

ASCE Journal Paper Formatting Instructions

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ABSTRACT:

The abstract should be a single paragraph (250-300 words long) written in plain language that includes a summary of the key conclusions of the manuscript. It should clearly state the purpose of the work, the scope of the effort, the procedures used to execute the work, and major findings. The abstract is the second most important online search discovery element, after the title. Authors should review the abstract to ensure that it accurately reflects the paper and should strive to include any applicable keywords that would likely be used during an online search. Mathematics and references are not permitted in the abstract.

PRACTICAL APPLICATIONS (Optional):

The Practical Applications section is a concise one-paragraph plain-language summary (150-200 words) of the paper written for nonacademic or practitioner audiences to identify the results, relevance, or potential applications the research describes. The structure of the Practical Applications section should aim to answer the question of why someone should read the article and summarize key takeaways in a straightforward and jargon-free manner. You may wish to make connections between your research and the broader goals/challenges of the area of study. Including real-world examples or big-picture takeaways can be helpful to contextualize the findings of your study. Avoid using abbreviations, acronyms, symbols, etc.—and instead use plain language to outline the impact of your research to try to reach a wide audience. Plain language is clear, well-organized text which concisely conveys your message.

AUTHOR KEYWORDS (OPTIONAL): For Technical Notes, Technical Papers, Case Studies, and State-of-the-Art Reviews, authors may include 3 to 10 keywords to describe important concepts that their manuscript covers.

INTRODUCTION:

Please use this section to introduce your manuscript topic. Please note that there is no word count requirement for the introduction, but the maximum length for technical papers and case studies is 30 double-spaced manuscript pages including references, figures, tables, and captions.

MAIN TEXT:

Please use these sections to convey your research within the 30-page limit. Please cite references using the author-date method for in-text references, whereby the citation reads as the last names of the authors, then the year (Smith 2004). Please do not use footnotes or endnotes to cite your references. References should not be numbered in the reference list.

Please ensure that any measurements use Système International (SI) units as the primary units of measure.

Please only use 4 levels of section headings within the manuscript.

Use past tense to describe experiments or tests that have been completed. Previous studies or other research cited in the paper should also be referred to in the past tense. When discussing other matters in the paper (e.g., drawing conclusions), the present tense should be used.

CONCLUSIONS:

At the end of the manuscript text, authors must include a set of conclusions, or summary and conclusion, in which the significant implications of the information presented in the body of the text are reviewed. Authors are encouraged to explicitly state in the conclusions how the work presented contributes to the overall body of knowledge for the profession.

APPENDIXES (Optional):

Appendixes can be used to record details and data that are of secondary importance or are needed to support assertions in the text. Any tables or figures in Appendixes should be numbered sequentially, following the numbering of these elements in the text. Appendixes must contain some text, and need to be more than just figures and/or tables. Appendixes containing forms or questionnaires may be submitted as Supplemental Materials instead. Each Appendix should have a unique title.

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67 **DATA AVAILABILITY STATEMENT:**

68 For all journals, authors are required to provide an explanation regarding data and code in a section
69 titled “Data Availability Statement” before the Acknowledgments or before the References if no
70 Acknowledgments section is present. Within this section, authors should select one or more of the
71 following statements verbatim, with the inclusion of all citations to data, code, or models. This
72 statement should match the Data Availability Statement selected in the submission form.

73 •Some or all data, models, or code that support the findings of this study are available from the
74 corresponding author upon reasonable request. (List items.)

75 •All data, models, and code generated or used during the study appear in the submitted article.

76 •No data, models, or code were generated or used during the study (e.g., opinion or dataless
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82 repository or online in accordance with funder data retention policies. (Provide full citations that include
83 URLs or DOIs.)

84 •Some or all data, models, or code used during the study were provided by a third party. (List
85 items used.) Direct request for these materials may be made to the provider as indicated in the
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88 **ACKNOWLEDGEMENTS (Optional):**

89 Acknowledgments are encouraged as a way to thank those who have contributed to the research or
90 project but did not merit being listed as an author. The Acknowledgments should be brief and indicate
91 what each person did to contribute to the project. Authors can include an Acknowledgments section to
92 recognize any advisory or financial help received. If authors received funding, ensure that the funding is
93 listed in the submission form. This section should appear after the Data Availability Statement and
94 before the References. Authors are responsible for ensuring that funding declarations match what was
95 provided in the manuscript submission system as part of the funder tool. Discrepancies may result in
96 delays in publication.

97

98 **NOTATION LIST (Optional):**

99 Notation lists are optional; however, authors choosing to include one should follow these guidelines:

- 100 •List all items alphabetically.
- 101 •Capital letters should precede lowercase letters.
- 102 •The Greek alphabet begins after the last letter of the English alphabet.
- 103 •Nonalphabetical symbols follow the Greek alphabet.
- 104 •Subscript numerals follow subscript letters.

105 Notation lists should always begin with the phrase, “The following symbols are used in this paper:”;
106 acronyms and abbreviations are not permitted in the Notation list except when they are used in

equations as variables. Definitions should end with a semicolon. The list should not be formatted as a table.

SUPPLEMENTAL MATERIALS (Optional):

Supplemental Materials are elements that cannot easily be printed (e.g., movie files, audio files, animated .GIFs, 3D rendering files), as well as color figures, data tables, and text (e.g., extensive appendixes), that enhance the article but are not vital to support the science presented in the article.

Supplemental Data Materials are not copied, typeset, or proofread, or hosted by ASCE; the author is responsible for accuracy and file functionality. Authors will need to provide a working DOI or URL where the supplemental material may be viewed.

Supplemental materials should be listed under the heading **Supplemental Materials** and should include a description of the contents of the supplemental materials. Two examples have been provided below:

1. Figs. S1–S22 are available online (Insert DOI or URL).

2. Statistical analysis data from SPSS software can be found online. (Insert DOI or URL)

REFERENCES:

Smith, D. E. 2004. "Civil Engineering Analysis." Appl. Mech. Rev., 40 (1), 1–23.
<https://doi.org/10.1115/1.3149529>.

TABLES:

Tables should be either grouped at the end of the manuscript after the References section or uploaded as separate Word files. Tables should be numbered in sequential order (i.e., Table 1, Table 2, etc.). Every table must be called out in the text in sequential order. Tables should include a title and should not include graphics, highlighting, or shading. Tables should not be lists and should read down and across. Please see page 40 in the [author guide](#) for further information on formatting tables.

FIGURE CAPTION LIST:

Authors must provide a double-spaced list of figure captions. This can be at the end of the manuscript text or uploaded as a separate Word file. Figures labeled as Figure 1a, 1b, etc. should have each part of the figure listed in the Figure Caption List. Each caption should begin with the abbreviation “Fig.” followed by an Arabic number, followed by a period:

FIGURE FILES:

Figures should be uploaded as separate files in BMP, EPS, PDF, PS, or TIF/TIFF formats. If using PDF format, authors must ensure that all fonts are embedded before uploading to the Editorial Manager website. Every figure must have a figure number and be cited sequentially in the text.

Color Figures: Figures submitted in color will be published in color in the online journal at no cost. Color figures provided must be suitable for printing in black and white. Color figures that are ambiguous in black and white, and mentions of figure colors in the text, will be returned to the author for revision, and will delay publication. Authors wishing to have figures printed in color must indicate this in the submission questions. There is a fee (\$800 flat fee) for publishing color figures in print.

148 Please see page 43 in the [author guide](#) for further information on figures.