

1. Legal Requirements

The author(s) guarantees (guarantee) that the manuscript will not be published elsewhere in any language without the consent of the copyright owners, that the rights of third parties will not be violated, and that the publisher will not be held legally responsible should there be any claims for compensation.

Authors wishing to include figures or text passages that have already been published elsewhere are required to obtain permission from the copyright owner(s) and to include evidence that such permission has been granted when submitting their papers. Any material received without such evidence will be assumed to originate from the authors.

All authors are required to complete a copyright transfer form assigning all rights to the International Consortium on Landslides (ICL). Copyright transfer forms are available from the Editor, or on the web site of ICL.

2. Categories

Contributed articles must suit one of five categories.

- 1) Original papers: Length is 6-10 printed pages.
- 2) Recent Landslides: Length is 1-4 printed pages.
- 3) Technical Development: Length is 1-4 printed pages.
Progress of technology and best practices in monitoring, testing, investigation and mitigation measures.
- 4) ICL/IPL Activities: Usually less than 1 page.
Progress of IPL projects and ICL Committee activities.
- 5) News/Letters: Less than 1 page.
News and reports of meetings, discussion on published articles, and other information.

3. Manuscript Preparation

The instructions for manuscript preparation of "Original Papers" are stated in this section.

The manuscripts for the "Recent Landslides" and "Technical Development" categories should also follow the instructions for the title page and the references, illustrations and tables. However, other parts in the manuscript can be flexible depending on their content and page lengths.

Title page

The title page should contain:

- A concise and informative title
- The name(s) of the author(s)
- The affiliation(s) and address(es) of the author(s)
- The e-mail address, telephone and fax numbers of the communicating author

Abstract

Each paper must be preceded by an *abstract* presenting the most important results and conclusions in not more than 150 words.

Keywords

Three to five key words should be supplied after the Abstract for indexing purposes. The key words must be supplemented by geographic definitions: Country, Region (State, Province), Locality.

Abbreviations and units

Abbreviations should be defined on first mention in the abstract and again in the main body of the text and used consistently thereafter. The international system of units (SI units) should be used.

Footnotes

Footnotes should be avoided whenever possible. Footnotes essential to the text should be numbered consecutively and placed at the bottom of the page to which they refer.

Introduction

The *Introduction* should state the purpose of the work described and give a short review of the pertinent literature.

Methods and equipment

The *methods and equipment* section should follow the Introduction and should provide enough information to permit repetition of any experimental, theoretical or field work.

Results

The *Results* section should describe the outcome of the study. Data should be presented as concisely as possible, if appropriate in the form of tables or figures, although very large tables should be avoided.

Discussion

The *Discussion* should be an interpretation of the results and their significance with reference to work by other authors.

Conclusions

The *Conclusions* section should describe the major results and new findings obtained from the study and their significance for the progress of landslide study as concisely as possible.

Acknowledgements

These should be as brief as possible. Any grant that requires acknowledgement should be mentioned. The names of funding organizations should be written in full.

References

The list of references should only include works that are cited in the text and that have been published or accepted for publication. Citations in the text should be identified by the first author's last name and the date of the publication in parentheses, for example, for one author: James (1997); for two authors: James and Sanford (1998); for three and more authors: James et al. (1999); and the list of references at the end of the paper should be ordered alphabetically under the first author's last name. References by the same author or team of authors should be listed in chronological order. Here are a few examples for the style of references:

Journal article

Sassa K, Wang GH, Fukuoka H (2003) Performing undrained shear tests on saturated sands in a new intelligent type of ring shear apparatus. *Geotechnical Testing Journal*, ASTM, 26(3): 257-265

Book chapter

Wieczorek GF (1996) Landslide triggering mechanisms. In: Turner AK, Schuster RL (eds) Land-

slides investigation and mitigation, Special Report 247, Transportation Research Board, National Research Council, Washington, pp 76-90

Book

Turner AK, Schuster RL (eds) (1996) Landslides investigation and mitigation. Special Report 247, Transportation Research Board, National Research Council, Washington

Proceedings with an editor (without a publisher)

Canuti P, Casagli N, Moretti S, Leva D, Sieber AJ, Tarchi D (2002) Landslide monitoring by using ground-based radar differential interferometry. In: Rybar J, Stemberk J, Wagner P (eds) (2002) Proceedings of the first European conference on landslides, Prague, pp 523-528

Proceedings without an editor (without a publisher)

Hungro O, Evans SG (2001) Two examples of rock slide - debris avalanches from Western Canada. In: Proceedings of Conference on transition from slide to flow - mechanisms and remedial measures, Karadeniz Technical University, Trabzon, 25 - 26 August 2001, pp 55-72

Article in electronic journal by DOI (no paginated version)

Çevik E, Topal T (2003) GIS-based landslide susceptibility mapping for a problematic segment of the natural gas pipe line, Hendek (Turkey). DOI: 10.1007/s00254-003-0838-6

References such as "personal communications" or "unpublished data" cannot be included in the reference list, but should be mentioned in the text in parentheses: this also applies to papers presented at meetings but not yet published or accepted for publication. A date should be given for both "personal communications" and "unpublished data".

Papers which have been accepted for publication should be included in the list of references with the name of the journal and "in press".

Illustrations and Tables

All figures (photographs, graphs or diagrams) and tables should be cited in the text, and each numbered consecutively throughout. The placement of figures and tables should be indicated in the left margin. Figure parts should be identified by lower-case roman letters. For submission of figures in electronic form see below.

Line drawings

Please submit good-quality prints. The inscriptions should be clearly legible.

Half-tone illustrations (black and white and colour)

Please submit well-contrasted photographic prints with the top indicated on the back. *Magnification* should be indicated by *scale bars*.

Plates

Several figures or figure parts should be grouped in a plate on one page.

Size of figures

The figures should either match the width of the column (8.6 cm) or be 13.1 cm or 17.6 cm wide. The maximum length is 23.6 cm.

Figure legends must be brief, containing self-sufficient explanations of the illustrations. Map legends should be placed at the end of the text.

Tables should have a title and a legend explaining any abbreviation used in that table. Footnotes to tables should be indicated by superscript lower-case letters (or asterisks for significance values and other statistical data).

4. Submission of Manuscript

Manuscripts should be submitted in two hard copies and electronic version on CD-ROM.

- 1) Hard copies: 2 double-spaced copies and 2 sets of illustrations.
- 2) Electronic version: text saved in Microsoft Word, and illustrations saved in JPEG or TIFF file.
- 3) Submission address:
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Disaster Prevention Research Institute
Kyoto University
Gokasho, 611-0011, Uji, Kyoto, Japan
Tel: +81-774-38-4112
FAX: +81-774-38-4300
Email:
landslides@landslide.dpri.kyoto-u.ac.jp

Please be sure to include your e-mail address and your fax number.

Please follow the instructions below. The manuscripts and the figures will not normally be returned, unless specifically requested by the authors.

The author is responsible for the accuracy of the references.

5. Electronic Submission of Final Version

Authors of accepted papers are requested to prepare the final version of the manuscript according to the requirements requested by the publishing company "Springer-Verlag".

Please only return the final revised version of your manuscript (two hard copies) and electronic version on diskette(s) or CD-ROM to the "Landslides" Editorial Office.

Preparing your manuscript

Text

The template is available:

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Directory: /pub/Word/journals

File names: sv-journ.zip or sv-journ.doc and

sv-journ.dot

→ via browser:

ftp://ftp.springer.de/pub/Word/journals

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sv-journ.dot

The zip file should be sent un-encoded.

Layout guidelines

1. Use a normal, plain font (e.g., Times Roman) for text. Other style options: – for textual emphasis use italic types. – for special purposes, such as for mathematical vectors, use boldface type.

2. Use the automatic page numbering function to number the pages.
3. Do not use field functions.
4. For indents use tab stops or other commands, not the space bar.
5. Use the table functions of your word processing program, not spreadsheets, to make tables.
6. Use the equation editor of your word processing program or Math Type for equations.
7. Place any figure legends or tables at the end of the manuscript.
8. Submit all figures as separate files and do not integrate them within the text.
3. Menu File – Export – select the right file extension (TIF for TIF-Bitmap).
4. Choose compression (LZW).
5. Insert the name of the figure in the field.
6. Click on: Only marked objects.
7. Click button: Export.
8. Choose colour mode (for colour figures: RGB 24 bit; for black and white photos: greyscale 8 bits; for black and white drawings: black and white).
9. Click: OK.

Data formats

Save your file in two different formats:

1. RTF (Rich Text Format) or Microsoft Word.
2. pdf (a single pdf file including text, tables and figures).

Illustrations

The preferred figure formats are EPS for vector graphics exported from a drawing program and TIFF for halftone illustrations. EPS files must always contain a preview in TIFF of the figure. The file name (one file for each figure) should include the figure number. Figure legends should be included in the text and not in the figure file.

- *Scan resolution:* Scanned line drawings should be digitized with a minimum resolution of 800 dpi relative to the final figure size. For digital halftones, 300 dpi is usually sufficient.
- *Colour illustrations:* Store color illustrations as RGB (8 bits per channel) in TIFF format.
- *Vector graphics:* Fonts used in the vector graphics must be included. Please do not draw with hairlines. The minimum line width is 0.2 mm (i.e., 0.567 pt) relative to the final size.

How to create TIF or EPS files?

To create graphics, please use a standard graphics program. The menus of the programs are all similar. Please use the export function (TIF or EPS) to save your files. EPS is best used for diagrams or graphics with a large proportion of text. Please proceed as follows:

Creating an EPS file:

1. Mark the whole figure (include all elements).
2. Menu Arrange/Order – Group.
3. Menu File – Export – select the right file extension EPS (for encapsulated postscript).
4. Insert the name of the figure in the field.
5. Click on: Only marked objects.
6. Click button: Export.
7. Click on: Text to curves/lines (to avoid conflicts in timesteps for later processes).
8. Click on: Preview.
9. To transmit the bitmap: click on greyscale if you do not want the figure to be in colour or on RGB 8 bit for colour figures.
10. (not available in all programs: use the standard resolution (300 dpi) prescribed by the program.)

Please note: EPS files must always contain a preview of the figure in TIF.

Creating a TIF file (for halftone illustrations: photographs, photographs combined with line drawings, photographs with labelling):

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2. Menu Arrange/Order – Group.

General information on data delivery

– On a CD-ROM

Please always supply the following information with your data: journal title, operating system, word processing program, drawing program, image processing program, compression program. The file name should be memorable (e.g., author name), have no more than 8 characters, and include no accents or special symbols. Use only the extensions that the program assigns automatically.

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