

Manuscript preparation

1. General guidelines

- Papers are accepted preferably in British English.
- A typical article will not exceed 24 pages of texts (A4 size, double spacing with 12pt font size on one side of paper only, with 2.5cm margins) **or equivalent to 12 typeset PDF pages**, inclusive of cover sheet/tables/references/figure captions/footnotes/endnotes. There should be no more than 2 images, figures and/or tables on a page. For reference, one double spaced A4 page is roughly 300 words while one manuscript page without images or figures is roughly 600 words. **An accepted papers that exceeds 12 printed pages will be charged at a rate of HK\$500 per additional page.**
- Authors should include a word count with their manuscript.
- Manuscripts should be compiled in the following order: title page; abstract; main text; acknowledgements; appendices (as appropriate); references; table(s) with caption(s) (on individual pages); figure caption(s) (as a list).
- Abstracts of less than 200 words are required for all papers.
- Each paper should have 5 to 8 keywords.
- To facilitate the refereeing process authors should mark on the cover sheet to the manuscript the key subject area (e.g. mechanical, civil, electrical, electronic, geotechnical, etc.).
- Numbering should be avoided where possible.
- All the authors of a paper should include their full names, affiliations, postal addresses, telephone numbers and email addresses on the cover page of the manuscript. One author should be identified as the corresponding author. The affiliations of all named co-authors should be the affiliation where the research was conducted. If any of the named co-authors moves affiliation during the peer review process, the new affiliation can be given as a footnote. Please note that no changes to affiliation can be made after the article is accepted. Please note that the email address of the corresponding author will normally be displayed in the article PDF (depending on the journal style) and the online article.
- For all manuscripts non-discriminatory language is mandatory. Sexist or racist terms should not be used.
- Authors must adhere to SI units. Units are not italicised.
- When using a word which is or is asserted to be a proprietary term or trade mark, authors must use the symbol ® or TM.
- Please note that figures that appear in black-and-white in the print edition of the Journal will appear in colour in the online edition, assuming colour originals are supplied.
- All persons who have a reasonable claim to authorship must be named in the manuscript as co-authors; the corresponding author must be authorised by all co-authors to act as an

agent on their behalf in all matters pertaining to publication of the manuscript, and the order of names should be agreed by all authors.

- **Please supply a short biographical note for each author along with a recent passport-sized photo.**
- Please note that *HKIE Transactions* uses **CrossCheck™/ Turnitin** software to screen manuscripts for unoriginal material. By submitting your manuscript to *HKIE Transactions*, you are agreeing to any necessary originality checks your manuscript may have to undergo during the peer-review and production processes.

Each manuscript will normally be reviewed by no less than two referees assigned by the Judges because of their knowledge in the field concerned, experience in producing a balanced review, and ability to make a firm and fair recommendation in the light of the Institution's policy

- Please supply all details required by any funding and grant-awarding bodies as an **Acknowledgement** in a separate paragraph as follows:

For single agency grants

This work was supported by the <Funding Agency> under Grant <number xxxx>.

For multiple agency grants

This work was supported by the <Funding Agency #1> under Grant <number xxxx>; <Funding Agency #2> under Grant <number xxxx>; and <Funding Agency #3> under Grant <number xxxx>.

This **Acknowledgement** should appear on the title page of the manuscript.

Authors must also incorporate a disclosure statement which will acknowledge any financial interest or benefit they have arising from the direct applications of their research.

2. Style guidelines

- Description of the Journal's [article style](#)
- Please use Harvard referencing style for the submitted article
- All symbols and Greek letters should be italicised
- All abbreviations should be spelled in full when they first appear in the text, excluding Abstract.

3. Details on Types of Papers Accepted

Case History: Papers must not simply describe events and activities. The following information must be provided:

- For papers reporting new techniques, the reasons for introducing them must be given along with any literature review or development work carried out and the scientific principles on which the technique is based. An evaluation of the benefits and limitations based on experience gained in the particular application must be supported by actual observations (preferably with performance measures).
- For papers documenting experience in the use of existing techniques, the options considered as well as the basis for adopting a particular method for the particular situation must be given. The basis should be supported by a cost comparison or a comparison of technical suitability. An evaluation of the benefits and limitations based on experience gained in the particular application must be provided and supporting performance data must be given.
- For both types of papers, the selection of parameters used in any analysis carried out should be discussed, preferably supported by appropriate test data.

Literature Review

- Papers must not be a summary of the literature. Along with a technical appraisal of all previous work on the subject, it must result in an improved understanding of the subject. For example, the literature review could comment on the limitations of previous work or disseminate the work within a consistent scientific framework. Literature reviews must contain conclusions and recommendations for potential use in engineering practice.

Theoretical Work

- Papers must not simply describe a theory with its derivation. The following information must be provided. For papers introducing a new theory, a background literature review and the need for developing the new theory must be given, and practical engineering applications must be provided. Comparison with experimental or monitoring data and its conclusions must be given. The assumptions and limitations of application of the theory in engineering practice must be stated. Selected parameters used in any analysis carried out should be discussed, preferably supported by appropriate test data.

Experimental Work

- Papers must not simply describe experiments. A background literature review must be given. The experimental techniques adopted must be clearly described (to the extent that

the experiments can be repeated by others), together with any technique verification, equipment verification and equipment calibration carried out. A statement of accuracy and repeatability must also be provided. Comparison with other experimental work or theories should be given where possible. The conclusions and recommendations must draw reference to engineering applications, with limits of applicability carefully defined.

4. Figures

- It is in the author's interest to provide the highest quality figure format possible. **Please be sure that all imported scanned material is scanned at the appropriate resolution: 1,200 dpi for line art and 600 dpi for grayscale.**
- Figures can be embedded in appropriate places in the text of the manuscript for reviewing. However, authors are also required to upload separate figures for final publication.
- Files should be saved as one of the following formats: TIFF (tagged image file format) or PostScript or EPS (encapsulated PostScript), and should contain all the necessary font information and the source file of the application (e.g. CorelDraw/Mac, CorelDraw/PC).
- All figures must be numbered in the order in which they appear in the paper (e.g. Figure 1, Figure 2). In multi-part figures, each part should be labelled (e.g. Figure 1(a), Figure 1(b)).
- Figure captions must be saved separately, as part of the file containing the complete text of the paper, and numbered correspondingly.
- The filename for a graphic should be descriptive of the graphic, e.g. Figure 1, Figure 2(a).
- Tables should be numbered consecutively and titled. Tables should not repeat data which are available elsewhere in the paper.
- All symbols and Greek letters in figures should be italicised

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A similarity check will be performed on all submissions. The Panel reserves the right to accept or decline any submitted paper.

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9. Submission

To facilitate the reviewing process, all submissions should be made online at the *HKIE Transactions* [Scholar One Manuscripts](http://mc.manuscriptcentral.com/thie) website <http://mc.manuscriptcentral.com/thie>.

New users should first create an account. Once logged on to the site, submissions should be made via the Author Centre. Online user guides and access to a helpdesk are available on this website.

Manuscripts should be submitted in any standard editable format, preferably in Word. These files will be automatically converted into a PDF file for the review process.

Papers that are sent for review are subject to the scrutiny of no less than two referees chosen because of their knowledge in the field concerned, experience in producing a balanced review, and ability to make a firm and fair recommendation in the light of the Institution's policy.

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11. Enquiries

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