

-R-12

#### BASIC REQUIREMENTS FOR MANUSCRIPTS

Original papers and discussions of current papers should be submitted to the Manager of Technical Publications, ASCE. Authors must indicate the Technical division, technical committee, sub-committee, and task committee (if any) to which the paper should be referred. The final date on which a discussion should reach the Society is given as a footnote with each paper. Those who are planning to submit material will expedite the review and publication procedures by complying with the following basic requirements:

1. Titles must have a length not exceeding 50 characters and spaces.

2. A summary of approximately 50 words must accompany the paper, and a set of conclusions must end it.

3. The manuscript (an original ribbon copy and two duplicate copies) should be double-spaced on one side of 81/2/inch by 11-inch paper. Three copies of all illustrations, tables, etc., must be included.

4. The author's full name, Society membership grade, and footnote reference stating present employment must appear on the first page of the paper. (Authors need not be Society members).

5. Mathematics are recomposed from the copy that is submitted. Because of this, it is necessary that letters be drawn carefully, and that special symbols be properly identified. The letter symbols used should be defined where they first appear, in the illustrations or in the text, and arranged alphabetically in an Appendix.

6. Tables should be typed (an original ribbon copy and two duplicate copies) on one side of  $8\frac{1}{2}$ -inch by 11-inch paper. Specific illustrations and explanation must be made in the text for each table.

7. Illustrations must be drawn in black ink on one side of  $8\frac{1}{2}$ -inch by 11-inch paper. Because illustrations will be reproduced with a width of between 3-inches and  $4\frac{1}{2}$ -inches, the lettering must be large enough to be legible at this width. Photographs should be submitted as glossy prints. Explanations and descriptions must be made within the text for each illustration.

8. The desirable average length of a paper is about 10,000 word-equivalents and the absolute maximum is 15,000 word-equivalents. As an approximation, each full manuscript page of text, table, or illustration is the equivalent of 300 words.

9. Technical papers must be written in the third person.

10. A list of key words and an informative abstract should be provided for information retrieval purposes. (Information on preparation available on request.).

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This Journal is published quarterly by the American Society of Civil Engineers. Publication office is at 2500 South State Street, Ann Arbor, Michigan. Editorial and General Offices are at United Engineering Center, 345 East 47th Street, New York 17, N.Y. \$4.00 of a member's dues are applied as a subscription to this Journal. Second-class postage paid at Ann Arbor, Michigan.

The index for 1964 was published as ASCE Publication 1965-1 (list price \$2.00); indexes for previous years are also available.

EM, HY, SA, SM, ST.

Vol. 91 No. SM 2

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# Journal of the

# SOIL MECHANICS AND FOUNDATIONS DIVISION

## Proceedings of the American Society of Civil Engineers

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CONTENTS

# PIERO SEMBENELLI

March, 1965

#### Papers

Approximation for Terzaghi's Bearing Capacity	
Factors by Raymond J. Krizek	1
Precompression for Support of Shallow Foundations by Harl P. Aldrich, Jr	5
Shallow Foundations by George G. Meyerhof	21
Pile and Pier Foundations         by Ralph B. Peck	33
Settlement Analyses, A Review of Theory and Testing Procedures by H. Bolton Seed	39
Copyright 1965 by the American Society of Civil Engineers. Note.—Part 2 of this Journal is the 1965-15 Newsletter of the Soil Me- chanics Division.	

The three preceding issues of this Journal are dated September, 1964, November, 1964, and January, 1965.

Page

	Page
In-Situ Strength Characteristics of Soft Clays by Iraj Noorany and H. Bolton Seed	49
State-of-the-Art of Floating Foundations by Hugh Q. Golder	81

### DISCUSSION

Unwatering Akosombo Cofferdams, by Donald J. Bleifuss. (March, 1964. Prior discussion: November, 1964. Discussion closed.) by Donald J. Bleifuss (closure)	91
Shear Strength of a Soil After Freezing and Thawing, by Bengt B. Broms and Leslie Y. C. Lee. (July, 1964. Prior discussion: None. Discussion closed.) by Chester W. Kaplar	91
Pore Pressures and Bearing Capacity of Layered Clays, by T. Cameron Kenney. (July, 1964. Prior discussion: January, 1965. Discussion closed.) by D. L. Townsend by M. R. Madhav and A. Sridharan by I. da Silveira	98 102 105
<ul> <li>Yielding and Locking of Confined Sand, by Robert</li> <li>V. Whitman, Edmond T. Miller, and Peter J.</li> <li>Moore. (July, 1964. Prior discussion: None.</li> <li>Discussion closed.)</li> <li>by Phillip A. Abbott, Clark P. Sanger, and</li> <li>Warren J. Baker</li></ul>	107
Variable Factors Theory of Bearing Capacity, by George C. Y. Hu. (July, 1964. Prior discussion: None. Discussion closed.) errata	112
Clay Mineralogical Aspects of the Atterberg Limits, by H. Bolton Seed, Richard J. Woodward, Jr., and Raymond Lundgren. (July, 1964. Prior discussion: January, 1965. Discussion closed.) by Lelia Arcan	113
Consolidation Coefficient: Cohesive Soil Mixtures, by Robert L. Kondner and José R. Vendrell, Jr., (September, 1964. Prior discussion: None. Dis- cussion closed.)	
by Henry W. Janes	117

1

Pressure Cell Observation-Garrison Dam Project, by H. A. Sikso and C. V. Johnson. (September, 1964. Prior discussion: None. Discussion closed.) by Charles J. Monahan	118
Settlement of Buildings on the MIT Campus, by Harry M. Horn and T. William Lambe. (September, 1964. Prior discussion: None. Discussion closed.) by Ulrich W. Stoll. by Thomas E. Phalen, Jr.	120 120
Settlement Response Caused by Footing Groups, by Raymond J. Krizek and Robert L. Kondner. (Sep- tember, 1964. Prior discussion: January, 1965. Discussion closed.) by Hamilton Gray	122 127
Field Observations of Structures Damaged by Settlement, by Donald McKinley. (September, 1964. Prior discussion: None. Discussion closed.) by Gordon A. Fletcher	129
Interpretation of the Consolidation Test, by Carl B. Crawford. (September, 1964. Prior discus- sion: January, 1965. Discussion closed.) by John H. Schmertmann	131
Controlled Water Tests to Preload Tank Founda- tion, by Robert D. Darragh. (September, 1964. Prior discussion: None. Discussion closed.) by Ulrich W. Stoll.	135

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