". Thus, write "red, white, and blue" with a comma separating each item in the series. Notice that there is a difference of meaning between "Also, the experiments showed that..." and "Also the experiments showed that..." and use a comma in sentences such as: "In Fig. 16, the traces are..." Commas are important. Consider the life and death importance of whether Caesar's decision about your appeal of mercy reads "Execute, not liberate", or "Execute not, liberate".

Notice also that there is often a difference between similar words. For instance, the words "objective" and "object" are often confused, and the word "anybody" means "anyone". "Any body" means "any corpse". Similarly, "any one" means "any single person". The words "alternate" and "alternative" have related but different meanings: "Alternate" refers to every second in a series, and "alternative" is one of two possibilities. The word "alternate", but not the word "alternative" can sometimes mean "substitute". The word "substitute" is then to be preferred.

It is vexatious when "settlement" is used to mean "movement", "deformation", "deflection", etc., a blunder frequently found in piling papers. Load-transfer effects do not cause settlement, but movement, etc. Settlement is time dependent and is movement occurring during constant stress.

The word "less" is overused. Whenever possible, replace it by its various equivalents, such as "fewer", "smaller", "lighter", "lower", "poorer", etc.

Notice that a verbal message can be spoken or written, heard or read. If you want to say that the message is spoken as opposed to written, say "oral".

The word "data" is a plural word. So are also the words "criteria", "formulae", "media", "memoranda", "phenomena", "apparata", as well as "strata". Therefore, also the appertained verb must be in plural form. The corresponding singular words are "datum", "criterion", "formula", "medium", "memorandum", "phenomenon", "apparatus", and "stratum".

Puristically, "in-situ" should be written in italics, but hyphenating it provides sufficient distinction. Do not write "insitu", or "in situ".

Prefixes such as "pre-" are normally unnecessary. For example the word "predominant" can often be just "dominant" (and preferably be replaced by words such as "governing", "principal", "leading", etc.)

Avoid tautologies such as "warm heat", "cold chill", and "ultimate capacity". "Capacity" alone is enough. Terms such as "load capacity", "allowable capacity" are incorrect and must not be used.