

IGS HANDBOOK - COMMUNICATIONS

PRINCIPLES AND GUIDELINES FOR IGS PUBLICATIONS and RELATED ON-LINE NEWS MATERIAL

The IGS strives for consistent, clear and helpful publications and related on-line materials in order to promote the IGS mission and brand, exercising quality control and providing for educational and consumable purpose, content to its members and their working communities. The IGS provides principles and guidelines for the following types of IGS publications and related on-line materials, including but not limited to:

- 1) The IGS E-News
- 2) IGS Technical Papers
- 3) IGS Guidelines for IGS Chapter
- 4) Use of IGS Logo
- 5) Guidelines for Reference to the IGS
- 6) Responsibilities for IGS Social Media

1) PRINCIPLES AND GUIDELINES FOR THE IGS E-NEWS

A) PURPOSE AND GOALS

The objectives of IGS News are to:

- a) establish the permanent record of the IGS and its activities
- b) promote the collection and dissemination of information relating to the development and use of geosynthetics
- c) act as a conduit for informing the IGS membership of the decisions and actions taken by the IGS officers and council
- d) notify members of activities organized with the support of or under the endorsement of the IGS
- e) encourage participation in and report on activities organized with the support of or under the auspices of the IGS
- f) keep IGS members informed of the activities of IGS chapters, members, and corporate members
- g) promote the development of the state of the art with respect to geotextiles, geomembranes and related products by informing members of publications, research projects and the activities of technical committees and to promote cooperation in these activities; and
- h) encourage the publication of scientific or technical papers in the official Journal of the IGS and in conferences organized with the support or under the auspices of the IGS.

B) EDITORIAL PROCEDURE AND POLICY

The Council shall appoint an Editorial Board consisting of the IGS President, Vice President and Secretary, the IGS Communications Committee Chair, and an IGS News Editor. The Chairman of the Editorial Board shall be the Communications Chair or his/her appointee.

The Editorial Board is responsible for: (i) reviewing each critical proposed entry into the IGS News and providing feedback and suggestions to the Editor; and (ii) actively searching for information for inclusion in the IGS News and forwarding this information to the Editor. The Editorial Board will meet as needed.

The Communications Committee shall nominate, and the IGS Council shall approve, the appointment of an IGS News Editor, and also, if desired, an Associate Editor(s) for a 2-year term (renewable). The term of the IGS News Editor, and Associate Editor if appointed, will begin on January 1 of odd numbered years (2019, 2021, etc.). The Council shall approve of the Editor(s) at least 3 months prior to the new term. In the event that an Editor does not wish to have his/her appointment renewed, he/she should normally notify the Chairman of the Editorial Board at least 6 months in advance of the expiration of his/her term.

The IGS News Editor is responsible for collecting and editing material for publication in the IGS News. He/She is assisted by members of the Communications Committee and the Editorial Board, the Regional Activities Committees and the IGS News correspondents as developed and communicated with by the Editor. The Editor will review all received information for suitability and edit as appropriate. The Editor shall be responsible for recommending which material will be included as IGS News content and may forward selected material(s) submitted for publication to the Editorial Board for additional review.

The Editorial Board shall have two weeks to review proposed IGS News content provided by the Editor and all proposed content must be approved by no less than two members of the Editorial Board before acceptance. Upon receiving comments and/or approval from the Editorial Board, the Editor will forward accepted IGS News content to the IGS Secretariat for posting to the IGS website.

The Editor and Editorial Board will review all material with a view to being fair to the author and fair to other members of the IGS.

C) CONTENT

IGS News will solicit and publish news relating to geosynthetics from around the world. This news will include:

- a. Items relating to the functioning and the activities of the IGS, including information from:
 - i. the IGS officers
 - ii. the IGS Council
 - iii. the IGS Committees
 - iv. the IGS Task Forces
 - v. the IGS chapters, and
 - vi. the regional or local organizations, not yet being chapters of the IGS

- b. Items relating to the IGS members:
 - i. corporate members
 - ii. individual members
- c. Items relating to non-members where they are judged to be of interest to the IGS membership.
- d. Articles relating to technology transfer (example: summary of conferences, courses, journals, case studies, etc. (case studies shall follow the same general rules established in IGS Guidelines for technical papers)).

Articles relating to research: (example: summaries of new test methods, development of design procedures, research projects, etc.)

- e. Articles relating to standards and regulations.
Articles relating to innovations and new developments (example: new product types, new construction methods, new applications, etc.). Information should be presented in a clear and concise way, illustrated (where possible) with multimedia. .

Material submitted to the IGS News should be sent to the Editor as soon as it is available. Guidelines for the preparation and presentation of contributions are listed in the following section.

D) GUIDELINES FOR SUBMISSION OF MATERIAL FOR PUBLICATION IN IGS NEWS

The IGS News is the vehicle for bringing news relating to geosynthetics from around the world to the attention of members of the IGS. The IGS News Editor relies on members of the IGS to provide all news. Information should be sent as soon as it is available.

When the information is provided in the form of an article, it should preferably be 500 - 1000 words long and, where possible, should include graphics. Graphics should be appropriately labeled. When people are shown in a photograph, they should be identified by name and position (e.g. top row second from left). All graphics shall cite the source.

The IGS News does not publish scientific papers and authors of papers are encouraged to submit their material to one of the official Journals of the IGS (*Geotextiles and Geomembranes* or *Geosynthetics International*).

E) USE OF SUBCONTRACTORS FOR ASSISTANCE IN DEVELOPING E-NEWS CONTENT AND GENERAL IGS COMMUNICATIONS

On occasion, the IGS may seek the services of a subcontractor to assist in the generation and development of E-News content as well as other targeted IGS communications. The subcontractor may be assigned IGS communication related tasks including but not limited to:

- E-News content
- Technical educational content for targeted distribution
- IGS Foundation news and related fund raising efforts
- Social media awareness campaigns
- Etc.

The IGS Subcontractor will be managed by the IGS Communications Committee Chair and/or their designated appointee(s). Assignment direction and feedback will be provided by IGS members specific to the requested task as follows:

- 1) E-News efforts will be coordinated with the IGS Editorial Committee
- 2) Targeted technical education efforts will be coordinated with specific working groups within the IGS Council and/or their invitees
- 3) Social media awareness campaigns will be coordinated with the IGS Young Members Committee and/or their invitees

All non-E-News communication “products” developed for the IGS by the Subcontractor will be reviewed and approved by the IGS Editorial Committee and the IGS Officers before final publication/distribution.

1) GUIDELINES FOR TECHNICAL PAPERS

Technical Papers Published in Cooperation with the IGS

Guidelines of the International Geosynthetics Society (IGS)

The following guidelines are applicable to all technical papers published in cooperation with the IGS, which includes papers published in official journals of the IGS (such as *Geotextiles and Geomembranes* or *Geosynthetics International*) and in proceedings of conferences organized under the auspices or with the support of the IGS.

The following guidelines are intended to prevent commercialism in these papers.

1. Commercial names (company names, product names, brand names, etc.) should not be used in titles of publications (papers, manuals, books, reports, etc.). However, authors should clearly be identified with their position and affiliation.
2. Publications should not include promotion for a product.
3. If products need to be identified in a paper, the brand name can only be used once in the paper. In other places in the paper, the product may be referred to by a symbol, or generically.
4. Exception to these rules must be agreed specifically by the IGS representative on the editorial board, if any, of the considered publication.

2) GUIDELINES FOR CHAPTERS

On any IGS Chapters' letterhead papers:

- the indication of the chapter should be at the top of the letterhead
- the indication that the chapter is part of IGS should be written in the letterhead, just below the chapter's own identification
- the lettering referring to IGS should not be bigger than the lettering referring to the chapter
- Only the logo provide by the Secretary of the IGS will be used in letterhead artwork.

3) GUIDELINES FOR REFERENCE TO THE IGS

There should be no period between the letters of the acronym IGS (i.e., the acronym should be written IGS, not I.G.S).

Also it is preferable to refer to "the IGS" instead of "IGS", e.g., "President of the IGS" is preferred to "President of IGS".

4) THE IGS WEBSITE AND SOCIAL MEDIA

The development and content of the IGS website and IGS managed social media accounts shall be in accordance with policy managed by the IGS Communications Committee.

The IGS Website and Social Media shall be the platform used by the IGS to actively communicate with the IGS members, corporate and related societies.

The IGS Website is the first platform where the news will be uploaded, followed by social media platforms.

IGS managed social media platforms such as but not limited to LinkedIn, facebook, and twitter may be used by the IGS to communicate with its members (events reminders, deadlines, updates) which might not be uploaded on the IGS Website. Posting to these accounts is performed by the Secretariat's Office with editorial review required for only content found questionable and/or technical in content.