

EARTHQUAKE SPECTRA

The Professional Journal of the Earthquake Engineering Research Institute

Publication Procedures for *Earthquake Spectra*

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Publication Procedures for *Earthquake Spectra*

This document provides detailed instructions for publication in *Earthquake Spectra*, the professional journal of the Earthquake Engineering Research Institute. Part I explains the process of submitting manuscripts for review and publication. Part II summarizes required format specifications. Part III describes the formatting template that should be used to prepare manuscripts for publication. Part IV shows specific examples of some manuscript components.

I. SUBMISSION OF MANUSCRIPTS AND REVIEW PROCESS

The Earthquake Engineering Research Institute operates *Earthquake Spectra* with the purpose of improving the practice of earthquake hazards mitigation, preparedness, and recovery. It is intended to serve the informational needs of the diverse professions engaged in earthquake hazards reduction: civil, geotechnical, mechanical, and structural engineers; geologists, seismologists, and other earth scientists; architects and city planners; public officials; social scientists; and researchers in all these disciplines. *Spectra* serves as the top publication venue for manuscripts in these diverse fields that address issues relevant to practice, including new analysis methods and seismic risk assessment procedures; innovations in earthquake-related codes, regulations, and public policy; documentation of field performance of civil infrastructure and other earthquake effects from post-earthquake investigations; and reports describing data gathered from major experimental research programs. *Spectra* is published quarterly (February, May, August, and November) both online and in print.

MANUSCRIPT TYPES

Manuscripts published in *Earthquake Spectra* are contributed and solicited Technical Papers, Opinion Papers, Earthquake Data Papers, Earthquake Engineering Practice Papers, Discussions, and Response to Discussions. Each type of manuscript is subject to rigorous peer review. (Please note that as of August 2015, the Technical Note category has been removed as a manuscript type published in *Earthquake Spectra*.)

Technical Papers comprise the bulk of submitted and published manuscripts; these are full-length papers presenting original research results.

Opinion Papers provide a forum for timely presentation and discussion of questions, problems, or topics based on technically sound observation, experience, or judgment for which proof or supporting research may not be available.

Earthquake Data Papers are concisely written articles that describe data/datasets that are of interest to the earthquake community.

Earthquake Engineering Practice Papers present original findings that are immediately useful to practicing engineers. Possible topics include but are not limited to:

- Engineering and construction case studies
- Simplified techniques and design tips
- State-of-the-practice reports
- Novel and practical applications of performance-based engineering methods

- Comparative or critical reviews of various seismic code provisions
- Issues and tips related to application of commonly used engineering software
- Proper and improper engineering details and assumptions
- Comparative study of various seismic analysis techniques and the impact of selected methods on the final product
- Committee and organization reports and summaries that may substantially affect engineering practice
- Legal and ethical issues affecting engineering practice

Earthquake Engineering Practice Papers must be clearly marked as such on the cover letter accompanying the paper.

Other manuscripts that are occasionally published in *Spectra* include book reviews, the EERI Student Paper Award winner, and the EERI Distinguished Lecture.

ACCEPTANCE CRITERIA

Regardless of manuscript type, specific acceptance criteria for papers published in *Earthquake Spectra* are (1) the subject of the paper should be relevant for earthquake hazards reduction in the sense that the results can either be applied directly or their potential to contribute towards practical application is clear; (2) the material presented is original (manuscripts with a modest incremental change from previous papers are not acceptable); (3) the work is of sufficient technical quality, including adequacy and conciseness of presentation to warrant publication as judged by peer review; and (4) the information presented is timely.

An exception to these acceptance criteria is made for Data Papers; please refer to http://earthquakespectra.org/page/data_papers for the submission requirements and review criteria for Data Papers.

SUBMISSION OF MANUSCRIPTS

Manuscripts should be submitted to the Editor of *Earthquake Spectra* at the following web address: <http://eqs.msubmit.net>. No hard copy of the manuscript is required. Information for authors on filling out initial submission forms, uploading files (including cover letter, manuscript, figures, and keywords), and tracking the progress of the manuscript review is available at the website.

NON-MEMBER AUTHOR FEE

The first and corresponding authors for a manuscript who are not EERI members will pay a total non-member author fee of **\$550** (or **\$275** if only one of these authors is not an EERI member). Non-member authors who are interested in becoming EERI members are referred to <https://www.eeri.org/member-center/get-involved/become-a-member/> for information regarding the different membership levels (e.g., student, full member, honorary member) and to access the online membership submission form.

Under special hardship circumstances, the non-member author fee can be waived upon appeal, at the discretion of the journal's Editor and the EERI Executive Director.

LENGTH REQUIREMENTS AND OVERAGE FEE

The page limit for Technical Papers, Earthquake Engineering Practice Papers, and Earthquake Data Papers is 18 journal pages, and this includes the text, references, and any figures or tables. The page limit for Opinion Papers is 12 journal pages. The formula used for estimating journal pages from the manuscript is as follows:

Journal pages = # of MSS text pages \times 0.8.

If figures and tables are listed at the end of the manuscript file:

2 figures or tables = 1 journal page (or more, if figures are multi-part)

For papers longer than 18 pages, authors must include a statement in the cover letter explaining the need for the added length. Papers longer than an estimated 24 journal pages will not be reviewed and must be shortened before being resubmitted for review. (Please note that in special cases, this page limit can be appealed and waived at the discretion of the journal's Editor.)

Upon acceptance, if a paper has not been shortened in the revision process and is still longer than 18 pages and not more than 24 pages, a blanket page overage charge of **\$250** will be invoiced and collected before a paper is posted in its Preprint form on the *EQS* website. In the rare case of a paper longer than 24 pages, an additional overage charge of \$150 per page will be assessed starting with page 25.

MANUSCRIPT REVIEW AND REVISION

The *EQS* Editor assigns each manuscript to a Responsible Editor, usually a member of the Editorial Board, who in turn identifies three reviewers for the manuscript. Manuscripts are reviewed for their compatibility with the acceptance criteria described above, technical quality, clarity of expression, and grammar. When the reviews are received, the Responsible Editor evaluates the reviews and submits a publication recommendation to the Editor. The Editor evaluates the recommendation and reviews, and then informs the manuscript's corresponding author of the publication decision and the reviewers' comments. Manuscripts will receive one of the following decisions: Accept, no revisions; Revise for Editor only; Revise for re-review; Reject.

Manuscripts requiring revision must be revised and resubmitted to the Editor with a cover letter that summarizes the response to each review comment. Authors bear sole responsibility for adequately responding to suggested revisions, for ensuring accuracy of the final manuscript, and for ensuring high quality writing standards. The *EQS* Editor may return manuscripts requiring substantial revision to the Responsible Editor and reviewers for consideration.

SUBMISSION OF ACCEPTED MANUSCRIPT FOR PUBLICATION

Specific materials that need to be submitted to the *EQS* Editor for final publication approval are

1. **Cover letter** documenting changes in response to review comments
2. **Manuscript**, including text and tables in Word, but not including figures
3. **Figures**, each in a separate electronic file in one of the following formats: PostScript (ps), Encapsulated PostScript (eps), TIFF (tif), PDF (pdf), or JPEG (jpg), with resolution set at 600 dpi for line art, 264 dpi for halftones, and 300 dpi for color.
4. **Copyright transfer agreement signed** by corresponding author
5. **Author and page charges**, if applicable.

ONLINE PREPRINTS

In the interest of making scientific findings available for distribution and citation as quickly as possible following acceptance, *Earthquake Spectra* now offers a Preprint option for accepted manuscripts. After a paper has been accepted for publication and any associated author and/or page overage charges have been paid, it will be assigned a DOI and hosted—in its un-copyedited and un-typeset form—on the *Earthquake Spectra* website. Once the final, published version of this paper is posted online, it will replace the preliminary version at the specified DOI.

II. EARTHQUAKE SPECTRA ELECTRONIC TEMPLATES

Manuscripts published in *Earthquake Spectra* can now be prepared two ways: using *EQS*'s Microsoft Word template or using *EQS*'s LaTeX template, both of which can be downloaded from the eqs.msubmit.net and www.earthquakespectra.org websites.

MS WORD TEMPLATE

To use the MS Word template, follow these procedures:

1. **Save** an electronic copy of the file *Template_2015.dotx* in your **template directory** for Microsoft Word.
2. **Select *File New***.
3. **Select *Template_2015.dotx* as a document**
4. **Format manuscript** by either
Replacing the text in each component of the **template document** with your own text, or
Assigning the appropriate **style to typed text** using pull-down menu of Word.
5. **Save file** with desired document name.

LaTeX TEMPLATE

To use the LaTeX template, please download the zip file, which contains the following files to assist the author in preparing a manuscript formatted to *EQS* specifications using LaTeX:

1. *spectra.cls*: Main LaTeX class file
2. *spectra.bst*: BibTeX style file for formatting citations

A simple example paper is provided to demonstrate the use of the *spectra.cls* and *spectra.bst* files and to help you get started. *paper.tex* is the main tex file, which is compiled to produce *paper.pdf*. *library.bib* is the bibliography file, and *figure1.png* and *figure2.png* are the two figures placed in the paper.

Please note that for the peer review process, you should upload a single PDF that you have generated from your source files. Source files will only be requested after your paper is accepted for publication.

III. SUMMARY OF FORMAT GUIDELINES

In order to make it easier for reviewers to comment on specific sections and passages in a paper, all papers should now include line numbering. When an author submits a new manuscript for review, please make sure that line numbering is turned on in the manuscript file. The Manuscript Template file has been updated to reflect this change.

Authors are expected to submit their final versions of text and figures in the *Earthquake Spectra* template format. Additional information about *EQS* publication guidelines is presented here. The template presented in Part III of this document defines styles for most components of a manuscript and simplifies the final preparation of the manuscript file.

CONTENT

Manuscripts submitted for consideration must include the following sections in order; all should be in Word format except for the figures.

- Title and author name(s)
- Abstract
- Author affiliation(s)
- Introduction
- Text
- Tables (if needed)
- Summary and/or conclusions
- Acknowledgments (optional)
- References
- Figures (generally supplied in individual files, one file per figure)
 - Appendix/Appendices, to be included as Electronic Supplement(s) (if needed)

EXPLANATION OF MANUSCRIPT SECTIONS

Abstract—Single paragraph, length (175 words or fewer); margins (left and right) 1.5". An abstract should describe the subject of the manuscript, the approach taken in the work, and the principal results. Abstract should not be a summary of subjects covered. Avoid expressions such as “is discussed” and “is described.” Do not include references, figures, or tables. The abstract is widely indexed and therefore is the most read portion of a manuscript.

Acknowledgments—Should be succinct and used only as necessary.

Appendix—Should only be used to provide information that would otherwise interrupt the principle focus of the manuscript or to provide supplemental information to be read by a small portion of the readership. An Appendix will appear as an electronic supplement in the online edition of the Journal. If more than one appendix is necessary, they should be designated as Appendix A, Appendix B, and so forth. Figures and tables in an Appendix are numbered as A1, A2, and so forth. Both figures and tables in this section should be mentioned in the text.

Author Affiliation—The authors’ institutional affiliations and addresses must be given in single-line form at the bottom of the first page, inserted as a footnote. The author’s title should

not be given with the affiliation. The last affiliation line should lie on the bottom margin of the page with the first affiliation line lying directly beneath a rule two inches long. Each line should include a succinct address sufficient for sending mail to the author. In the case of the corresponding author, an email address should be listed with the affiliation. See Part IV for an example.

- In manuscript title: for each author insert a small letter superscript following name; if comma comes after name, insert superscript following comma. For EERI members, add M.EERI in 11 point bold after name, comma, and superscript.
- In footnote: use a separate superscript for each distinct address, corresponding to the superscript in title

Conclusions—Should discuss the significance and applicability of the work without merely restating the abstract; include a statement of the limitations or conditions under which the results can and cannot be applied.

Equations—Equations should be set in *MathType* or *Equation Editor*, in Times New Roman italics, centered, and numbered with numbers flush right at margin. Every equation must be mentioned in the text, referred to as, for example, Equation 1 or Equations 1 and 2. See the AIP style guide (<http://www.aip.org/pubservs/style/4thed/sec4.pdf>) for guidelines to mathematical expression (in equations and text); all variables that appear in the manuscript text should also be in italics. See Part IV for examples.

Figures—Number diagrams, charts, graphs, photographs, and other drawings consecutively as figures. Each figure must be mentioned in the text. See Part IV for example.

- Captions are 11 point Times New Roman, centered if one line, run full width and justified if two or more lines.
- All figures should be high quality and have the highest resolution possible; each must be in a separate electronic file in either PostScript (ps), Encapsulated PostScript (eps), TIFF (tif), JPEG (jpg), or PDF (pdf), with resolution set at 600 dpi for line art, 264 dpi for halftones, and 300 dpi for color.
- Figures will be printed in black and white with exceptions made with prior approval of the Editor if color is determined to be essential for the presentation of the topic and if the author agrees to pay the cost of color printing; as a rule, only online color is available.
- Use no more than 5 shades of gray.
- Size should be a reasonable production size. Use legible font size and uniform line thickness as much as possible, avoiding lines too fine or too thick, especially if on the same figure.

Introduction—Explain the objectives of the study, the approach taken, and how the work that is presented relates to prior work so as to establish what is original about the work presented. In some cases, literature review/prior work can be moved to a subsequent section. A sketch of manuscript organization should be provided.

References—All references cited must be mentioned in the text with names and dates corresponding exactly. See Part IV for examples of reference style.

Summary—See Conclusions.

TEXT STYLE

Font Size—Use different sizes as follows:

- 12 point: Body text and Headings 1, 3, and 4
- 11 point: Figure captions, table titles, references, and Heading 2
- 10 point: Author affiliation and footnotes

Font Type—Times New Roman only

Footnotes—Use is discouraged.

Headings—Hierarchy, style, and spacing as follows:

- Heading 1: 12 pt. bold centered, all caps; 12 pts. space before, 6 pts. after
- Heading 2: 11 pt. bold flush left, all caps; 9 pts. space before, 6 pts. after
- Heading 3: 12 pt. bold flush left, title case; 6 pts. space before, 3 pts after
- Heading 4: 12 pt. italic flush left, title case; 3 pts. space, before, 0 pts after

Justification—All text must be justified full width

Language—All papers must be in English (U.S. usage, punctuation, syntax, and spelling).

Length—No more than 18 pages, except for extraordinary circumstances

Media format—Set up for 8-1/2 × 11 letter-size page, in Microsoft Word

Page Numbers—At bottom of page with first author's name; e.g., Smith — 2

Page Size and Margins—.75" top and bottom; 1.12" left and right, except for abstract (1.5" left and right)

Spacing and Headings—Use 1.5 spacing; other requirements:

- One space only between sentences
- Paragraph indentation (0.25")
- Paragraph spacing (6 points after)

Style—Standard style guides such as *The Chicago Manual of Style, 16th Edition* (2010), *The Elements of Style* (2000), and *The Elements of Grammar* (2001) are recommended; refer to AIP style guide for guidelines to mathematical expression (in equations and text) (<http://www.aip.org/pubservs/style/4thed/sec4.pdf>).

Tables—Must be consecutively numbered and placed as close as practical to first mention in text; other requirements:

- Title: Table number bold, rest of title roman; flush left; Times New Roman size 11
- Rule thickness uniform, no borders
- Width: No more than 6.25"; if using landscape format, then no more than 9.5"

Units—Measurements should be given in either U.S. customary or SI (International System) units. Conversion factors are readily available from many sources.

IV. EXAMPLES OF MANUSCRIPT COMPONENTS

Examples of the first manuscript page, equations, figures, tables, and references are shown on the following pages, as are format guidelines for the first page of other manuscript types published in *Earthquake Spectra*: opinion papers, discussions, responses to discussion, and book reviews.

1 **EXAMPLE OF FIRST MANUSCRIPT PAGE**

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3 **First Page of Manuscript for *Earthquake Spectra***

4 **Farzad Naeim,^{a)} M.EERI, Nancy Sutherland,^{b)} and Roger Borchardt^{c)} M.EERI**

5 An abstract of one paragraph and no more than 175 words must be included and
6 formatted as illustrated here. A good abstract should be an informative summary of the
7 most important results. It should not be a summary of subjects covered. It should avoid
8 expressions such as “is discussed” and “is described.” It should not include references,
9 figures, or tables. The abstract is of utmost importance because it is the most widely read
10 portion of a manuscript.

11 **INTRODUCTION**

12 An introduction may vary significantly in size and content, depending on the subject matter of
13 the manuscript. Topics often briefly described in introductions are purpose of the study, methods
14 used to derive results, previous work, and a sketch of manuscript organization.

15 **EXAMPLE OF TABLE AND TABLE TITLE**

16 **Table 1.** List of real earthquake records (Shao 1998)

Record No.	Date	Earthquake and Site	Component	PGA (g)
1	1940 May 18	Imperial Valley	S00E	0.89
2		El Centro	S90W	0.55
3	1952 Jul 21	Kern County, Pasadena,	S00E	0.12
4		Caltech Athenaeum	S90W	0.14
5	1952 Jul 21	Kern County, Taft,	N21E	0.40
6		Lincoln School Tunnel	S69E	0.46
7	1952 Jul 21	Kern County, Santa Barbara,	N42E	0.23
8		Courthouse	S48E	0.33

17

EXAMPLE OF AUTHOR AFFILIATION

^{a)} John A. Martin & Associates, 1212 S. Flower St., 4th Floor, Los Angeles, CA 90015

^{b)} Earthquake Engineering Research Institute, 499 14th St., Oakland, CA 94612-1934

^{c)} U.S. Geological Survey, MS 977, 345 Middlefield Rd., Menlo Park, CA 94025

EXAMPLES OF FIGURES AND FIGURE CAPTION

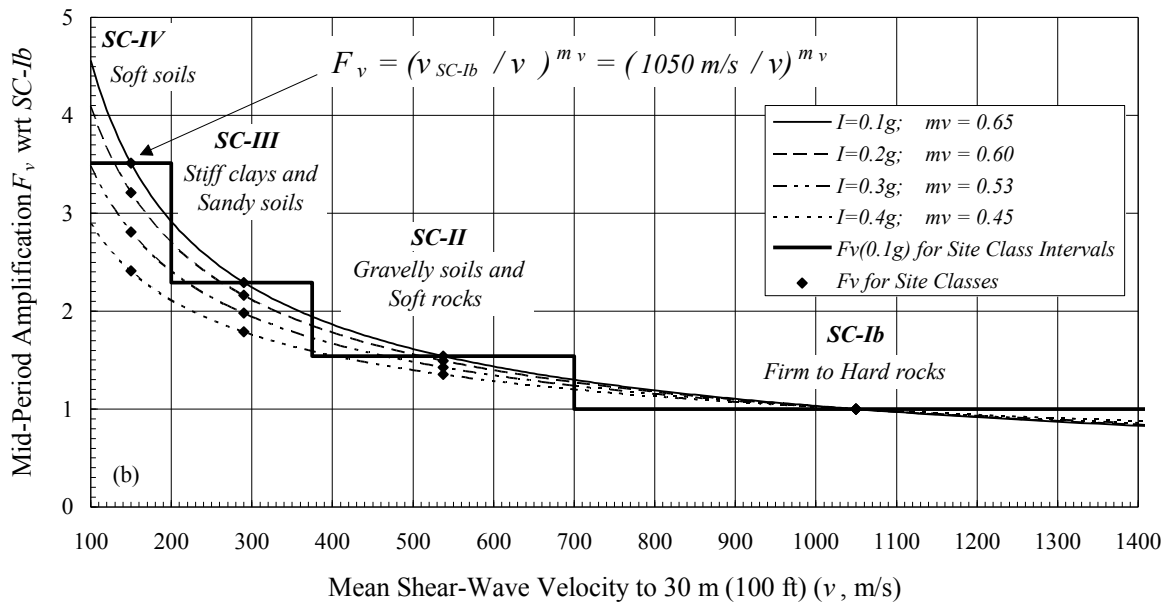
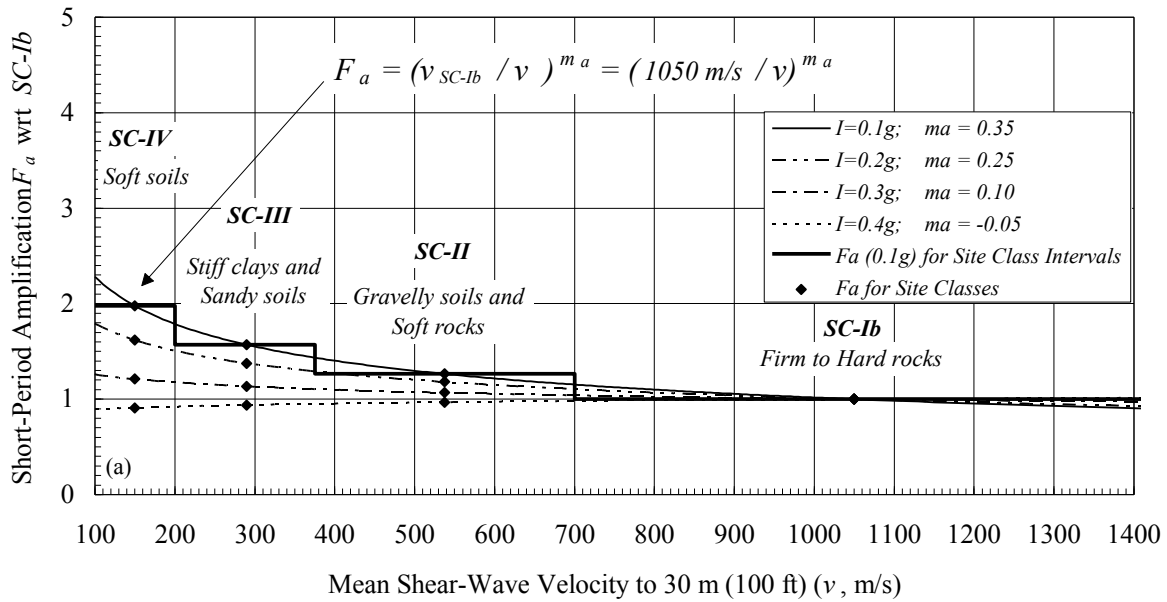


Figure 4. (a) Short-period F_a and (b) mid-period F_v amplification factors with respect to *Firm to Hard rock*, *SC-Ib*, plotted as a continuous function of mean shear-wave velocity, using equations 2 and 4 for specified levels of input ground motion (see text). (Figures reprinted from Borchardt 1994.)

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EXAMPLES OF EQUATIONS AND TEXT

Amplification factors are predicted ... by the following equations:

$$F_a(v, I_a) = (v_o / v)^{m_a}, \quad (2)$$

and

$$F_v(v, I_a) = (v_o / v)^{m_v} \quad (3)$$

where

$$m_a = \text{Log}[F_a(v_{SC-IV}, I_a)] / \text{Log}[v_o / v_{SC-IV}], \quad (4a)$$

$$m_v = \text{Log}[F_v(v_{SC-IV}, I_a)] / \text{Log}[v_o / v_{SC-IV}], \quad (4b)$$

v_o is mean shear-wave velocity for the site class ... (Borcherdt 1994).

EXAMPLES OF REFERENCES

Books

Strunk, W., Jr., and White, E. B., 2000. *The Elements of Style*, 4th edition, Longman Publishing Co., Upper Saddle River, NJ, 105 pp.

Editor, but No Author

Grünthal, G. (ed.), 1998. *European Macroseismic Scale 1998 (EMS-98)*, Centre Européen de Géodynamique et de Séismologie, Luxembourg.

Organization as Author

American Society of Civil Engineers (ASCE), 2005. *Minimum Design Loads for Buildings and Other Structures, ASCE/SEI 7-05*, Reston, VA.

Chapters in Books

Stalnaker, L. H., 2011. Reference formatting examples, in *EQS Copyediting* (J. Doe, ed.), EERI Books, Oakland, CA, 32–48.

Journal Articles

Krishnan, S., and Hall, J. F., 2006a. Modeling steel frame buildings in three dimensions—Part I: Panel zone and plastic hinge beam elements, *Journal of Engineering Mechanics* **132**, 345–358.

Technical Reports and Working Papers

Federal Emergency Management Agency (FEMA), 2000a. *Recommended Specifications and Quality Assurance Guidelines for Steel Moment Frame Construction for Seismic Applications, Tech. Rep. FEMA-353*, Washington, D.C.

54 **Papers Presented at Conferences/Meetings**

55 Star, L. M., Stewart, J. P., Graves, R. W., and Hudnut, K. W., 2008. Validation against NGA empirical model
56 of simulation motions for M7.8 rupture of San Andreas Fault, Paper No. 02-0070, in *Proceedings, 14th*
57 *World Conference on Earthquake Engineering*, 12–17 October, 2008, Beijing, China.

58 **Theses and Dissertations**

59 Brown, V. L. S., 1988. Stability of Gusseted Connections in Steel Structures, Ph.D. Thesis, University of
60 Delaware, Newark.

61 **Newspaper Articles**

62 Seitz, J., 2011. Government expropriates homes along Chile’s tsunami-prone coast, *Santiago Times*, 16
63 March 2011.

64 **Web Pages**

65 U.S. Geological Survey (USGS), 2010. Earthquake data Web page for the 27 February 2010 magnitude 8.8
66 event offshore Maule, Chile, available at
67 <http://earthquake.usgs.gov/earthquakes/eqinthenews/2010/us2010tfan/> (last accessed 12 January 2011).

68 **CD-ROMS**

69 Lehman, D. E., Brackmann, E., Jellin, A., and Roeder, C. W., 2009. Seismic performance of pile-wharf
70 connections, in Proceedings, *TCLEE 2009: Lifeline Earthquake Engineering in a Multihazard*
71 *Environment*, (A. K. K. Tang and S. D. Werner, eds.), CD-ROM, American Society of Civil Engineers
72 (ASCE), Reston, VA.

73 **Software**

74 Federal Emergency Management Agency (FEMA), 2011. *HAZUS-MH 2.0*, software,
75 http://www.fema.gov/plan/prevent/hazus/hz_resources.shtm.

76 **Blog Posts**

77 Mukherjee, A., 2010. The Recovery Planning Process in Haiti: Part II, blog post, 20 July 2010,
78 <http://www.anuradha.net/blog/index.html> (last accessed 25 July 2010).

79 **Databases**

80 Pacific Earthquake Engineering Research Center (PEER), 2011. PEER Ground Motion Database, available at
81 http://peer.berkeley.edu/peer_ground_motion_database/site (last accessed 13 January 2012).

82 **Field Interviews**

83 Ritchie, L. A., 2010. *Unpublished Field Interviews, Haiti*, 31 January–27 May 2010.

84 **Maps**

85 Ponce, N., 1791. *Plan de la Ville des Rades et des Environs du Port-au-prince dans l'isle Saint Domingue*,
86 Recueil de vues des lieux principaux de la colonie française de Saint-Domingue, Paris, France, obtained
87 from the John Carter Brown Library, Brown University (JCB Call Number E791 P793r / 3-SIZE).

88 **Public Documents**

89 U.S. Senate, 2010. *Haiti at a Crossroads*, Committee on Foreign Relations, 111th Congress, 2nd Session, 22
90 June 2010, S. Prt 111–51, <http://www.gpoaccess.gov/congress/index.html>.

91 Government of Italy, 1996. Norme tecniche per zona sismica, Decree of the Ministry of Public Works, 16
92 January 1996, *Gazzetta Ufficiale della Repubblica Italiana No. 29*, Rome.

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94 **EXAMPLES OF FIRST PAGE OF *OPINION PAPER, TECHNICAL NOTE, DISCUSSION,***
95 ***RESPONSE TO DISCUSSION, AND BOOK REVIEW***

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97 ***OPINION PAPER***

98 **Opinion Paper Title**

99 **Author(s),^{a)} M.EERI**

100 Body text

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102 ***DISCUSSION OF***

103 **“Manuscript Title”**

104 Manuscript Reference: R. D. Borchardt, *Earthquake Spectra*, vol. 10, no. 4 (November 1994): 617–653.

105 **Author(s),^{a)} M.EERI**

106 Body text

107

108 ***RESPONSE TO***

109 **Discussion of “Manuscript Title”**

110 **Author(s),^{a)} M.EERI**

111 Body text

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113 ***BOOK REVIEW***

114 ***Book Title***

115 Robert S. Yeats, Kerry Sieh, and Clarence Allen, 1997.
116 Oxford University Press, New York and Oxford, 568 pp., \$67 cloth.

117 ***Reviewed by Author,^{a)} M.EERI***

118 Body text

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