

Instructions for Authors

How To Submit Your Article

Authors are required to submit three hard copies and one electronic copy of their manuscript for review to one of the Editors-in-Chief (see addresses below). The manuscript should include all figures, tables and photographs. It should follow the order described below and the electronic file should be in either Microsoft Word, Microsoft Works or WordPerfect format. The figures and photographs must be legible in the file.

The manuscript must be written in English. It should be double-spaced with left and right margins of 17 mm (1 inch) each. The entire manuscript, including figures and tables, should not exceed 10,000 words. (Note that a full page figure will count as 600 words.)

Authors are encouraged to devise and submit supplemental material, such as appendices, that will accompany papers prepared for the Journal. Electronic components of articles will be disseminated at this time by being placed on the Journal's web sites (<http://www.iem.net.cn/eeev> or <http://mceer.buffalo.edu/eeev>). The editors encourage the submission of high-resolution graphical information, animations of time-sequenced observations or simulations, three-dimensional data models, and other types of supplemental information.

The corresponding author must be identified (include a Fax number and E-mail address). The names, job titles, current affiliations, complete mailing addresses, telephone numbers, fax numbers and email addresses of all authors must be provided. For Chinese author(s), the author's name in Chinese should be provided and enclosed in brackets after the name in English/Chinese spelling.

The manuscript should be organized in the following sequence:

- Title of paper, authors, affiliations and abstract on the first page;
- Main text;
- Conclusion;
- Acknowledgement (if any);
- References; and
- Tables and figures (these can also be integrated into the text).

The manuscript must be an uncopyrighted work presenting a significant original contribution in earthquake engineering and/or engineering vibration. Submission of a manuscript implies that it has not been simultaneously submitted to another refereed journal. The author is responsible for obtaining any necessary permission to publish from contracting agencies involved in the work or from holders of copyrights on material used in the manuscript.

Manuscripts for consideration should be sent to:

Editor, Earthquake Engineering and Engineering Vibration
Multidisciplinary Center for Earthquake Engineering Research
University at Buffalo

Red Jacket Quadrangle
Buffalo, NY 14261
Email: jeeev@mceermail.buffalo.edu

Format for Accepted Papers

Once the paper has been peer-reviewed, the corresponding author will be notified of recommendations made by the reviewers. There are four possible outcomes:

1. Publish the manuscript as is, without revisions
2. Publish the manuscript as is, with minor revisions; no additional review necessary
3. Publish the manuscript after extensive revisions have been made. The revised manuscript should then be reviewed again prior to publication
4. Do not publish

Accepted manuscripts must be submitted according to the guidelines described below, in final format, including all corrections and additions. Manuscripts that do not comply with these guidelines will be returned to the author.

Manuscript Preparation

The manuscript should be double-spaced, formatted for A4 size pages, and submitted in both hard copy and electronic format. It must be written in English and should not exceed 10,000 word-equivalents. (A journal page contains approximately 1,300 words.) Technical notes should not exceed 4,000 word-equivalents. If it is necessary to include additional information, such as appendices, these should be submitted electronically for inclusion on the journal's web site.

To achieve the correct format, set paper size to A4 with 210 mm width and 297 mm height. Set the page margins to 30 mm at the top, 25 mm at the bottom, 22 mm at left and 17 mm at right. Thus, a text window of 171 mm × 242 mm is created, which is divided into two columns, each 80 mm wide (3 1/8 inches) with a gap of 11 mm wide.

Please take this into account for figures, tables and equations. Figures and tables can, in some cases, span both columns. In this case, the final width is 170 mm (6 3/4 inches).

Abstracts

Each paper should include an Abstract of 150-200 words, reporting concisely on the purpose of the work, the scope of the effort, the procedures used to execute the work (if of special interest), the major findings, and a list of three to eight keywords. The abstract must be self-contained, and it must not require reference to the paper to be understood.

Text

Follow this order when typing manuscripts: Title, Authors, Affiliations, Abstract, Keywords, Main text, Acknowledgements, References, and Appendices (if any). Figures, tables and their captions should be integrated into the text. Footnotes are to be avoided (except for the footnote on the title page (see next paragraph) and table footnotes).

The first page must contain authors names ordered by first name, middle initial, last name; Chinese authors should include the author’s Chinese name enclosed in brackets after the name in English. The abstract is followed by a list of three to eight keywords. A footnote supplying: (1) corresponding author's information including: full name, complete mailing address, telephone and fax number, and e-mail address; (2) job titles of all authors, and (3) name(s) of sponsor(s) of the research contained in the paper, along with grant number(s), if any.

Headings should be used throughout the paper to divide the subject matter into logical parts and to emphasize major elements and considerations. Headings are classified into three levels, i.e., major headings (or section headings), sub-headings and sub-subheadings, if applicable, and they are sequentially numbered as 1, 2, 3, etc., 1.1, 1.2, 1.3 etc., and 1.1.1, 1.1.2, 1.1.3 etc., respectively.

List of items may use bullets:

- item one,
- item two.

Or, alternatively, items may be numbered using lowercase letters:

- (a) item one,
- (b) item two.

For all headings/captions, including the paper title, section headings, and figure and table captions, capitalize the first letter of the first word only. Figures (s) or equation(s) should be written as fig(s) or eq(s) except at the beginning of a paragraph.

The letter sizes specified for various sections of the paper are summarized in the following table

	Paper title	Author name	Affiliations	Abstracts	Keywords	Text	Major headings	Sub headings	Sub-sub headings	Figure/ Table captions
Type	Boldface	Regular	Italics	Boldface		Regular	Boldface	Boldface	Regular	Regular
Size (pt)	16	10.5	9	12/9		10.5	12	10.5	10.5	9/10.5

Do not include page numbers.

Units

The SI system is to be used throughout; if it is necessary to use other units, these should be added in parentheses after the SI unit.

Illustrations

All illustrations must be legible for reproduction in black & white in the electronic file. Photographs, charts and diagrams are all to be referred to as “Figure(s)” and must be numbered consecutively in the order they are referenced in the paper. They should be integrated into the text, in final size.

Line drawings: All lettering, graph lines and points on graphs should be sufficiently large and bold to permit reproduction when the diagram has been reduced to a size suitable for inclusion in the journal. The following rules should be observed:

1. Please submit all figures in the final size. Single column figures must not exceed a width of 80 mm and double column figures are up to 172 mm wide.
2. Ensure the line weights are 0.5 point or greater. Line weights below 0.5 point will not reproduce well.
3. All letters/symbols appearing within the figure, including labels and legends, are to be set at 9 pt; figure captions are set at 10.5 pt.
4. In all cases, capitalize the first letter of the first word only.
5. Carefully check the legibility of all line drawings and letters/symbols appearing within the figure through a printout instead the screen.
6. Do not add an outer frame around figures.
7. Save each figure as a separate file (or each part, if a figure contains two or more parts), in TIF (preferred), or EPS format, and include in the source file.

Photographs: High quality photographs, preferably in TIF format, must be supplied. If necessary, a scale should be marked on the photograph.

Tables: Tables must be numbered consecutively and integrated into the text in finished size. Footnotes should be typed below the table and referred to by superscript lowercase letters. No vertical rules should be used.

Mathematical formulae: Displayed equations must be centered, with a blank line above and below. The final manuscript will be in two-column format, 80 mm wide (3 1/8 inch). Equations that might extend the width of one column (fractions that should not be broken or long expressions enclosed on parentheses) should be rephrased to go on two or more lines within the column width.

Numbers that identify mathematical expressions should be enclosed in parentheses. In multiple-line equations, the number should be given on the last line.

In mathematical expressions, the proper hierarchy of parenthesis { [()] } must be observed.

Vectors and matrices should be typed in boldface italics (with words in lower case or capitalized) without brackets [...] for matrices or {...} for vectors. Symbols [...] / {...} should be used only in cases when an expanding expression is necessary. (Note: if boldface letters are not available, the corresponding letters are to be underlined in blue in the hard copy of the manuscript). Scalar variables and constants in mathematical expressions should be denoted by letters in italics.

Fractional powers are preferred to roots signs, exp(..) to e..., and a diagonal line (/) for fractions, whenever possible.

Symbols for functions, variables and quantities in equations and expressions should be the same size as the text.

References

References should be cited within the text by using the author, date system. Include a listing of all references in alphabetical order by last name of first author at the end of the paper. Make sure the

reference information is complete and accurate, including as necessary and in the following order: last names and initials of all authors; year of publication; title of paper, report or book chapter (in quotes); title of book or periodical (in italic); volume and issue numbers; name and location of publisher (for books), name and location of publisher or sponsor for proceedings), or city of publication (for non-U.S. journals); and inclusive page numbers. References to submitted papers (identify journal and status of paper) and private communications must be included in the list. The references should be listed in the following style:

Liu Huixian and Zhang Zaiyong (1980), "Lessons Learned from the 1976 Tangshan Earthquake," Proceedings of the 7th World Conference on Earthquake Engineering, Vol. IX, Istanbul, Turkey, 453-460.

Newmark NM and Rosenblueth E (1971), Fundamentals of Earthquake Engineering, Prentice-Hall, Inc., Englewood Cliffs, N. J.

Roesset JM (1977), "Soil Amplification of Earthquake," in C. S. Desai and J. T. Christian, editors, Numerical Methods in Geotechnical Engineering, Chapter 19, John Wiley.

Trifunac M D (1982), "A Note on Rotational Components of Earthquake Motions on Ground Surface for Incident Body Waves," Soil Dynamics and Earthquake Engineering, 1(1): 11-19.

Do not use periods after initials or commas between last name and initials.

Submission

Authors must submit both a hard copy and a corresponding electronic version, including figures, tables and photographs, on a disk. The electronic version will help avoid typesetting mistakes and expedite the publication process. WordPerfect, Microsoft Word or Microsoft Works are the preferred formats.

Proofs

Proofs will be sent to the corresponding author and should be corrected and returned by the due date requested by the managing editor. The preferred method of the return of corrections is by e-mail. Corrections should be restricted to typesetting errors and minor amendments required by the reviewers; any others may be charged to the author. The corresponding author will be supplied with 20 copies of offprints free of charge besides one copy of the relevant issue.