

Guidelines For Authors Preparing CGS 'Memoirs'

(Nov 2016)

General

The Canadian Geotechnical Society publishes memoirs of members, former members, and other notable Canadian geotechnical professionals. Memoirs are included in the 'Lives Lived' section of the Canadian Geotechnical Virtual Archives on the CGS website and may also be published in *Geotechnical News*. If you wish to submit a memoir, please follow the guidelines below.

Text

Limit the length to 500 words. Use MSWord, Aerial 12 font and single-line spacing. The text should contain the individual's full name and years of birth and death. In the text, the individuals should be named with their most frequently used name, without initials.

Provide information on the individual's career, major contributions to the geotechnical profession, and work for the CGS where relevant. Mention scholarships, awards, honours and prizes. Include, briefly, names of married partners and children where appropriate, and professional partners. State the cause of death, if it is known and the bereaved family agrees. Information on pre-university life and education is not needed, nor are details of parentage, birthplace, siblings etc.

A memoir is not the place for critical comment - *de mortuis nil nisi bonum*.

Photograph

Try to submit a digital colour or black-and-white photograph (JPEG or TIFF formats) of the individual with a resolution of at least 300 dpi.

Submission

Email the text and photograph to the CGS Executive Director at ExecDir@cgs.ca. The Executive Director will arrange for its distribution, as appropriate, to the Chair of the CGS Heritage Committee, the Editor of *CGS News* (in *Geotechnical News*), and/or the Editor of *CGS-Geotechnical Info Net* (e-News).

Editing

With the aim of consistency, the CGS reserves the right to edit the text and crop the photograph. A member of the CGS Heritage Committee will collaborate with you in the editing and finalizing the memoir.

The CGS Executive Committee approved publication of memoirs in 2010. These Guidelines were prepared by the CGS Heritage Committee in 2010 and updated in 2016.