

Approved by the Administration Committee 26.2.2002; amended at the Journal Editorial Sub-committee 19.8.2002; approved by the Administration Committee 3.9.2002; amended at the Journal Editorial Sub-committee 24.2.2003; approved by the Administration Committee 4.3.2003; amended at the Journal Editorial Committee 16.11.2004; approved by the Administration Board 5.1.2005; amended at the Journal Editorial Committee 17.8.2012; approved by the Administration Board 6.9.2012; amended at the Journal Editorial Committee 20.2.2014; approved by the Administration Board 6.3.2014; amended at the Journal Editorial Committee 14.8.2014; approved by the Administration Board 4.9.2014; amended at the Journal Editorial Committee 9.4.2015; approved by the Administration Board 7.5.2015; amended at the Journal Editorial Committee 11.10.2018; approved by the Administration Board 1.11.2018; amended at the Journal Editorial Committee 4.4.2019; approved by the Administration Board 2.5.2019; amended at the Journal Editorial Committee 29.10.2020; approved by the Administration Board 5.11.2020; amended at the Journal Editorial Committee 26.08.2021; approved by the Administration Board 09.09.2021; amended at the Journal Editorial Committee (via email circulation) 27.04.2022; approved by the Administration Board 06.05.2022

Guidelines for Submission to *Hong Kong Engineer*

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

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/Committees/Clubs.
- 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.
- Request for withdrawal of submission made before the submission deadline may be accepted. Any late withdrawal request will be reviewed by the Journal Editorial Committee on a case-by-case basis.
- The Journal will be published online in the first week 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/Club should assign **two Authorised Persons** to handle the submission for Institution & Division Activities to the Journal. The Secretariat would only provide access to the digital submission platform to these two persons.

Materials for Submission

➤ Editorial

| | | |
|-----------------------------|---|------------------------|
| Column open for suggestions | Cover Story, Feature Story / Paper | Update |
| Deadline | nil | the 10th of each month |
| Word limit | 3,500 for Cover Story; 2,000 for Feature / Paper | Within 200 words |
| Image | At least 4 for Cover Story; About 3 for Feature / Paper | One |
| Format | Via email by the standard form | |
| Email | editor@hkie.org.hk | |
| Remarks | The Editorial Office reserves the right to review the appropriateness of the photo(s) and edit the photo(s) and content before publishing | |

➤ Institution & Division Activities of the Journal

| | |
|--|--|
| Deadline | <ul style="list-style-type: none"> 5:00pm on the 10th of the month preceding publication <p>OR</p> <ul style="list-style-type: none"> 5:00pm on the preceding Friday of the 10th of the month preceding publication (if the 10th is a Saturday or Sunday) <p><i>* 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</i></p> |
| Format | <ul style="list-style-type: none"> Via the digital submission platform (https://forms.gle/ZWKnPzmKYMgNW981A), access to which will be provided to Authorised Persons Only submissions via the digital submission platform will be accepted |
| Enquiries | 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/Committees/Clubs are encouraged to contribute information to the *Cover Story*, *Feature Story* and *Update*.

Cover Story

- Divisions/Committees/Clubs should submit a form (Annex 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 the form and planning the editorial schedule.
- Once the proposed projects/topics are accepted, Divisions/Committees/Clubs 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/Clubs should submit a form (Annex 2) for proposing suitable projects as feature stories or technical paper. A lead time of 2-3 months will be needed for processing the form and planning the editorial schedule.
- Divisions/Committees/Clubs 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.

Update

- Update includes topics on new engineering projects, new development and new products.
- Divisions/Committees/Clubs should submit a form (Annex 3) for providing any information regarding new engineering projects and new development.
- Divisions/Committees/Clubs should submit a form (Annex 4) for providing any information regarding new engineering products.

Institution & Division Activities

- Each submission must follow the standard format listed below:

| | | |
|----------------------------|--|--|
| Submissions | <ul style="list-style-type: none"> Only news and reports of the Division/Committee/Club activities including book prize reports would be accepted Division/Committee/Club Members' photos and technical articles will not be included | |
| Format | <ul style="list-style-type: none"> Submission via the digital submission platform (https://forms.gle/ZWKnPzmKYMgNW981A), access to which will be provided to Authorised Persons One single submission for one individual report only Submission via email or other channels will not be accepted | |
| Content | <ul style="list-style-type: none"> Title Text Author's name with title (e.g. Ir/Dr/Prof/Mr/Ms) Photo caption | |
| Word limit | Title | Max 15 words including the type of activities e.g. "Technical visit/Seminar on" and no abbreviation |
| | Text | 350 in English or 600 in Chinese (Long article exceeding the word limit shall be split into two articles for publishing in two consecutive issues) |
| | Photo caption | Max 30 words (The position of the participants should be stated clearly in the photo caption, e.g. (L to R), (L), (R), (middle), (left 2nd), etc.) |
| Maximum number of photo | One | |
| Type of photos/images | <ul style="list-style-type: none"> Digital photo in jpg or tif format The photo must be copyright-free and suitable for publishing purpose | |
| Quality of photos/images | <ul style="list-style-type: none"> Resolution of at least 300 dpi and at least 2MB in size Poor-quality photos may be rejected Collaged (Merged) photos will not be accepted Collaged photo/image layout in PPT format will not be accepted | |
| File name of photos/images | <ul style="list-style-type: none"> The file name of the photo/image submitted must include the following details and be named in the following order: IDA_“Division/Committee/Club”_“Issue” e.g. IDA_YMC_July2019.jpg | |
| Remark | The Editorial Office reserves the right to review the appropriateness of the and edit the photo and content before publishing | |

- For seminar and technical visit, the report should be more vividly written and be able to provide in-depth discussion on the topic.
- Pages to include Division/Committee/Club Chairperson's Message will be arranged in **August and 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

Email: editor@hkie.org.hk

Cover Stories

Our Division/Committee/Club 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/Club and Author (Please indicate if the article would be written by the Division/Committee/Club or the copywriters appointed by the HKIE) |
|--|---|---|
| | | |
| | | |
| | | |
| | | |
| | | |

* Please refer to the Guidelines for Submission to *Hong Kong Engineer* (PDF version) and website of *Hong Kong Engineer* on the requirements and conditions.

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

Name _____ Email _____ Tel _____

Date _____ Fax _____ Mobile _____

To: *Hong Kong Engineer* Editor

Email: editor@hkie.org.hk

Feature Stories

Our Division/Committee/Club 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/Club and Author |
|-------------|--|--|
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |

* Please refer to the Guidelines for Submission to *Hong Kong Engineer* (PDF version) and website of *Hong Kong Engineer* on the requirements and conditions.

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

Name _____ Email _____ Tel _____

Date _____ Fax _____ Mobile _____

To: *Hong Kong Engineer* Editor

Email: editor@hkie.org.hk

Update (Engineering News)

Please be informed that the _____ Division/Committee/Club 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 the 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/Club and Author |
|------------------------|-----------|--|
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |

* Please refer to the Guidelines for Submission to *Hong Kong Engineer* (PDF version) and the website of *Hong Kong Engineer* on the requirements and conditions.

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

Name _____ Email _____ Tel _____

Date _____ Fax _____ Mobile _____

To: *Hong Kong Engineer* Editor

Email: editor@hkie.org.hk

Update (New Products)

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

| Name of new product | Brief description of product | File name | Name of Division/Committee/Club and Author |
|---------------------|------------------------------|-----------|--|
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |

* Please refer to the Guidelines for Submission to *Hong Kong Engineer* (PDF version) and website of *Hong Kong Engineer* on the requirements and conditions.

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

Name _____ Email _____ Tel _____

Date _____ Fax _____ Mobile _____