

# PUBLISHING IN ASCE JOURNALS

A GUIDE FOR AUTHORS



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*Errata:* Errata, if any, can be found at <http://dx.doi.org/10.1061/9780784479018>.

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## CONTENTS

<b>About ASCE Journals .....</b>	<b>1</b>
<b>ASCE Library .....</b>	<b>1</b>
<b>Guidelines for Publication .....</b>	<b>2</b>
<b>Types of Journal Content.....</b>	<b>2</b>
Additional Content Types.....	4
<b>Ethical Standards .....</b>	<b>6</b>
<b>Obligations of Authors .....</b>	<b>6</b>
<b>Obligations of Editors.....</b>	<b>6</b>
<b>Obligations of Reviewers.....</b>	<b>7</b>
<b>Authorship.....</b>	<b>8</b>
<b>CrossCheck .....</b>	<b>9</b>
<b>Accusations of Scientific Misconduct or Violations of ASCE Policies .....</b>	<b>9</b>
Dual Submission .....	9
Dual Publication .....	9
Redundant Publication or Fragmentation of Research.....	10
Fabrication and Falsification of Data.....	10
Plagiarism .....	11
<b>Correcting the Literature .....</b>	<b>11</b>
<b>Alerting ASCE of Possible Misconduct .....</b>	<b>11</b>
<b>ASCE Publication Policies .....</b>	<b>12</b>
<b>Peer Review Policies .....</b>	<b>12</b>
Internal Review .....	12
Journal Articles.....	12
Practice Periodical.....	12
<b>Posting Papers on the Internet .....</b>	<b>12</b>
<b>Materials Sharing and Data Availability .....</b>	<b>13</b>
<b>Disclaimer.....</b>	<b>13</b>
<b>Copyright.....</b>	<b>14</b>
<b>ASCE Open Access Options and Rights .....</b>	<b>15</b>
<b>Permission and Reuse of Material .....</b>	<b>15</b>
Using Material from an ASCE Journal or Book .....	15
Credit Lines.....	15
Using Rightslink for Obtaining Permission .....	15
Obtaining Permission from a Business Entity or Photographer.....	16
Consent Forms from People in Photographs .....	16
<b>Peer Review Process .....</b>	<b>17</b>
<b>ASCE Review Decisions.....</b>	<b>17</b>
<b>Appeal of Review Decisions.....</b>	<b>18</b>

<b>Manuscript Submission and Revision Requirements .....</b>	<b>19</b>
<b>PREPARING THE MANUSCRIPT .....</b>	<b>19</b>
Length.....	19
General Flow of the Paper .....	20
Title.....	20
Author Bylines .....	20
Abstract .....	21
Gender-specific Words.....	21
First-Person Usage.....	21
Footnotes and Endnotes .....	22
Mathematics .....	22
SI Units.....	23
Conclusions .....	24
Acknowledgments.....	24
Notation List .....	24
Appendixes.....	25
Supplemental Materials .....	25
References.....	29
Tables .....	32
Figures .....	34
Figure, Table, and text Permissions .....	34
Other Manuscript Elements.....	36
<b>Submitting the Final Version of the Manuscript .....</b>	<b>36</b>
<b>Post-Acceptance .....</b>	<b>38</b>
<b>Production and page proofs .....</b>	<b>38</b>
<b>Just Released Articles.....</b>	<b>38</b>
<b>Promoting Journal Articles .....</b>	<b>39</b>
<b>“Following” Journal Articles .....</b>	<b>39</b>
<b>Quick Guide to Figures.....</b>	<b>40</b>
<b>Submitting Figures as PDF .....</b>	<b>41</b>
<b>Tips on Scanning .....</b>	<b>41</b>
<b>Tips on Preparing Photographs.....</b>	<b>42</b>
<b>Basic LaTeX User Guide for Editorial Manager.....</b>	<b>43</b>
<b>Building the PDF in Editorial Manager.....</b>	<b>43</b>

## ABOUT ASCE JOURNALS

A core mission of ASCE has always been to share information critical to civil engineers. In 1867, then ASCE President James P. Kirkwood addressed the membership regarding the importance of sharing information as the organization's members spread far outside the boundaries of New York City.

“Here, because we are so widespread,... we shall find it more needful to create this other tie, and to maintain it by a regular distribution of so much of the proceedings of the general meetings as will be readable and valuable to the absent members.”—James P. Kirkwood

Volume 1 of the *Transactions of the American Society of Civil Engineers* was published in 1872 and contains technical papers read to the assembled members of the Society at various meetings. These papers explored new techniques, materials, and best practices. Kirkwood spoke of the importance of documenting and sharing the failures in order to improve the practice.

By 1956, the members of the Society had grown and subdisciplines had emerged as divisions. The *Transactions* were now split into the journals of the original divisions.

Today, as in 1867, the journals of ASCE are the media through which civil engineers exchange technical and professional knowledge. Information published in the journals is the archival record of the technical advances of the profession.

ASCE publishes 34 journals across many civil engineering disciplines. Authors are ASCE members and non-members alike. The community surrounding each journal is international and multidisciplinary.

Responsibility for reviewing manuscripts submitted to ASCE for publication rests with the editors and editorial boards of each journal. The Executive Committee or Publications Committee of each division, council, and institute is responsible for the contents of their journals.

## ASCE LIBRARY

The ASCE Library is the online home of journals, conference proceedings, ebooks, and standards. All ASCE journals are available online with full text going back to 1983.

ASCE journal content is highly discoverable and indexed in all the major services, including Google Scholar, Elsevier (Scopus and Engineering Village), Thomson Reuters (ISI, Web of Science, SCI), ProQuest, Civil Engineering Database, TRID, and EBSCO to maximize the discovery of author works.

Information about each journal, such as the Aims and Scope, Editorial Board, Submission links, etc., can be found on the home page of each journal at [ascelibrary.org](http://ascelibrary.org).

## GUIDELINES FOR PUBLICATION

To be acceptable for publication, a manuscript must:

- Be of value and interest to civil engineers.
- Be an original review of past practice, present information, or probe new fields of civil engineering activity.
- Contribute to the planning, analysis, design, construction, management, or maintenance of civil engineering works.
- Contribute to the advancement of the profession by using the journals as a forum for the exchange of experiences by engineers.
- Include a practical applications section whenever possible; theoretical manuscripts should indicate areas of additional research to implement technology transfer.
- Be free of evident commercialism or private interest, but must not obscure proper names when they are required for an understanding of the subject matter.
- Be free of personalities, either complimentary or derogatory.
- Not be readily available elsewhere—it should not have been published previously by ASCE (including a proceeding) or other professional or technical societies, federal agencies, or commercial publishers.
- Be clear and transparent on authorship; ASCE will not review or publish any manuscripts whose authorship is in dispute.
- Be consistent with the purpose of the Society and not contain purely speculative matter, although it can use scientific evidence to challenge current concepts or propose new ideas that will encourage progress and discussion.

## TYPES OF JOURNAL CONTENT

**Technical Papers** — Technical papers are full-length manuscripts of value and interest to civil engineers. They must be original reviews of past practice, present information of current interest, or probe new fields of civil engineering activity. They should report results of thought-provoking studies that contribute to the planning, analysis, design, construction, management, or maintenance of civil engineering works. Technical papers should include a practical applications section whenever possible; theoretical manuscripts should indicate areas of additional research to implement technology transfer. Practical papers are strongly encouraged. Technical papers must have fewer than 10,000 words or word-equivalents.

**Technical Notes** — Technical notes present (1) original, practical information; (2) preliminary or partial results of research; (3) concisely presented research results; and (4) innovative techniques to accomplish design objectives. Technical notes should be no more than 3,500 words or word-equivalents.

**Case Studies** — Case studies describe a method or application that illustrates a new or existing principle or presents an innovative way to solve a problem. Ideally, results should have broad implications and

not be specific to only the case presented. Case studies are judged with the same rigor as technical papers and notes. They may range from 5,000–10,000 words or word-equivalents.

**Discussions** — Discussions present significant comments or questions about the technical content of a technical paper, note, or case study published in an ASCE journal. Discussions may be submitted during a 5-month period following the date of publication of the manuscript and have a suggested limit of 2,000 words. Discussions should not contain matter readily found elsewhere, advocate special interests, contain obvious commercial intent, controvert established fact, or be purely speculative.

Discussions follow the requirements for other manuscripts except that they do not have abstracts, introductions, or conclusions. Separate discussions must be submitted for companion papers (a study presented as multiple parts in the same issue). Numbering of author footnotes, figures, tables, and equations should begin with one (1) and continue sequentially making it clear when a table, figure, or equation being discussed is from the original paper or the discussion or closure.

Directly below the title of the discussion or closure, provide the title, authors, and DOI of the original paper.

**Closures** — Closures are responses written by the author(s) of the original manuscript in response to an accepted discussion. The author(s) addresses and clarifies issues raised in discussions and provides conclusions to the issues. Closures and discussions are published together. Guidelines for formatting a closure are the same as for discussions. Please make sure that those authors involved in the writing of the closure are included in the byline. Not all of the original authors need to be listed.

**Book Reviews** — Book reviews assess new books whose content is judged important. They summarize the work, illuminate its strengths and weaknesses, and place it in context with existing literature. Reviews are limited to 1,200 words. Please note that not all ASCE journals publish book reviews.

The first page of a book review must contain the following information: book title, author(s)/editor(s), publication year, publisher and publisher address, ISBN, price in U.S. dollars, and total number of pages. The reviewer's name and affiliation must also be provided.

**Editorials** — An editorial is a brief opinion piece, normally written by the editor, concerning the scope, content, direction, or philosophy of the journal or a policy issue concerning engineering research or its application. Editorials are occasionally invited but not reviewed. Contributions are usually short, not exceeding one or two printed pages or 1,000–2,000 words, and rarely contain tables, figures, or references. Editorials require a title and author's byline with current affiliations.

**Forums** — A forum is a thought-provoking opinion piece or essay founded in fact, sometimes containing speculation, on a civil engineering topic of general interest and relevance to the readership of the journal. Its purpose is to stimulate discussion rather than document an advance in research or its application. A forum is subjected to either partial or full peer review, depending on the subject matter and recommendation of the editor. Forums are usually two to five printed pages or 2,000–5,000 words.

Tables, figures, and references are often included but an abstract is unnecessary. Forums require a title and author's byline with current affiliations.

### **Corrections —**

- **Errata:** Corrections of published errors. If errors are serious enough to impair understanding or mislead readers, authors should submit errata through the submission website for review by the managing editor and production manager. Errata are published in the earliest available issue.
- **Notice of Redundant Publication:** Notification to the readers that significant content in the paper may have already been published in the authors' previous published work.
- **Expression of Concern:** Notification to the readers that the paper is being investigated.
- **Retraction:** Notification that the paper is no longer considered a viable contribution to the journal. Retracted papers are noted with the word "Retraction" added to the title. Retracted papers are not removed from ASCE publications.

**Companion Papers —** Companion manuscripts must be submitted at the same time to ensure they are reviewed together and will publish together if both are accepted. Generally, companion manuscripts are reviewed by the same editors and reviewers; however, they can be reviewed as separate articles if the editor deems it is the most appropriate and logical presentation of the work. If the work would more logically be presented as a single paper, the set will be returned to the author(s) for revision as a single paper.

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## **ADDITIONAL CONTENT TYPES**

The *Journal of Geotechnical and Geoenvironmental Engineering* contains the following content type:

**Technical Breakthrough Abstract —** Short contributions that present original, concise, and practical information regarding an important new breakthrough relevant to geotechnical engineering. Technical breakthrough abstracts may contain figures, tables, and references but may not exceed one published page (single side) in the journal, which corresponds to a length of approximately 800 words or word-equivalents.

The *Journal of Legal Affairs and Dispute Resolution in Engineering and Construction* contains the following content types:

**Scholarly Papers —** Scholarly papers are original, well-researched, referenced, and analyzed papers typically ranging from 4,000–9,000 words. Papers address the subject matter's impact on the execution of engineering and construction projects. Articles discussing jurisprudence fall in this category.

**Legal Notes —** Legal notes emphasize the specific practice and application of laws. They are usually 1,500–9,000 words in length.

**Features —** Feature articles describe a subject of current public interest and are written to apprise the readership of the main issues and developments in the matter. Features are typically 2,500–7,500 words in length.

**Letters to the Editor** — Short letters range from 400–1,500 words; longer letters are up to 4,000 words. Letters should meet a high technical and scientific standard and be referenced, where possible, especially the longer letters.

**Synopses of Court Verdicts** — Synopses are write-ups on a recent court verdict, typically ranging from 1,500–3,500 words, which trace the history, developments, and outcome of the court verdict and explain its effect on contract administration.

**Conference Reviews** — Conference reviews are short yet full accounts or descriptions of any conference, seminar, or symposium on law and dispute resolution. This review must discuss a recent event. The length of such articles must be between 800–2,400 words.

Discussions and closures may be submitted for Features, Scholarly Papers, Case Studies, and Legal Notes.

## ETHICAL STANDARDS

### OBLIGATIONS OF AUTHORS

- An author's central obligation is to present a concise account of his or her research, work, or project completed with an objective discussion of its significance.
- Submitted manuscripts should contain detail and reference to public sources of information to allow the author's peers to repeat the work or otherwise verify the accuracy. All reasonable requests by editors or reviewers for materials, data, and associated protocols should be fulfilled. Authors should clearly note any data sharing restrictions in their cover letter when submitting (see ASCE Policy on Materials and Data Sharing on page 16).
- The manuscript must not contain plagiarized material or falsified research data. ASCE is a member of the Committee on Publication Ethics (COPE). As a member, ASCE follows the guidelines recommended by COPE outlined at [publicationethics.org](http://publicationethics.org).
- Fragmentation of research papers should be avoided. An engineer or scientist who has done work on a several related systems should organize publication so that each manuscript gives a complete account of a particular aspect of the general study.
- ASCE will not review or publish manuscripts that have been previously published in print or online.
- Authors should refrain from criticizing another manuscript by personally attacking the author.
- To protect the integrity of authorship, only persons who have significantly contributed to the research or project and manuscript preparation should be listed as coauthors. The corresponding author will attest to the fact that any others named as coauthors have seen the final version of the paper and agreed to the submission for publication.
- It is inappropriate to submit manuscripts with an obvious commercial intent.
- It is inappropriate for an author to either write or coauthor a discussion on his or her own published manuscript, except in the case of a closure to the discussion.

### OBLIGATIONS OF EDITORS

- The primary responsibility of an ASCE journal editor is to ensure an efficient and fair review process of manuscripts submitted for publication, and to establish and maintain high standards of technical and professional quality.
- Criteria of quality are originality of approach, concept, and/or application; profundity; and relevance to the civil engineering profession.
- An editor shall give unbiased consideration to all manuscripts offered for publication and shall judge each on its merits without regard to any personal relationship or familiarity with the author(s), or to the race, gender, sexual orientation, religious belief, ethnic origin, citizenship, professional association, or political philosophy of the author(s).
- The editor and editorial staff shall disclose no information about a manuscript under consideration to anyone other than those from whom professional advice regarding the

publication of the manuscript is sought. The names of reviewers shall not be released by the editors or editorial staff.

- An editor who authors or coauthors a manuscript submitted for consideration to the journal with which that editor is affiliated, shall not review that work. If after publication, the editor-author's work merits ongoing scientific debate within the journal, the editor-author shall accept no editorial responsibility in connection therewith.
- An editor shall avoid conflicts of interest and/or the appearance thereof. An editor shall not send a manuscript to reviewers who are known to have personal bias in favor of or against the author or the subject matter of that manuscript.
- Unpublished information, arguments, or interpretations contained in a submitted manuscript are confidential and shall not be used in the research of an editor or associate editor, or otherwise disseminated except with the consent of the author and with appropriate attribution.
- If an editor is presented with convincing evidence that the substance, conclusions, references or other material included in a manuscript published in an ASCE journal are erroneous, the editor, after notifying the author(s) and allowing them to respond in writing, shall facilitate immediate publication of an errata. If possible, an editor shall also facilitate publication of appropriate comments and/or papers identifying those errors.
- If an editor is presented with convincing evidence that a manuscript or published paper contains plagiarized material or falsified research data, the editor shall forward such evidence to the managing editor for investigation.
- ASCE, and by extension all ASCE appointed editors, are members of the Committee on Publication Ethics (COPE). ASCE generally follows the guidelines and recommendations as published by COPE.

## OBLIGATIONS OF REVIEWERS

- Because qualified manuscript review is essential to the publication process, all engineers and scientists have an obligation to do their fair share of reviews.
- If a reviewer feels inadequately qualified or lacks the time to fairly judge the work reported, the reviewer shall decline the invitation to review in a timely manner.
- A reviewer shall objectively judge the quality of a manuscript on its own merit and shall respect the intellectual independence of the author(s). Personal criticism is never appropriate.
- A reviewer shall avoid conflicts of interest and/or the appearance thereof. If a manuscript submitted for review presents a potential conflict of interest or the reviewer has a personal bias, the reviewer shall return the manuscript promptly without review, and so advise the editor.
- If a reviewer receives for review a manuscript authored or coauthored by a person with whom the reviewer has a personal or professional relationship, the existence of this relationship shall be promptly brought to the attention of the editor.
- A reviewer shall treat a manuscript received for review as a confidential document and shall neither disclose nor discuss it with others except, as necessary, to persons from whom specific advice may be sought; in that event, the identities of those consulted shall be disclosed to the editor.

- Reviewers shall explain and support judgments adequately so that the editor and author(s) may understand the basis for their comments. Any statement that an observation, derivation, or argument has been previously reported shall be accompanied by the relevant citation.
- A reviewer shall call to the editor's attention any substantial similarity between the manuscript under consideration and any published paper or any manuscript submitted concurrently to another journal.
- A reviewer shall not use or disclose unpublished information, arguments, or interpretations contained in a manuscript under consideration, except with the consent of the author and with appropriate attribution.
- If a reviewer has convincing evidence that a manuscript contains plagiarized material or falsified research data, the reviewer shall notify the editor as ASCE journals staff immediately. The reviewer should not contact the author directly.

## AUTHORSHIP

To protect the integrity of authorship, only persons who have significantly contributed to the research or project and paper preparation shall be listed as coauthors. The corresponding author attests to the fact that any others named as coauthors have seen the final version of the paper and have agreed to its submission for publication. An author who submits a manuscript for publication accepts responsibility for having properly included all, and only, qualified coauthors. ASCE will not consider papers if the authorship is in dispute.

The Committee on Publication Ethics (COPE) has the following advice on authorship:

1. Check the author(s)' institution for policies on authorship.
2. Research team members should have open discussions from the very beginning about authorship. Team members should continue to discuss the roles of each player as the project progresses and keep a written record of the decisions.
3. Documentation should be kept on who is performing which tasks throughout the research.
4. Authorship should be decided prior to the writing of the paper. The entire research team should know what to expect. [Albert, T. and Wager, E. (2003). "How to handle authorship disputes: A guide for new researchers," The COPE Report, Committee on Publication Ethics, <http://publicationethics.org/resources/guidelines>]

ASCE does not allow changes to the author byline, to include the order of the authors, after the paper has been accepted. During review, any changes must be verified by every author on the paper. Authors cannot be removed without their explicit permission.

Acknowledgments at the end of the paper are encouraged as a way to thank those who have contributed to the research or project but did not merit being listed as an author. The Acknowledgments should indicate what each person did to contribute to the project.

## CROSSCHECK

ASCE is a member of CrossCheck and employs the CrossCheck tool, powered by iParadigms, to evaluate the originality of work submitted to the journals. CrossCheck evaluates the text of a submitted paper against a large database of published journal content and non-journal content on the Internet. A similarity report is provided to ASCE staff and the editors in evaluating the originality of work.

Papers that are found to have excessive overlap with the author(s)' previous work may be returned to the author with a request to revise the overlap and/or verbatim sections.

Papers that are found to have excessive and unattributed overlap with published works authored by others will be subject to review by the editors and possibly the corresponding author's institution.

## ACCUSATIONS OF SCIENTIFIC MISCONDUCT OR VIOLATIONS OF ASCE POLICIES

ASCE is a member of the Committee on Publication Ethics (COPE) and as a general rule follows the guidelines set forth by COPE regarding issues of scientific misconduct. This section provides insight into the process that ASCE staff and editors employ when issues arise or accusations are sent.

Manuscripts submitted to ASCE are considered confidential and will not be shared. If a paper is under investigation for possible misconduct, ASCE may share the manuscript with editors of ASCE and non-ASCE journals also investigating the matter.

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### DUAL SUBMISSION

**Definition** — ASCE will not review papers that are being reviewed elsewhere. ASCE performs a duplicate submission check that looks for similar papers throughout the ASCE journal database. If ASCE discovers that a paper in review is also in review elsewhere, ASCE will contact the other journal and request a copy of the manuscript for evaluation.

**Action** — If it is discovered that the same or very similar papers have been submitted to more than one ASCE journal, both papers will be rejected. If a paper in review appears to be in review at another non-ASCE journal, ASCE will ask the author for an explanation and, barring an honest mistake, likely reject the paper in review.

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### DUAL PUBLICATION

**Definition** — ASCE does not review or publish material that has been published already. This includes publication in other ASCE journals, books, and proceedings. ASCE expects that all submissions are novel and original to the author. See Redundant Publication below. **NOTE:** Papers included in the Transportation Research Board (TRB) Annual Meeting Compendium are considered published and cannot be submitted to ASCE for publication without significant additions and revisions. Authors who intend to submit a TRB conference paper to an ASCE journal must opt-out of inclusion in the compendium.

**Action** — The papers in question will be evaluated for similarity. The authors will be asked for an explanation. The publisher of the similar paper will be contacted. If the investigation by ASCE finds that the paper meets the definition of dual publication, the paper may be retracted and the author's institution notified of the action. Authors who are members of ASCE that are found to be in violation of ASCE policies may also be subject to investigation by the ASCE Committee on Professional Conduct.

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## REDUNDANT PUBLICATION OR FRAGMENTATION OF RESEARCH

**Definition** — ASCE expects that submitted papers contain at least 50% new content and that the remaining 50% not be verbatim to previously published work. Authors are encouraged to build on previous work and submit new papers, so long as the submitted paper offers significant information. Conference papers included in an ASCE or non-ASCE proceedings are held to the same standard. **NOTE:** Papers included in the Transportation Research Board (TRB) Annual Meeting Compendium are considered published and cannot be submitted to ASCE for publication without significant additions and revisions. Authors who intend to submit a TRB conference paper to an ASCE journal must opt-out of inclusion in the compendium.

**Action** — Fragmentation of research is not acceptable. Papers in review that are found to contain excessive overlap to other papers either published or in review will be evaluated using CrossCheck as well as an editor evaluation. Authors will be asked to provide an explanation on the differences between the papers in question. If an editor feels as though the submitted manuscript is redundant to already published materials, the paper will be rejected. Published papers that are found to contain excessive overlap are subject to a Notification of Redundant Publication. If the published overlap finds ASCE in violation of another publisher's copyright, ASCE may retract the paper. The author(s)' institution may be notified.

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## FABRICATION AND FALSIFICATION OF DATA

**Definition** — According to the U.S. Office of Research Integrity, fabrication of data is "making up data or results and recording or reporting them" and falsification is "manipulating research materials, equipment, or processes, or changing or omitting data or results such that the research is not accurately represented in the research record" ([ori.hhs.gov/definition-misconduct](http://ori.hhs.gov/definition-misconduct)).

**Action** — Fabricating or falsifying data is a major violation of proper scientific conduct. Authors accused of either violation will be asked to supply all supporting data and results for evaluation. If ASCE and its editors find cause for further investigation, the issue may be referred to the author(s)' institution and/or funding agency for investigation. Authors who are members of ASCE may also be reported to the ASCE Committee on Professional Conduct. ASCE journals may issue an Expression of Concern during any investigation. If wrongdoing is determined, the offending paper(s) will be rejected or retracted and the authors may be banned from publishing with ASCE in the future.

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## PLAGIARISM

**Definition** — “Plagiarism is the appropriation of another person's ideas, processes, results, or words without giving appropriate credit” ([ori.hhs.gov/definition-misconduct](http://ori.hhs.gov/definition-misconduct)).

**Action** — ASCE journals use CrossCheck, powered by iThenticate, to compare submitted papers to already published works. Authors may be asked to explain similarities. Follow-up investigation and action depends on the nature of the offense. If a paper is found to have deliberately plagiarized works of another, the paper will be rejected or retracted and the author(s)' institution will be notified. Authors who are members of ASCE may also be reported to the ASCE Committee on Professional Conduct.

## CORRECTING THE LITERATURE

ASCE has a responsibility to the engineering profession and the scientific community to ensure that known errors or misrepresentations are corrected in the literature.

Minor errors of fact or omission may be corrected by publishing an erratum. An erratum must be approved by the managing editor and will be reserved for errors that will impede the readers' understanding of the text. Minor typographical errors are typically not worthy of an erratum. Once approved, the erratum will be published online and in the next available print issue. The erratum and the original article will be linked in the ASCE Library under the “Editorially Related” section or tab.

Major errors may result in the retraction of a paper. A retraction essentially tells the readers to disregard the original work. That said, retracted papers are still available to readers. The title of the original paper will be appended with the word “Retracted.” The PDF will also be watermarked with the word “retracted.” An explanation will be published and digitally linked to the paper. ASCE strives to be precise in explaining why a paper has been retracted. Retractions that lack specificity will not be permitted. ASCE will always consult with an author prior to retracting a paper, but in cases where wrongdoing has been confirmed or ASCE faces potential legal repercussions, a retraction may be published without the author(s)' consent.

All corrections published are included in feeds to all abstracting and indexing services allowing for quick updates. All corrections are published online and in print and are available for readers for free (no subscription or registration required).

## ALERTING ASCE OF POSSIBLE MISCONDUCT

ASCE will keep confidential the names and affiliations of individuals who report possible misconduct related to the authors, editors, and reviewers associated with ASCE journals. Individuals wishing to make a report should contact the ASCE managing editor at [journal-services@asce.org](mailto:journal-services@asce.org). Accusations must be specific in order to allow for ample investigation.

## ASCE PUBLICATION POLICIES

### PEER REVIEW POLICIES

#### INTERNAL REVIEW

If the author(s)' employer or funding agency requires an approval process prior to a paper being published, those approvals must take place before submitting a paper to the journal. Likewise, any required approvals for revised manuscripts must be done during the author review period. ASCE will not allow extensive changes or delays for papers post-acceptance. Papers with extensive revisions will be withdrawn and sent back through the review process.

#### JOURNAL ARTICLES

Technical papers, notes, and case studies must be reviewed by at least two competent reviewers. The editor must receive an agreeing review from one of the reviewers in order to render a decision of accept or decline. ASCE's goal is to have manuscripts complete their initial review within 45 days. Revisions and re-review are frequently required conditions of acceptance.

Discussions, closures, editorials, and forums only require a review by the editor. Corrections are reviewed by the managing editor and production manager.

#### PRACTICE PERIODICAL

Manuscripts submitted to ASCE's *Practice Periodical of Structural Design and Construction* only require one review to accept or decline a manuscript. The review is performed by either an editor or a qualified individual selected by the editor.

### POSTING PAPERS ON THE INTERNET

Authors may post the **final draft** of their work on open, unrestricted Internet sites or deposit it in an institutional repository when the draft contains a link to the bibliographic record of the published version in the ASCE Civil Engineering Database. "Final draft" means the version submitted to ASCE after peer review and prior to copyediting or other ASCE production activities; it does not include the copyedited version, the page proof, or a PDF of the published version.

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10 <sup>6</sup>	Mega	M
10 <sup>3</sup>	Kilo	k
10 <sup>2</sup>	Hecto	h
10 <sup>1</sup>	Deka	da
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$\{b\}$  = augment vector;

$E()$  = expectation operator;

$e = 2.718281828$ ;

$F$  = Froude number;

$F_d$  = downstream Froude number;

$F_0$  = approaching Froude number;

$g$  = gravitational acceleration;

M = Mach number;  
R = Reynolds number;  
Ri = Richardson number;  
S = Strouhal number;  
U = degree of consolidation;  
 $U_t$  = average degree of consolidation;  
 $u$  = excess pore water pressure;  
 $\{u\}$  = excess pore water pressure vector;  
 $u_t$  = excess pore water pressure at any time  $t$ ;  
W = Weber number;  
 $w$  = out-of-plane displacement;  
 $\alpha$  = coefficient;  
 $\Delta S$  = elemental surface area;  
 $\Delta\phi = \phi(t + T) - \phi(t)$ ;  
 $\xi = H_{im_0}^{1/2}$ ; and  
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- Frame Rate 25 frames per second

#### Supplemental Audio Submissions

Audio files may also be submitted to ASCE. Acceptable file formats include .pcm, .wav, .aif, and .mp3 at 128 Kbs or greater. Audio files should be named [filename.xxx]. For example, the file for the article's first supplemental audio item would be called "Audio S1.wav."

The following formats are acceptable for audio files:

- PCM, WAV, AIFF, MP3 (at 128 Kbs or greater)
- Audio Parameters
  - 44,100 or 48,000 samples per second
  - 16 Bit
  - Stereo or Mono

### Supplemental Figure Submissions

All supplemental figures must include a figure caption, and all supplemental figures must be consecutively numbered. Supplemental figures should be submitted together in a single PDF file that contains the caption directly below the figure. **NOTE:** This statement does not apply to animated .gif files. Each figure should be formatted to fit on a single page. Figures that contain multiple parts should also be formatted to fit on a single page, whenever possible.

### Supplemental Text Submissions

Acceptable file formats for supplemental text files (including supplemental Appendixes) are .txt and PDF. Proprietary file formats such as .doc, .docx, and .wpd are not acceptable.

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When submitted, information about the media file will be requested. A caption or description of the media file content (similar to a typical figure caption) will be required, and metadata (outlined in the table below) will be optional.

Following are the metadata elements:

Name	Description
Caption/ Description	Textual caption/description of media object content. <i>Required.</i>
Type	The nature or genre of media content, such as video or audio. <i>Optional.</i>
Format	Media filetype description, such as Quicktime, AVI, DV, MPEG, PCM, or WAV. <i>Optional.</i>
Duration	The duration of media object playing time (in seconds). Applicable to video or audio media. <i>Optional.</i>
Frame size	For video only (not still images): Video image size (height x width, in pixels). <i>Optional.</i>
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## REFERENCES

ASCE uses the author-date method for in-text references, whereby the source reads as the last names of the authors, then the year (e.g., Smith 2004 or Smith and Jones 2004). A References section must be included that lists all references alphabetically by last name of the first author. References must be published works only. Exceptions to this rule are theses, dissertations, and “in press” articles, all of which are allowed in the References list. References cited in text that are not found in the reference list will be deleted but queried by the copyeditor. Likewise, all references included in the References section must be cited in the text.

Examples of reference formatting are below.

**Books** — If a whole book is used (or pages here and there throughout the book), page numbers need not be given. If no author is listed, titles should be alphabetized. If a specific chapter is being used, the chapter title and inclusive page numbers should be included. Reports must include the full institution name and location.

Evans, G. M., and Furlong, J. C. (2003). *Environmental biotechnology: Theory and applications*, Wiley, Chichester, U.K.

*Moody's municipal and government manual*. (1988). Moody's Investors Service, New York.

**Building Codes and Provisions** — Building codes, provisions, and standards should be listed alphabetically by the name of the promulgating institution. If a title and code number are given, the title should be in quotes, and the code number in italics; if only a title is given, the title should be in italics.

ACI (American Concrete Institute). (1989). “Building code requirement for reinforced concrete.” *ACI 318-89*, Farmington Hills, MI.

Building Officials and Code Administrators International (BOCA). (1993). *The BOCA national building code*, Country Club Hills, IL.

CEN (European Committee for Standardization). (1992). “Design of steel structures, part 1.1.” *Eurocode 3*, Brussels.

**Electronic Materials** —

**CD-ROM**—The section, chapter, and page numbers should be provided if available:

Liggett, J. A., and Caughey, D. A. (1998). “Fluid statistics.” *Fluid mechanics* (CD-ROM), ASCE, Reston, VA, Section ..., Chapter ..., pp. ...

**Website**—The following elements should be included: author's name (if known); year of publication or last revision (if available); full title of the document, in quotation marks; title of the complete work (if applicable), in italics; full web address, enclosed within angle brackets; and date of the visit (if

applicable), in parentheses. If the Web page shows no year of publication, the year of the visit may be used in its place.

Arizona Dept. of Commerce. (2005). "Community profile: Hualapai Indian Reservation." <http://www.azcommerce.com/doclib/commune/hualapai.pdf> (Mar. 17, 2014).

"Acquisition reform network." (1998). *Arnet*, <http://www.arnet.gov> (Jan. 21, 2010).

**Journal Articles** — The standard format for a paper published in a U.S. journal is as follows:

Beskos, D. E. (1987). "Boundary element methods in dynamic analysis." *Appl. Mech. Rev.*, 40(1), 1–23.

**ASCE Journals** — ASCE no longer uses page numbers and has adopted a new format for its references (including those older papers that still contain page numbers). Use the following style for citation to an ASCE journal:

Authors. (Year of initial publication). "Title of paper." *Journal abbr.*, DOI, CID/page range.

Irish, J. L., and Resio, D. T. (2013). "Method for estimating future hurricane flood probabilities and associated uncertainty." *J. Waterway, Port, Coastal, Ocean Eng.*, 10.1061/(ASCE)WW.1943-5460.0000157, 04013015.

**ASCE Committee/Technical Reports** — ASCE committees, task forces, etc. publish reports, proposed codes and standards, commentaries on codes and standards, and so on. The committee is the author.

ASCE Task Force on Friction Factors in Open Channels. (1963). "Friction factors in open channels." *J. Hydraul. Div.*, 89(2), 97–143.

**Foreign Journals** — Authors may want to give an English translation of a non-English-language title. Some non-English-language journals also have titles and abstracts in English, with the research papers being in the foreign language.

Glock, D. (1977). "Überkritisches Verhalten eines starr ummautelten Kreisrohres bei Wasserdruck von aussen und Temperaturdehnung [Critical behavior of liners of rigid pipeline under external water pressure and thermal expansion]." *Der Stahlbau*, 7, 212–217 (in German).

The original title should not be included if the language uses an alphabet other than Latin (Cyrillic, CJK, etc.).

**In-Press Articles** — Articles that are "in press" (i.e., those that have been accepted but have not yet been published) may be included in the References list. Include the year of acceptance, if possible, or the current year as follows:

Dasgupta, G. (2008). "Stiffness matrix from isoparametric closed form shape functions using exact integration." *J. Aerosp. Eng.*, in press.

**Maps** — The following style is used for maps:

Brown, R. J. E. (1967). Permafrost in Canada, *Map 1246A*, Geol. Surv. of Can., Ottawa, ON.

Smith, R. L., Bailey, R. A., and Ross, C. A. (1970). Geologic map of the Jemez Mountains, New Mexico, *U.S. Geol. Surv. Misc. Invest. Map, I-571*.

**Newspaper Articles** — The article author (if known), year in parentheses, title of the article in quotes, name of the newspaper in italics, and section/page numbers (if applicable) should be included for article citations:

Mossberg, W. S. (1993). “Word isn’t perfect but new WordPerfect is too much for words.” *Wall Street Journal*., Dec. 2, B1.

**Proceedings** — The location of a conference or symposium is required only if it is part of the title or proceedings. The name and location of the publisher is required. If there is no “publisher,” the name of the location of the sponsor are required. The name of the sponsor is sometimes part of the title of a conference proceeding. Editor name(s) and volume number should be included if available.

Eshenaur, S. R., Kulicki, J. M., and Mertz, D. R. (1991). “Retrofitting distortion-induced fatigue cracking of noncomposite steel girder-floorbeam-stringer bridges.” *Proc., 8th Annual Int. Bridge Conf.*, Engineers’ Society of Western Pennsylvania, Pittsburgh, 380–388.

Karam, G. N. (1991). “Effect of fiber volume on the strength properties of short fiber reinforced cements with application to bending strength of WFRC.” *Proc., 6th Technical. Conf. of the American Society for Composites*, A. Smith, ed., Vol. 1, Technomics, Lancaster, PA, 548–557.

**Unpublished Material** — ASCE does not permit unpublished material to be included in the References list. It may be cited in the text in the following forms:

...other researchers (Orton et al., unpublished data, 1992)...

In some cases (A. W. Pinter, personal communication, 1979)...

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(B. Smith, “[title of paper],” working paper, Salk Institute, Pittsburgh, Pennsylvania)

(B. Smith, “[title of paper],” submitted, Salk Institute, Pittsburgh, Pennsylvania)

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(author name(s), name of report, presented at \_\_\_\_, 2012)

(author name(s), name of report, unpublished report)

A paper that has been presented at a conference or meeting but is otherwise unpublished should be cited as an “unpublished report”:

... in Chang and McTavish (unpublished report, 1991)...

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## TABLES

Tables should be either grouped at the end of the manuscript after the References section or uploaded as separate 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. For example, Table 3 should not be called out before Table 1—this will require the copyeditor to renumber the tables and move them. All callouts must match the tables provided.

### Table Format

- Title: Table titles begin with the boldface “Table,” followed by a boldface Arabic number and a period. Example: **Table 1.** Ultimate Rotations at the Joint Interfaces and Beam Ends
- All tables should be typed with clear columns.
- Vertical rules should not be used in tables. Horizontal rules are used to offset column headings at the top of the table and footnotes (if any) at the bottom of the table and to separate major sections.
- All columns must have a heading. Each table should have only one set of column headings at the top of the table. Using additional column headings within the body of the table should be avoided.
- Footnotes: A general footnote should be used to convey any information that pertains to the table as a whole and should precede any lettered footnotes. The general footnote should start with “Note:”. Example: Note:  $\Delta y$  = notional yield displacement;  $\Delta u$  = axial shortening at peak load;  $\Delta f$  = axial shortening at the failure load;  $\lambda$  = deformability factor;  $\eta$  = displacement ductility factor.
- Lettered footnotes should follow the general footnote (if there is one). Lowercase superscript letters should be used, and all lettered footnotes must be cited within the table (footnotes are not permitted on the table title):
  - <sup>a</sup>Length of compression zone.
  - <sup>b</sup>Flexural shear strength of the masonry panel.
  - <sup>c</sup>Based on Smith et al. (2009).
- Photographs, sketches, line art, or other graphic elements are not permitted in tables. Any table that includes graphics must be treated and numbered as a figure.
- Highlighting and shading are also not permitted and will not be reproduced in print. Boldface font should be used for emphasis sparingly.
- Equations are allowed in the table body, but should be avoided if possible. Numbered equations are never allowed in tables.
- Tables should not be submitted in multiple parts (Table 1a, 1b, etc.). Tables with multiple parts should either be combined into one table or split into separate tables.

SAMPLE TABLE 1

**Table 1.** Holocene Sites Used to Develop VS-Based CRR Chart

Site	Test type	Critical layer depth (m)	$V_p$ (m/s)
Japan			
Hanshin Expressway 5 <sup>a</sup>	SL	2.1–5.3	900
Kobe-Nishinomlya Expressway	SL	4.4–10.5	1,540
Owi Island	DH	4.5–7.8	1,300
United States			
Coyote Creek <sup>a</sup>	CH	3.5–6.0	332
Marina District School <sup>a</sup>	CH	2.7–4.3	1,360
Bay Bridge Toll Plaza <sup>a</sup>	CH	5.0–7.5	1,540

Note: CH = crosshole; DH = downhole; SH = suspension logger.

<sup>a</sup>Sites of historic liquefaction occurrence.

SAMPLE TABLE 2

**Table 2.** True Stress-Strain Data for FEA

Point	1.5-mm G450 sheet steel			3.0-mm G450 sheet steel		
	True strain ( $10^{-3}$ )	Plastic strain ( $10^{-3}$ )	True stress (MPa)	True strain ( $10^{-3}$ )	Plastic strain ( $10^{-3}$ )	True stress (MPa)
1	0	0	0	0	0	0
2	3.02	0.00	590	2.64	0.00	535
3	19.8	16.8	600	41.9	39.3	595
4	41.9	38.9	640	144	141	660
5	144	141	710	1,000	997	660
6	1,000	997	710	—	—	—

SAMPLE TABLE 3

**Table 3.** Geometric Properties of Subassembly Specimens

Test specimen <sup>a</sup>	Position of curtailment (mm)		Longitudinal reinforcement <sup>b</sup>				Bottom bars at the middle joints <sup>c</sup>
	I01	I02	A-A section		B-B section		
			Top	Bottom	Top	Bottom	
S1-0.90	1,000	NA	2T10 (0.90%)	2T10 (0.49%)	2T10 (0.49%)	2T10 (0.49%)	Continuous
S2-0.73	925	NA	3T10 (0.73%)	2T10 (0.49%)	2T10 (0.49%)	2T10 (0.49%)	Lap splice
S3-1.24	1,000	345	3T13 (1.24%)	2T10 (0.49%)	2T13 (0.82%)	1T13 (0.90%)	Lap splice
S4-1.24	1,000	NA	3T13 (1.24%)	2T13 (0.82%)	2T13 (0.82%)	2T13 (0.82%)	Continuous

Note: The beam sections are 150 mm wide and 250 mm deep for all specimens (i.e.,  $b = 150$  mm and  $h = 250$  mm); the concrete cover thickness is 20 mm for all specimens; total net span  $L = 2L_n + 250$  (mm); and test results of Specimens S1 and S2 are shown in Yu and Tan (2011). NA = not available.

<sup>a</sup>The seismic detailing in terms of the arrangement of the stirrups is indicated by S.

<sup>b</sup>Reinforcement ratio in brackets is calculated by  $A_s/bd$ , where  $b = 150$  mm and  $d = 215$  mm; the A-A and B-B sections are given in Fig. 1.

<sup>c</sup>The lap-splice lengths for the bottom bars of Specimens S3 and S6 are 410 and 530 mm, respectively. The lap-spliced position is through the middle joint.

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## FIGURES

### Figure Captions

Brief figure captions (which serve as identifying labels) must be double-spaced and placed at the end of the manuscript (before the tables) or uploaded as a separate file. Figure captions should be short and to the point; they need not include a complete explanation of the figure. Each caption should begin with the abbreviation “Fig.” followed by an Arabic number, followed by a period:

- **Fig. 1.** Plan view
- **Fig. 2.** Percentage breakdown of practitioner responses: Year 1 and Year 2

### Figure Files

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The *Journal of Legal Affairs and Dispute Resolution in Engineering and Construction* also allows for the following manuscript elements:

**List of Cases** — When plaintiff vs. defendant information is mentioned in text, use italics, as shown in the following examples:

*Excavation-Construction, Inc., v. United States*

*Community Heating & Plumbing Co., Inc., v. Kelso*

The list of cases should include the full citation at the end of the paper:

*Excavation-Construction, Inc., v. United States*, ENG BCA 3851 (1984)

*Community Heating & Plumbing Co., Inc., v. Kelso*, 987 F.2d 1575 (Fed. Cir. 1993)

**List of Statutes** — The list of statutes gives specific state or federal statutes pertaining to legislation, as shown in the following:

Americans with Disabilities Act of 1990, Pub. L. No. 101-336, § 2, 104 Stat. 328 (1991).

Elements in the manuscript should be in the following order: (1) List of Cases, (2) List of Statutes, (3) Endnotes, and (4) References. Authors do not need to use all of these categories.

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Microsoft Word is ASCE's preferred file format for manuscript text and tables. LaTeX is also acceptable; however, the corresponding author must review page proofs very carefully to ensure that special characters, equations, and other technical material appears correctly.

All text, including the abstract and References list, should be prepared in single-column and double-spaced format. Indent or add extra space between all paragraphs. Use a clear, readable font, such as Times New Roman, in 10, 11, or 12-point type. Do not submit any manuscript text smaller than 10 points.

Place tables and double-spaced figure legends on separate pages at the end of the manuscript. Verify that the final version is complete and that all pages are numbered correctly, including figures and tables. Do not include blank pages to separate sections.

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Once a manuscript is accepted for publication, it will be sent to ASCE's Production Department, who will perform a style and technical check. Our Production Department specifically checks figures, tables, references, mathematics, and permissions. Authors are encouraged to have any issues with these cleared before acceptance so manuscripts can be moved to the compositor as quickly as possible. After a manuscript passes the technical check by the Production Department, it will be moved forward to the compositor.

Once the manuscript is sent to the compositor, it will be copyedited and the proof formatted. Authors will be sent an e-mail with instructions on downloading their proof and submitting corrections.

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- Any changes to the author byline
- Adding new figures and tables
- Making changes that do not conform with ASCE style
- Adding large portions of text

Any substantial changes made to the paper (including text, figures, and tables) at the proof stage will be sent back to the chief editor for review.

Upon the return and implementation of proof corrections, articles will be published online in their final form.

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ASCE journals are publishing papers one by one in the online environment. Accepted papers will receive a production check within a few days of acceptance, and once any outstanding queries are resolved by the author, the paper will be sent for copyediting, tagging, and typesetting. Authors will receive page proofs within 4–6 weeks of acceptance. Authors who return their completed page proofs within the 48-

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- **Social Media** — Researchers and science journalists are using social sites such as Twitter, LinkedIn, and Facebook to stay abreast of new research. Having an active presence, particularly on LinkedIn and Twitter, can greatly expand exposure for authors. The ASCE Library offers the ability to share a link to many different social sharing sites directly from the abstract page.  
**NOTE:** ASCE recommends that authors use the DOI Permalink provided on the abstract page for all linking URLs. The DOI is designed to be permanent and persistent.
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- **Research-Specific Social Sharing Sites** — Sites such as ResearchGate and Academia.edu have become popular for researchers who wish to join an online community. Keeping author profiles up to date with new publications may help to promote the work. Even though these sites may encourage authors to share their papers, ASCE does not permit authors to post the final published PDF of papers. Authors are permitted to post the final accepted manuscript before copyediting and formatting.

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Keeping track of what happens after publication is becoming more important. Registered users of the ASCE Library can sign up for a citation alert for any paper. The alert sends the user an e-mail anytime the paper is cited by another journal from the CrossRef indexed publications. Additionally, these citations will be listed on the abstract page for any given article.

While article-level usage (download) metrics are not yet available on the ASCE Library, the “Top Cited” and “Top Viewed” papers for each journal are displayed on the home page of individual journal titles.

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The three most common types of figures that will be reproduced in ASCE journals are lineart, halftone, and photos:

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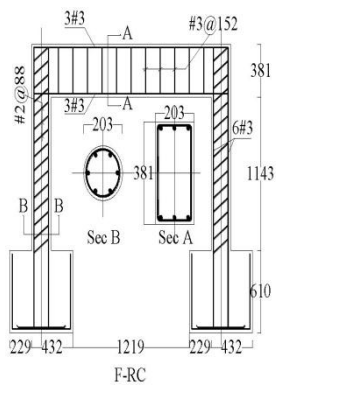
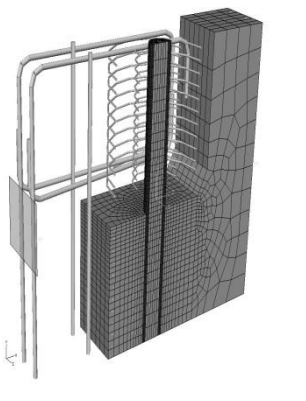

### HALFTONE

A halftone figure contains color or black-and-white gradients, which produce a continuous color tone within the image. Halftone images are usually computer generated.

### PHOTOS

Photos can be in color or black and white.

Each image type has a different set of technical specifications. Examples of each type of image, along with minimum and preferred specifications, appear in the table below:

<i>Image Type</i>	<b>Lineart</b>	<b>Halftone</b>	<b>Photo</b>
<i>Example</i>			
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<i>Preferred DPI</i>	1200	600	600
<i>Typical size of reproduction</i>	3.5 in. (8.89 cm)	3.5 in. (8.89 cm)	3.5 in. (8.89 cm)
<i>Supported file types</i>	BMP, DOC, DOCX, EPS (with fonts embedded), PDF (with fonts embedded), PS, TIF/TIFF	BMP, EPS (with fonts embedded), PDF (with fonts embedded), PS, TIF/TIFF	EPS (with fonts embedded), PDF (with fonts embedded), PS, TIF/TIFF

**Note:** All fonts should be scaled to reproduce at 8 points when figure is displayed at reproduction size listed above.

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Scanned line drawings or photographs may be submitted as electronic artwork. Authors should refer to the tips below in order to produce good scanned images that pass smoothly through the production process.

- If possible, use a flatbed scanner rather than a sheet-fed scanner. Flatbed scanners produce less distortion.
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- Determine the optimum resolution of the figure (from [Quick Guide to Figures](#)) and scan the figure at that resolution or higher.
- Avoid scanning line drawings or photographs that already have screening or have been previously published. The existing screening will interfere with the screening that will be applied when the article is printed. If figures such as this must be scanned, look for the feature in the scanning software that compensates for existing screening (sometimes called “de-screening”).
- Use a suitable software program (such as Adobe’s *Photoshop* or *Photoshop Elements*) to correct and adjust the scans. Specifically,
  - Adjust each image so that it is straight (not tilted).
  - Crop each image to eliminate excess white space and stray lines. Try to crop each image to eliminate extraneous objects or areas.
  - Clean up (using the eraser function) dirt, scratches, and smudges.

- Convert color images to black-and-white or grayscale images, if choosing to print in black and white.
- Eliminate muddiness by adjusting the contrast of photographs. Pictures should have strong black areas and strong white areas.
- Save scans as .tif files.

## TIPS ON PREPARING PHOTOGRAPHS

Photographs require a little extra care to prepare, whether the submission includes original artwork, scans, or images from a digital camera. The following tips apply to all photographs:

- Select photographs that show only what is important to the text. Crop out blank areas, clutter, and unrelated objects.
- Select photographs in sharp focus and with good contrast; photos tend to lose some detail during reproduction.
- If taking original photographs, make sure the subject is adequately lighted. Use plain backgrounds for objects, and consider adding an element to indicate scale. Take several shots from different angles and with different settings.
- Avoid including company logos, unless the point of the photograph is to show a specific piece of equipment.
- If a photograph has a recognizable face, a [Photography Consent Form](#) from the person/people in the photo may be required.

Images taken with a digital camera should be done using a camera with at least 5 megapixels—preferably with 8 megapixels or more. Set the camera to collect enough digital information. Many cameras default to 72 ppi, which is not adequate for print reproduction. Select a setting to collect at least 600 ppi. Images from digital cameras must be submitted as electronic files.

## BASIC LATEX USER GUIDE FOR EDITORIAL MANAGER

The purpose of this section is to provide helpful information in uploading LaTeX manuscripts to Editorial Manager for ASCE Journals. Users of this document should consider submitting additional tips or directions that will assist LaTeX users.

### BUILDING THE PDF IN EDITORIAL MANAGER

First and foremost, all LaTeX files must be submitted as “Manuscript” files. Style files and auxiliary .bbl file (if using BibTeX) are all part of the manuscript. These additional files **are not** Supplemental Data files. Supplemental Data are multimedia video, audio, spreadsheet, or database files that are supplemental to the manuscript itself, but will be included in peer review. If style and other LaTeX files are uploaded as Supplemental Data, the manuscript will not build properly in Editorial Manager.

The generated PDF should be carefully reviewed for error messages that may indicate the exact problem (e.g., missing style files or figures in the wrong format).

Question marks in the references of the PDF most likely mean that the Tex file(s) are in subdirectories. All associated files must be in one directory for the submission to build.

The [CTAN website](#) provides an “ascelike” style file template for authors to use on their local computer. The Editorial Manager system also contains the “ascelike” style file, so users do not have to upload it with their submissions. If not using “ascelike”, authors will need to upload the style files, as described above.

Bibliography management should be done through [BibTeX](#); ASCE has not verified if the BST provided as part of the ASCELike template is compatible with BIBLATEX. When using BibTeX, authors must upload the auxiliary .bbl file (not the .bib file of references) as a “Manuscript” file.

Figures or images should not be added to the document itself. Images must be uploaded into Editorial Manager as separate files (figures) in .eps, .tif, or PDF format. They will automatically be placed into the end of the manuscript, which is where they will need to be after acceptance.

Large or cutoff images will need to be resized to fit on one 8.5 × 11” page. When there is a problem caused by not resizing PostScript files (the images get cut off), the author will either need to resize the images or save the files in a format that Editorial Manager can recognize as an image. Please note that EPS files are the best choice for image files in TeX submissions.

[AMSMATH](#), included in the MiKTeX installation, is an acceptable extension to MathMode.

Captions should **not** be introduced with SUBCAPTION.

Continuous line numbering is required for all manuscript submissions. To do this in LaTeX, authors should use the “lineno” package. Documentation for this can be found on the [CTAN website](#). **NOTE:** The lineno package does not work well with the “ascelike” package unless equation environments are wrapped with `{linenomath*}`.

For example:

```
\begin{linenomath*}
\begin{equation}
y = ax + b
\end{equation}
\end{linenomath*}
```

For additional help with LaTeX, visit the following resources:

***Beginner’s Guide to TeX*** — This excellent introduction to TeX contains links to a basic explanation of TeX, a more-thorough overview, and FAQs as well as user help, documentation, sample documents, and a list of recommended reference books: [tug.org/begin.html](http://tug.org/begin.html)

***The Comprehensive TeX Archive Network*** — To learn about what TeX is and where it came from, visit the CTAN article entitled “What is TeX?” There is a search function for files and documentation on the site as well as links to sign up for TeX users groups and announcements lists: [ctan.org/](http://ctan.org/)

***TeX Guides*** — An excellent resource offering a variety of TeX guides including guides for mathematical symbols in TeX and TeX for word processor users: [mcs.vuw.ac.nz/~david/latex/](http://mcs.vuw.ac.nz/~david/latex/)

***LaTeX Encyclopedia*** — The online LaTeX “encyclopedia” site contains a table of contents with links to information on documentation, installation, typography, and a Navigator for the site: [tex.loria.fr/](http://tex.loria.fr/)

***LaTeX Math Guide*** — The American Mathematical Society’s Short Math Guide for LaTeX: <ftp://ftp.ams.org/pub/tex/doc/amsmath/short-math-guide.pdf>

***The LaTeX Project*** — [latex-project.org/help.html](http://latex-project.org/help.html)