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Guidelines for Submission to *Hong Kong Engineer* and *Hong Kong Engineer Online*

Hong Kong Engineer is the monthly printed Journal of The Hong Kong Institution of Engineers (HKIE), which mainly consists of editorial columns, Institution & Division activities, and notices for information sharing among the members and the industry practitioners. *Hong Kong Engineer Online* (www.hkengineer.org.hk) is the online version of the Journal.

General Notes

- **Editorial** is a section for articles relevant to engineering developments, news of projects or trend and engineering practice in Hong Kong.
- **Institution & Division Activities** is a section for reports of activities organised by the Secretariat, Divisions or Committees.
- The editorial office reserves the right to edit, adopt, rewrite, or discard the contents and photos of the submissions for the Editorial and Institution & Division Activities.
- The Journal will be published in the first week of each month. The latest issue of the Journal will be posted on the *Hong Kong Engineer Online* around the 15th of each month.
- For eNewsletter issuance on the upcoming Division's/Committee's activities, please refer to the separate guidelines – “Guidelines on Information Circulation via the HKIE eNewsletter System” which can be obtained from the HKIE Secretariat - Division & Committee Affairs via email at dc@hkie.org.hk.

Authorised Person for Submission

- Each Division/Committee should assign **two Authorised Persons** to handle the submission for Institution & Division Activities to the Journal. The Secretariat would only accept submission supplied by these two persons.

Materials for Submission

➤ Editorial

| | | |
|-----------------------------|--|------------------------|
| Column open for suggestions | Cover Story, Feature Story / Paper | Engineering News |
| Deadline | nil | the 10th of each month |
| Format | via e-mail by the standard form | |
| Email | editor@hkie.org.hk | |

➤ Institution & Division Activities of the Journal

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| Deadline | <ul style="list-style-type: none"> 5:00pm on the 10th of the month preceding publication <p>OR</p> <p>5:00pm on the preceding Friday of the 10th of the month prior to publication (if the 10th is Saturday or Sunday)</p> <p>* Deadline of submission may be altered due to seasonal holidays. Individual prior announcement will be made to the authorised persons on the changes of the submission deadline</p> |
| Format | <ul style="list-style-type: none"> via email with the submission file attached to hkengineer@hkie.org.hk |
| Confirmation of the receipt of submissions | Acknowledgement email will be sent to the Authorised Persons around the 23rd of the month |
| Late submission | Late submission will not be accepted for the upcoming issue and will be published in the following issue |

Standard Format

Editorial

- Divisions are encouraged to contribute information to the *Feature Story* and *Engineering News*.

Cover Story

- Divisions/Committees should submit a form (Appendix 1) for any suggestions on projects suitable to be featured as the cover story. A lead time of 4-6 months will be needed for processing this form and planning the editorial schedule.
- Once the proposed projects/topics are accepted, Divisions will be invited to submit the article within a given timeframe, usually within two months.

- If there are more projects proposed as cover stories than there is room for accommodating them all, some of them will be used as feature stories in the same issues.

Feature Story/Paper

- Divisions/Committees should submit a form (Appendix 2) for proposing suitable projects as feature stories or technical paper. A lead time of 2-3 months will be needed for processing this form and planning the editorial schedule.
- Divisions will be invited to submit the article within a given timeframe. If there are more projects proposed than there is room for accommodating them all, the feature stories/papers will be prioritised based on the date of acceptance of the topic, which may be subject to change should there be any time-sensitive stories to be published.

Engineering News

- Engineering News include topics on new engineering projects, new development and new products.
- Two forms will be used.
- Divisions should submit a form (Appendix 3) for providing any information regarding new engineering projects and new development.
- Divisions should submit a form (Appendix 4) for providing any information regarding new engineering products.

Institution & Division Activities

- Each submission must follow the standard format listed below:

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|--------------------|--|
| Submissions | <ul style="list-style-type: none"> • Only news and reports of the Division/Committee activities including book prize reports would be accepted • Division/Committee Members' photos and technical articles will not be included |
| Text format | <ul style="list-style-type: none"> • Microsoft Word or Rich Text Format • One single file for one individual report only |
| Content | <ul style="list-style-type: none"> • Title • Text • Author's name with title (eg Ir/Dr/Prof/Mr/Ms) • Photo caption |
| Word limit | <ul style="list-style-type: none"> • Title: 15 words including the type of activities eg "Technical visit/Seminar on" and no abbreviation • Text: 350 in English or 600 in Chinese (Long article exceeding the word limit may need to be cut in two separate articles for publishing in two issues) • Photo caption: 30 words |

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|--------------------------|--|
| Maximum number of photos | One |
| Type of photo | Digital photo |
| Delivery of photos | <ul style="list-style-type: none"> Submitted in separate files of jpg or tif format Please note that digital photos incorporated in Word file cannot be used for production |
| Quality of photos | <ul style="list-style-type: none"> Resolution of at least 300 dpi Photos of poor quality may be rejected |

- Each submission must be marked **IDA** and to which Division/Committee it belongs at the top of the page (eg IDA – YMC).
- For seminar and technical visit, the report should be more vividly written and be able to provide in-depth discussion on the topic.
- A page to include Division/Committee Chairman's Message will be arranged in **August/September** issue of each year. Details will be notified individually in due course.

All submissions are subject to the decision of the Journal Editorial Committee.

To: *Hong Kong Engineer* Editor

E-mail: editor@hkie.org.hk

Cover Stories

Our Division/Committee would like to suggest the following projects as cover stories in the *Hong Kong Engineer*.

| Suggestions for Cover Story (Engineering areas) | Most appropriate months and reasons (award, tender award, completion, etc) | Name of Division/Committee and Author |
|--|---|---------------------------------------|
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* Please refer to the Guidelines for Submission to *Hong Kong Engineer* and *Hong Kong Engineer Online* on the requirements and conditions.

The name of person for making a submission or with further information is:

Name _____ Email _____ Phone _____

Date _____ Fax _____ Mobile _____

Name _____ Email _____ Phone _____

Date _____ Fax _____ Mobile _____

To: *Hong Kong Engineer* Editor

E-mail: editor@hkie.org.hk

Feature Stories

Our Division/Committee would like to suggest the following projects as feature stories / papers in the *Hong Kong Engineer*.

| Month /Year | Suggestions for feature stories / papers (Engineering areas) | Name of Division/Committee and Author |
|-------------|--|---------------------------------------|
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The name of person for making a submission or with further information is:

Name _____ Email _____ Phone _____

Date _____ Fax _____ Mobile _____

Name _____ Email _____ Phone _____

Date _____ Fax _____ Mobile _____

To: *Hong Kong Engineer* Editor

E-mail: editor@hkie.org.hk

Engineering News

Please be informed that the _____ Division/Committee would like to submit the following engineering news for publication in *Hong Kong Engineer*. We understand that the item/s may or may not be published, depending on factors such as the number of other news stories already lined up for publication in the same issue of the journal.

| Engineering News Title | File name | Name of Division/Committee and Author |
|------------------------|-----------|---------------------------------------|
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The name of person for making a submission or with further information is:

Name _____ Email _____ Phone _____

Date _____ Fax _____ Mobile _____

Name _____ Email _____ Phone _____

Date _____ Fax _____ Mobile _____

To: *Hong Kong Engineer* Editor
 E-mail: editor@hkie.org.hk

New Products

Please be informed that we would like to submit the following engineering product for possible publication in *Hong Kong Engineer*.

| Name of new product | Brief description of product | File name | Name of Division/ Committee and Author |
|---------------------|------------------------------|-----------|--|
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The name of person for making a submission or with further information is:

Name _____ Email _____ Phone _____

Date _____ Fax _____ Mobile _____

Name _____ Email _____ Phone _____

Date _____ Fax _____ Mobile _____