

International Society for Soil Mechanics and Geotechnical Engineering
Conferences, Symposia and Workshops endorsed by the ISSMGE

including

Publication and Open Access Policy

1 Introduction

The ISSMGE is the pre-eminent professional body representing the interests and activities of Engineers, Academics and Contractors all over the world that actively participate in geotechnical and geo-environmental engineering. It has a long-standing tradition of involvement in conferences, symposia, workshops and other meetings to provide forums for discussion on a wide range of topics of direct relevance to the geotechnical engineering profession.

The ISSMGE recognizes that the availability of high quality scientific and technical publications is of paramount importance for the advancement of the geotechnical engineering profession. Readers should have access to the widest possible range of content that is openly shared to enable the most effective research, study, teaching, and practice of geotechnical and geo-environmental engineering and associated fields of application.

The optimum and preferred situation for the Profession is the sustainable open access of all geotechnical engineering publications produced for events endorsed by the ISSMGE. The ISSMGE has made an institutional commitment to the availability of high quality scientific and technical material to the Profession through its own resources and outreach channels, including the ISSMGE website and its databases.

The ISSMGE is noted as being involved with conferences of high quality which is signified by the use of its logo on publicity material associated with events. Accordingly, it is expected that all events endorsed by the ISSMGE will adhere to the guidelines on conference organisation as set out in this document.

2 Publication policy, open access and copyright

The ISSMGE strives for open access policy for all publications under its auspices. The result is the open access of all International Conference proceedings since 1936. The ISSMGE wishes to continue this policy for all ISSMGE endorsed events. The wide availability of high quality scientific and technical publications is restricted by publication procedures, costs and copyrights. The three main players (Author, Publisher and Geo-profession) may have conflicting interests in the publication dissemination process. The primary interests are outlined in Appendix A. This leads on to Appendix B which provides a recommended publication agreement between authors and publishers.

3 Endorsement of conferences and the use of the ISSMGE logo

The organisers of various geotechnical conferences, symposia and events may wish to make use of the ISSMGE logo for publicity purposes and quality assurance. The circumstances under which the ISSMGE logo may be used are described in Appendix C.

4 Conference organisation

The ISSMGE has a long-standing reputation of delivering high quality conferences dedicated to the advancement of geotechnical engineering and involving many of its members who contribute to the ISSMGE Technical Committees that are very well established within the geotechnical community. This combined extensive experience has led to the general guidelines on conference organisation given in Appendix D.

Appendix A: Publishing and Open-Access policy

A1 Introduction

The sometimes conflicting interests in the publication and dissemination process are:

Author

- Retain full copyright to published material
- Review of manuscript prior to publication
- Inclusion of the publication in recognized databases of scientific literature
- Partial re-use of his/her published information in subsequent publications
- Widespread dissemination of manuscript
- Ability for others to use excerpts of published information such as figures, tables or text at no cost and without administrative burden

Publisher

- Obtain complete and exclusive copyright to publication
- Limit cost for producing publications
- Restrict free access to information (commercialization)
- Sale of publications (books, journals etc.) in printed and - increasingly also - electronic format
- Avoid duplicate publication

Geo-profession

- High quality of publication assured by review process
- Ensure open access to the publication
- Limit cost for producing publications
- Limit cost for acquiring publications
- Limit cost for open access of publications
- Avoid duplicate publication

This document outlines the open access and publishing policy of the ISSMGE and provides guidelines for publications.

A2 Rights of Author

The rights of Author(s) are intended to help in their academic and professional work and are subject to the following conditions:

- a. these rights may not be used for commercial purposes;
- b. these rights should not be used in a way that involves duplicate publication that will compete with the Publisher's own publications.

Ownership of the copyright contained in the Manuscript ("the Material") remains with the Author(s). It is the right of Author(s) to re-use part of their Manuscript in other works they create without permission from the other parties, provided the original publication is acknowledged through a note or citation.

A3 Publishing conditions

The Author(s) retain(s) copyright, but assign(s) the Publisher the exclusive right to publish the Material, and to negotiate with the organizing committee of an ISSMGE-endorsed event open access to the Material.

The substantial investment made by the Publisher in protecting and enhancing the quality of the content is recognised. It is necessary, therefore, to impose the following conditions on the use of published Material.

A3.1 Re-use of Material by Author(s)

In assigning publication permission, the right of the Author to use parts of his/her Material elsewhere are retained provided the original publication is acknowledged through a note or citation.

Figures, tables, and other limited extracts may be used without permission as long as they represent less than 20 % of the new work. However, republishing the whole article, or a substantial part of it, requires the permission of the Publisher.

The Publisher shall maintain a firm policy against duplicate publication unless there are exceptional circumstances.

A3.2 Re-use of Material by Others

The re-use of three figures, tables or text extracts less than 100 words in length by third parties is free of charge and permitted without the Author's or Publisher's permission. In all cases the original publication is acknowledged through a note or citation.

All requests to reproduce or re-use the whole or a substantial part of the Material in another publication will be conditional upon the Authors' consent and subject to the Publisher's approval. The party seeking permission will be instructed to write to the Publisher and to obtain the Authors' consent.

A3.3 Employer as copyright holder

In some cases copyright will be held by the Author's employer. If so, the Publisher requires non-exclusive permission to deal with requests from third parties, on the understanding that any requests it receives from third parties will be handled as outlined above (i.e., the author and not the author's employer will be asked to approve the proposed use).

An employer may use material from the Material in reports and elsewhere, but must not republish the whole article or a substantial part of it without permission.

Appendix B: Sample Agreement

Exclusive Publication Agreement

Publisher: _____
Publication Title: _____
Article Title: _____
Article reference no: _____

Corresponding Author's name and address:

1. Statement of rights and acceptance of conditions of publication by the Corresponding Author on behalf of all authors of the article

The Author(s) hereby asserts to be identified as the Author(s) of the Work.

The Author(s) warrant(s) that the Manuscript is based on his/her/their original work, that the Manuscript has not been published before, and is not currently under consideration for publication elsewhere, and that it contains no libellous or unlawful statements and that it in no way infringes the rights of others.

The Publisher is empowered to make such editorial changes as may be necessary to make the work suitable for publication in printed and electronic form. The Corresponding Author will be consulted if substantive changes are required. No changes to the work may be made after the date of first publication, whether in print or digitally, other than for gross factual errors, breach of third party copyright, or content that is defamatory or otherwise unlawful.

The Author(s) retain copyright, but assigns the Publisher the exclusive right to publish the Material, and to negotiate with the organising committee of an ISSMGE-endorsed event open access to the Material.

2. Assignment of Exclusive Publishing Right

(a) Name and address of copyright owner (Corresponding Author):

(b) The owner hereby grants the Publisher exclusive permission to publish the Manuscript in paper, electronic, and facsimile formats, and for electronic capture, reproduction, and licensing in all formats, in whole or in part, in the original and also grants non-exclusive rights to deal with requests from third parties.

Signature: _____

Date: _____

NOTES

The Rights of Author(s) and Publishing Conditions are detailed in Annex A of the ISSMGE document “Conferences, Symposia and Workshops endorsed by the ISSMGE including Publication and Open Access Policy”. Excerpts are cited here for convenience.

Re-use of Material by Author(s)

In assigning publication permission, the right of the Author to use parts of his/her Material elsewhere are retained provided the original publication is acknowledged through a note or citation. Figures, tables, and other limited extracts may be used without permission as long as they represent less than 20% of the new work. However, republishing the whole article, or a substantial part of it, requires the permission of the Publisher.

The Publisher shall maintain a firm policy against duplicate publication unless there are exceptional circumstances.

Re-use of Material by Others

The re-use of three figures, tables or text extracts less than 100 words in length by third parties is free of charge and permitted without the Author’s or Publishers permission. In all cases the original publication is acknowledged through a note or citation.

All requests to reproduce or re-use the whole or substantial part of the Material in another publication will be conditional upon the Authors’ consent and subject to the Publisher’s approval. The party seeking permission will be instructed to write to the Publisher and to obtain the Authors’ consent.

Employer as copyright holder

In some cases copyright will be held by the Author’s employer. If so, the Publisher requires non-exclusive permission to deal with requests from third parties, on the understanding that any requests it receives from third parties will be handled as outlined above (i.e., the author and not the author’s employer will be asked to approve the proposed use).

An employer may use material from the Material in reports and elsewhere, but must not republish the whole article or a substantial part of it without permission.

Appendix C: Geotechnical conferences and events making use of the ISSMGE logo

C1 Publicity and use of the ISSMGE Logo

Conferences endorsed by the ISSMGE are either organised “under the auspices of ISSMGE” or simply “supported by the ISSMGE”. They should be publicised by using the Society’s logo (below) on all publicity, printed material, conference proceedings and websites dedicated to the conference. In all cases, the ISSMGE strongly recommends that the organisers negotiate with the Publisher of the proceedings of the event open access to all the articles.

The normal size of the logo is height 3cm and width 3.7cm though this can be reduced to up to 50% provided the aspect ratio is maintained. Wording on printed and internet publicity should indicate that the conference is organised under the auspices of ISSMGE or supported by the ISSMGE.

The logo can be obtained from the ISSMGE Secretariat email: secretariat@issmge.org



C2 Conferences organised under the auspices of ISSMGE

Quadrennial International Conference

The Quadrennial International Conference is the premier conference to the International Society. As well as the conference sessions, a number of meetings take place during the event including those of the ISSMGE Board and Council. Many of the ISSMGE Technical Committees will also take the opportunity to organise meetings and/or workshop sessions. The general organisation is covered by the ISSMGE Statutes and Bylaws and the venue of the International Conference is normally decided by vote at a Council meeting.

Regional Conferences

There are five Regional Conferences: African, Asian, Australia – New Zealand, European and Pan-American. These are held on a four-year cycle roughly mid-way between successive International Conferences. An ISSMGE Council meeting takes place at one of these conferences. The conferences provide an opportunity to discuss a wide range of geotechnical issues, generally with a regional bias. Representatives of the Member Societies for the region meet during their Regional Conference and select the venue for the next conference.

Technical Committee Conferences

The ISSMGE has a number of Technical Committees that coordinate initiatives in specialist areas of geotechnical engineering. These committees often organise conferences that serve to coordinate the dissemination of their findings to the wider geotechnical community. The conferences may be one-off events though some of the more long-standing Technical Committees have established conferences held usually on a 3 or 4-year cycle.

Note: It is the ISSMGE’s preferred policy that a mechanism is identified by the Publisher and the organisers of the conference, so that papers published in these conferences can be immediately, or in the future, become available through ISSMGE’s online database of papers.

C2.1 Registration Fees

ISSMGE conferences are intended mainly to benefit the geotechnical community and should be organised on a non-profit basis. Conference fees should cover the normal expenses including hire of an appropriate venue, publication of the proceedings, technical visits relevant to the conference, provision of appropriate translation facilities, some refreshments etc. ISSMGE members should be the

main beneficiaries of the conference and non-ISSMGE delegates should be subject to a 10% surcharge on their registration fee. Attendance by students and young engineers is to be encouraged by provision of a discounted registration rate. Details of registration fees etc. should be made available as soon as possible in advance of the conference. The policy of ISSMGE is that there should not be special financial conditions such as the required attendance of authors at the conference.

C2.2 Remittances to ISSMGE

A proportion of the registration fee income for the International Conference and the Regional Conferences provides a source of income for the ISSMGE. The percentage of registration fee income remitted to the ISSMGE in respect of these conferences is set out in the table below:

Conference	Percentage of registration fee income remitted to ISSMGE
Quadrennial International Conference	5%
Regional Conferences	3%
Technical Committee Conferences	0% (no remittance)

C2.3 Support in kind to ISSMGE

ISSMGE Officers are often invited to attend the Quadrennial International, Regional and Technical Committee conferences. It is normal to offer some support in kind, usually in the form of waived registration fees.

C2.4 Special arrangements when hosting ISSMGE Council and Board meetings

Council Meetings: These are organised every 2 years and take place in conjunction with the International Conference and one of the Regional Conferences. The Council Meeting is normally preceded by a Board Meeting. In addition to the provision of a suitable room for the meetings and associated facilities etc. it is expected that the Conference Organisers will also host the President, Secretary General and other officers of the ISSMGE. This will normally involve waived registration fees and assistance with accommodation and should be discussed with the Secretary General.

Board Meetings: The Board meets every 6 – 12 months and meetings are usually held at the venue of an ISSMGE event. Conference organisers normally host the Board on these occasions and it is expected that all Board members will be invited to the associated conference and their registration fees waived. Normally, some assistance with accommodation is provided. Details should be discussed with the Secretary General.

C3 Specialist Conferences not organised by Technical Committees but with support requested from TCs.

Chairs of Technical Committees are approached frequently by international technical groups and organisations that organise conferences and symposia asking for their support, cooperation and involvement. Technical Committee Chairs have no authority to “badge” such conferences and all such requests must be forwarded to the ISSMGE Secretariat for consideration. The Secretary General may, after consultation with the ISSMGE President, request that the ISSMGE be represented on the organising committee for the conference by a member (or members) of an appropriate Technical Committee. It will be a condition of the support of the ISSMGE that it shall be made clear on all publicity material, at the conference venue and in any printed proceedings, that the meeting is supported by the ISSMGE with appropriate use of the ISSMGE logo.

ISSMGE Officers or other prominent individuals are often invited to attend these conferences. It is normal to offer some support in kind, usually in the form of waived registration fees.

C4 Conferences organised by ISSMGE Member Societies and FedIGS Sister Societies (IGS, ISRM and IAEG)

ISSMGE Member Societies and FedIGS Sister Societies (IGS, ISRM, IAEG and IGS) are permitted to use the ISSMGE logo on publicity materials. However, permission to do so must first be obtained from the ISSMGE Secretariat. The Secretary General may, after consultation with the ISSMGE President, request that the ISSMGE be represented on the organising committee for conferences organised by FedIGS Sister Societies as a condition of its permission to use the ISSMGE logo. It will be a condition of the support of the ISSMGE that it shall be made clear on all publicity material, at the conference venue and in any printed proceedings, that the meeting is supported by the ISSMGE with appropriate use of the ISSMGE logo.

ISSMGE Officers or other prominent individuals are often invited to attend these conferences. Whenever possible, some support in kind should be offered, usually in the form of waived registration fees.

Note: ISSMGE encourages member societies to identify a mechanism, so that papers published in these conferences can become available through ISSMGE's online database of papers.

C5 Other geotechnical conferences

Other geotechnical conferences that are approved by Member Societies can be supported by the ISSMGE with use of its logo on publicity materials. The conference organisers need to demonstrate endorsement by their Member Society and should seek approval for use of the logo from the ISSMGE Secretariat. The Secretary General may, after consultation with the ISSMGE President, request that the ISSMGE be represented on the organising committee for the conference as a condition of its permission to use the ISSMGE logo. The President may consult the Technical Oversight Committee (TOC) prior to reaching a decision. It will be a condition of the support of the ISSMGE that it shall be made clear on all publicity material, at the conference venue and in any printed proceedings, that the meeting is supported by the ISSMGE with appropriate use of the ISSMGE logo.

ISSMGE Officers or other prominent individuals are often invited to attend these conferences. It is normal to offer some support in kind, usually in the form of waived registration fees.

Appendix D: Conference organisation

D.1 Introduction

There is a wide range of conferences organised “under the auspices of ISSMGE” or “supported by the ISSMGE”. In order for this to have meaning it is necessary to adhere to a minimum set of requirements as regards the organising committee, any advisory committees, refereeing of papers, setting fees, etc. As a general requirement, it is expected that most members of advisory and organising committees will be members of the International Society for Soil Mechanics and Geotechnical Engineering.

D.2 Organising Committee

The conference organising committee takes responsibility for the administration, detailed organisation and financing of a conference. Thus the Organising Committee comprises mainly individuals local to the host country. Others may be involved, and in particular the organising committee should consult with appropriate officers of the ISSMGE. For the International Conference, these necessarily include the President and Secretary General and for the Regional Conferences the relevant Vice-Presidents must be involved. The organisers of Technical Committee Conferences and other specialist conferences should keep informed the Vice-President for the Region acting as host to a Technical Committee and the Secretary General.

D.3 Advisory Committee

The Advisory Committee is responsible for such issues as the technical programme, keynote speakers, session leaders etc. For the International Conference the committee normally comprises the President, the Vice-President of the region in which the conference is to be held, the secretary or chairman of the Organising Committee for the previous International Conference, two members of the Organising Committee for the current conference and the Secretary General. Comparable arrangements should be made in respect of other conferences. For example, for the Regional Conferences the Vice-Presidents will have a primary role though the President may also be invited to contribute. For Technical Committee Conferences and other specialist conferences some members from the relevant Technical Committees should be involved.

D.4 Papers

The strength of ISSMGE conferences lies in the quality of the published papers and it is the responsibility of the conference organisers to ensure that high standards are maintained. It is expected that the Abstracts and Papers will be reviewed and refereed to ensure that they fall within the scope of the conference and are of an appropriate standard both in terms of technical and presentational quality. The conference organisers will need to establish an appropriate team of referees who are members of ISSMGE and who are knowledgeable of the requirements for the critical review of technical literature. For the International and Regional conferences, refereeing of Abstracts and Papers is normally delegated to the relevant Member Societies though it is expected that members of Technical Committees will be involved. A list of referees involved should normally be printed in the conference proceedings.

D.5 Publication

ISSMGE conferences should result in referable technical literature. There must be a clear statement in the Preface or in some other appropriate place that the published papers have been refereed and giving details of the referee process. Publications have normally been in the form of printed proceedings though alternative forms of publication media can be considered provided that the proceedings can be available for reference in the long-term. A copy of the published proceedings must be sent to SGI-line for inclusion in their Geotechnical Literature Database.

The conference organisers should take the necessary actions to submit the Conference Proceedings for inclusion in recognized databases of scientific literature (i.e. ISI Web of Science, Scopus) to ensure indexing and enhanced visibility of the conference papers.

The conference organisers should negotiate with the publishers of the Conference Proceedings the effective implementation of the ISSMGE Open Access Policy so that free access to all the papers is allowed through an appropriate electronic link or through uploading on the ISSMGE website, either immediately or at least within a short and defined period of time after first publication of the papers.

The conference organisers should promote and encourage the publication of suitable conference papers (modified as necessary) in the ISSMGE International Journal of Geoenvironmental Case Histories.

D.6 Involvement of Technical Committees

The Technical Committees perform an important function for ISSMGE. The committees have members who are both enthusiasts and specialists in their area. They meet regularly to exchange new ideas on technical developments and to develop publications on new guidelines or state-of-the-art reports etc. It is therefore expected that key Technical Committee members will be involved in the organisation and delivery of conference sessions that are directly related to their technical expertise.

D.7 Involvement of practitioners

The ISSMGE aims to cater for the needs of all members of the geotechnical community. Conference organisers are encouraged to ensure a balance between the involvement of academics, researchers and practitioners in the organisation of the conference and in the conference programme. The extent of practitioner involvement will vary depending on the nature of the conference. As a guideline, practitioner involvement in general conferences should preferably not be less than 25% increasing to 50% in the case of practical speciality conferences.

D.8 Exhibitors and sponsorship

It is quite normal for conferences to include a technical exhibition related to the theme of the conference. This is to be encouraged. Conference organisers should recognise that individuals or companies paying for exhibition space often guarantee the financial viability of a conference. The venue for the exhibition should be chosen to be as near to the conference halls as practicable and care should be taken to ensure that delegates have the opportunity and occasion to visit the exhibition. A particularly successful arrangement has been to organise the coffee breaks etc. within the exhibition area. Also, there should normally be an official opening ceremony for the exhibition followed by a period when delegates can visit the exhibition with no other planned conference activities.