PACIFIC EARTHQUAKE ENGINEERING RESEARCH CENTER

UC Berkeley ▪ Caltech ▪ Stanford ▪ UC Davis ▪ UC Irvine ▪ UC Los Angeles ▪ UC San Diego ▪ USC ▪ U Washington

PEER REPORT SUBMISSION GUIDELINES FOR RESEARCHERS

Effective Date: January 2016

1. INSTRUCTIONS FOR SUBMITTING FINAL REPORTS

Before submission, all reports should be formatted **using the PEER template and formatting requirements.** These requirements speed the publishing process for your reports and those of others. The latest template, formatting requirements, and other guidelines can be downloaded at http://peer.berkeley.edu/publications/tools_for_researchers.html. Reports that have not been formatted correctly may be sent back to the author for proper formatting.

We prefer electronic files both in Word and in Adobe PDF. When creating the PDF, in your Adobe PDF Settings font dialog box, choose the "Embed all fonts" option, not "Subset."

If you have any questions about how to use the template or how to format your report, please contact the PEER Publications Coordinator and Editor (peer_editor@berkeley.edu).

Please submit your report via the PEER Online Report Submission system at: http://peer.berkeley.edu/peer_reports/. For username and password access to the page, email Grace Kang at g.kang@berkeley.edu.

2. REPORT REVIEW AND PUBLISHING PROCESS

PEER attempts to review and publish approved reports within three months of receipt. The following sequence occurs from receipt of your report to publication:

- PEER sends your report to the applicable research program committee and/or PI to review the report for stated performance of work and for technical quality.
- If approved by the applicable research committee and/or PI, PEER approves payment of your final invoice.
- After approval, the applicable research committee and/or PI sends the report back to the PEER Publications Coordinator and Editor, or a consulting editor.
- Your report is edited and uploaded to a secure website, where you will have a 2-week period in which to make any necessary modifications.
- Once your modifications are made, the editor finalizes layout and pagination, and sends your report to the printer.
- After approval of the final proof, the report is posted on the PEER website: http://peer.berkeley.edu/publications/peer_reports.html
- Hard copies of the report may be ordered at the PI/lead author's expense. If hard copies are desired please notify Grace Kang at g.kang@berkeley.edu and a quote for printing and shipping will be provided to you.

3. LAYOUT SPECIFICATIONS FOR PEER REPORTS

A template in Microsoft Word is available at http://peer.berkeley.edu/publications/tools_for_researchers.html

4. HOW TO USE THE TEMPLATE

- Download the template file to your Word templates folder
- Save the template
- Create a new document based on the template OR
- Reformat your current document by applying the template page setup and styles

Acknowledgments

The acknowledgment textual requirements for your report are listed in your project contract documentation. Please **copy this text** from your contract into your report acknowledgment section.

Illustrations and Equations

Figures, tables, and equations should be numbered by chapter, then consecutively: Figure 3.2, 3.3, etc., and referenced accordingly in text.

Photographs and Line Art

- **Resolution:** minimum of 300 dpi for photographs; 600 dpi for line art
  - **Recommended: Always create and save** high-resolution copies of your artwork in case they are needed.
  - **Be sure to scale your art before placing;** otherwise, the document file size may be too big and may cause problems in production.
  - **Line widths:** use a minimum of 1 pt whether in drawings or tables.
- **Labels:**
  - Use a minimum font size of 10pt (or big enough to read).
  - Always proof your labels for typos.
- **Color:** Web versions of PEER reports will retain the original colors, but PEER reports are printed in grayscale. When creating line art, assign colors that will be distinguishable when printed as grayscales. For example, solid hues of red and green will look too similar as grayscales, but red and light blue will print with enough distinction. Thin yellow lines will print poorly or not at all. Another way to achieve legibility is to use hatch marks in graphs and to use dots and dashes of different lengths in lines and curves.

Equations

Number consecutively by chapter, with equation number flush right:

Ex: CSRN = CSR eq,M = 7.5 = CSReq / DWFM (1.1)

Numbers and Abbreviations

- Use figures for physical measurements and for numbers above ten.
- With an abbreviated unit of measure, always use a numeral: Ex: 12 ft

References

- References in text should be author-date style: (Jones 1999). Multiple authors: (Hube and Mosalam 2009; Priestley 1997)
- Works cited in text should be listed at the end of the report before Appendices:
  - Arrange alphabetically by author.
  - When citing more than one work by an author, list chronologically, most recent work first.

Miscellaneous

Permissions: Previously published materials must be accompanied by written permission from the author and publisher.