

PUBLISHING IN ASCE JOURNALS

A GUIDE FOR AUTHORS



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

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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 35 journals across many civil engineering disciplines. Authors are ASCE members and nonmembers 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](http://ascelibrary.org) (ascelibrary.org) 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](https://scholar.google.com/), Elsevier ([Scopus](https://scopus.com/) and [Engineering Village](https://www.engineeringvillage.com/)), [Clarivate Analytics](https://clarivate.com/) (Institute for Scientific Information, Web of Science, Emerging Sources Citation Index, Science Citation Index), [ProQuest](https://www.proquest.com/), [TRID](https://www.trid.org/), and [EBSCO](https://www.ebsco.com/) 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 in the ASCE Library.

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 not exceed 30 double-spaced manuscript pages including references, figures, tables, and captions (see [Manuscript Submission and Revision Requirements](#)).

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 must not exceed 7 double-spaced manuscript pages including references, figures, tables, and captions.

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. Case studies must not exceed 30 double-spaced manuscript pages including references, figures, tables, and captions.

Discussions — Discussions present significant comments or questions about the technical content of a technical paper, technical note, or case study published in an ASCE journal. Discussions may be submitted during a 5-month period following the date of online publication of the paper and not exceed 4 double-spaced manuscript pages including references, figures, tables, and captions. 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 Digital Object Identifier (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 3 double-spaced manuscript pages. 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 US dollars, and total number of pages. The reviewer's name and affiliation must also be provided.

Editorials — An editorial is a brief opinion piece 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 4 double-spaced manuscript pages, and rarely contain tables, figures, or references. Editorials require a title and author 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 must not exceed 8 double-spaced manuscript pages, including references, figures, tables, and captions. Tables, figures, and references are often included but an abstract is not allowed. Forums require a title and author 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.

State-of-the-Art Reviews — State-of-the-Art Review articles are full-length papers that provide timely, in-depth treatment of a specific issue relevant to the journal topics. These reviews must provide a complete survey of the state of practice being examined as well as leave the reader feeling as though they are up to date on the current practices in the field on the given topic. A State-of-the-Art Review should include an extensive literature review of the most recent and relevant studies as well as perspective on the history of practice and the importance of the field. Authors planning to submit State-of-the-Art Review articles must first submit a proposal for the article to be reviewed by the chief editor or member of the editorial board, and if approved, authors will be invited to submit the full article to be peer reviewed. See [Appendix I](#) for proposal guidelines.

Companion Papers — Companion manuscripts are discouraged as all papers published must be able to stand on their own. Justification must be provided to the editor if an author feels as though the work must be presented in two parts and published simultaneously. Given the length of time required to review two manuscripts, there is no guarantee that companions will be reviewed by the same reviewers.

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 that must not exceed 30 double-spaced manuscript pages including notes, references, figures, tables, and captions. 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 must not exceed 25 double-spaced manuscript pages including notes, references, figures, tables, and captions.

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 must not exceed 6 double-spaced manuscript pages.

Letters to the Editor — Letters should meet a high technical and scientific standard and be referenced, where possible, especially longer letters. Letters must not exceed 3.5 double-spaced manuscript pages including notes, references, figures, tables, and captions.

Synopses of Court Verdicts — Synopses are write-ups on a recent court verdict, which trace the history, developments, and outcome of the court verdict and explain its effect on contract administration. Synopses should not exceed 3 double-spaced manuscript pages including notes, references, figures, tables, and captions.

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 not exceed 2 double-spaced manuscript pages.

ASCE will consider discussions and closures for any of the following article types in the *Journal of Legal Affairs and Dispute Resolution in Engineering and Construction*: Features, Scholarly Papers, Case Studies, and Legal Notes.

The *Journal of Bridge Engineering* and the *Journal of Structural Engineering* contain the following content type:

Data Papers — A data paper is a peer-reviewed article that concisely describes the data, methods, and instrumentation used to acquire the data, associated metadata, data validation, and potential opportunities for reuse. The article must include a link to the complete data set archived at a publicly accessible repository.

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 the submission questions when submitting (see [Materials Sharing and Data Availability](#)).
- 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](#).
- 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 (see [Redundant Publication or Fragmentation of Research](#)).
- ASCE will not review or publish manuscripts that have been previously published in print or online. "Previously published" generally means content that is under copyright of another entity or widely available in print or electronic formats. Special considerations are given for theses and dissertations and government reports that may be online prior to a paper's submission (see [Redundant Publication or Fragmentation of Research](#)).
- 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 COPE. ASCE generally follows the guidelines and recommendations 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 not suggest unnecessary revisions to add content or citations to works authored by the reviewer or associates of the reviewer.
- 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. The review submitted to ASCE remains confidential and should not be shared publicly on any platform regardless of the final decision of the paper.
- 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 or 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.

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 E. Wager. 2004. "How to handle authorship disputes: A guide for new researchers." In *The COPE Report 2003*, edited by C. White, 32-34. London: BMJ Books. [https://publicationethics.org/resources/guidelines.](https://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.

SIMILARITY CHECK

ASCE is a member of Crossref and employs the Similarity Check tool, powered by Turnitin, to evaluate the originality of work submitted to the journals. Similarity Check 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 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 to ASCE.

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.

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.

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 or Fragmentation of Research](#)). **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 who are found to be in violation of ASCE policies may also be subject to investigation by the ASCE Committee on Professional Conduct.

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 new 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 Similarity Check 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 Notice 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.

FABRICATION AND FALSIFICATION OF DATA

Definition — According to the US 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).

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.

PLAGIARISM

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

Action — ASCE journals use Similarity Check, powered by Turnitin, 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 in the next available issue. The erratum and the original article will be linked in the ASCE Library under the “Editorially Related” section.

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).

CROSSMARK

As a member of Crossref, ASCE participates in Crossmark, a multipublisher initiative to provide a standard way for readers to locate the authoritative version of a document. The appearance of the Crossmark logo on a document indicates that ASCE is committed to maintaining the content it publishes and to alerting readers to changes if and when they occur.

Clicking the Crossmark logo on a document will tell you its current status and may also give you additional publication-record information about the document. If an update exists, the status information will include a Crossref DOI link to the updated document and any associated documents such as Errata, Expressions of Concern, and Retractions.

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. 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 completed during the author review period. ASCE will not allow extensive changes or delays for papers postacceptance. Papers with extensive revisions will be withdrawn and sent back through the review process.

JOURNAL ARTICLES

Technical papers, technical 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 30 days. Revisions and rereview 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 ARTICLES

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.

PREVIOUSLY PUBLISHED CONTENT

ASCE only considers original manuscripts that have not been previously published and are not under consideration with other journals. "Previously published" includes papers in print and available online and may include conference proceeding papers, posters, and preprints on institutional repositories, preprint servers, or other internet sites. Special considerations are taken for posted theses and dissertations as well as government reports required by federal funding agencies.

CONFERENCE PROCEEDINGS

ASCE will consider papers containing material previously published in conference proceedings only if the following conditions apply:

- The submitted paper contains significantly different technical material, text, and figures—at least 50% new material.

- The journal article must not have the same title as a conference paper.
- Text that overlaps should be rewritten where possible to avoid word-for-word chunks of text.
- Conference papers must be cited.
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1.23E07, 1.23e07, 1.23E+7 *should be* 1.23×10^7

1.23E-07, 1.23e-07, 1.23E-7 *should be* 1.23×10^{-7}

SI UNITS

The use of Système International (SI) units as the primary units of measure is **mandatory**. Other units of measurement may be given in parentheses after the SI unit if the author desires. More information about SI units can be found from NIST at: physics.nist.gov/cuu/Units/index.html.

The symbols for the base units of SI are as follows: A, cd, K, kg, m, mol, and s. For SI supplementary units, the symbols are rad and sr. The symbols for SI-derived units are Bq, C, F, Gy, H, Hz, J, 1m, 1x, N, Pa, S, Sv, T, V, W, Wb. The SI multiplying prefixes are a, c, d, f, n, p, m. Other units used with SI in civil engineering include C, day, h, ha, L, min, t, and year. Scientific notation with SI units (for example, 2.4×10^6 m) is acceptable.

CONVERSION FACTORS FROM US CUSTOMARY TO SI UNITS

US customary unit (symbol)	SI unit (symbol)	Multiply by
Acre-foot (acre/ft)	Cubic meters (m ³)	1.23×10^3
Acre (acre)	Hectare (ha)	0.405
Inch (in.)	millimeter (mm)	25.4
Kilogram force (kgf)	Newton (N)	9.81
Mile (mi)	Kilometer (km)	1.61
Pound force (lbF)	Newton (N)	4.45
Pound force per square inch (psi)	Kilopascal (kPa)	6.89
Pound mass (lbm)	Kilogram (kg)	0.454
Gallon (gal.)	Liter (L)	3.79

SI PREFIXES APPLICABLE TO ENGINEERING

Factor	Prefix	Symbol ^a
10^9	Giga	G
10^6	Mega	M
10^3	Kilo	K
10^2	Hecto	H
10^1	Deka	Da
10^{-1}	Deci	D
10^{-2}	Centi	C
10^{-3}	Milli	M
10^{-6}	Micro	μ
10^{-9}	Nano	N

^a Unit symbols only used when preceded by a numeral.

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.

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

- Some or all data, models, or code generated or used during the study are available in a repository or online in accordance with funder data retention policies. (Provide full citations that include URLs or DOIs.)
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For more information about ASCE’s Data Availability Statement policy and Data Sharing recommendations, see [Author Data Archiving and Sharing](#).

ACKNOWLEDGMENTS

Acknowledgments 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.

Authors can include an Acknowledgments section to recognize any advisory or financial help received. This section should appear after the Data Availability Statement and before the References. Authors are responsible for ensuring that funding declarations match what was provided in the manuscript submission system as part of the funder tool. Discrepancies may result in delays in publication.

NOTATION LIST

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

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

Notation lists should always begin with the phrase, “The following symbols are used in this paper:”; 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.

Example:

Notation

The following symbols are used in this paper:

A = surface area of element;
 $[A]$ = coefficient matrix;
 a = side length or radius of plate;
 B = strain-displacement matrix;
 $\{b\}$ = 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;
 α = coefficient;
 ΔS = elemental surface area;
 $\Delta\phi = \phi(t + T) - \phi(t)$;
 $\xi = H\omega_0^{1/2}$; and
 ω = wave number.

APPENDIXES

Appendixes can be used to record details and data that are of secondary importance or are needed to support assertions in the text. The main body of the text must contain references to all Appendixes. 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 should be submitted as Supplemental Materials instead.

SUPPLEMENTAL MATERIALS

Supplemental materials are considered to be items too large to be submitted comfortably for print publication or are inappropriate for print (e.g., movie files, audio files, animated .gifs, 3D rendering files) as well as color figures, data tables, and text (e.g., Appendixes) that serve to enhance the article, but are not considered vital to support the science presented in the article. A complete understanding of the article does not depend upon viewing or hearing the supplemental materials.

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Decisions about whether to include supplemental materials will be made by the relevant journal editor as part of the article acceptance process. Supplemental material files will be posted online as supplied. They will not be checked for accuracy, copyedited, typeset, or proofread. The responsibility for scientific accuracy and file functionality remains with the authors. A disclaimer will be displayed to this effect with any supplemental materials published online. ASCE does not provide technical support for the creation of supplemental materials.

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When an author submits supplemental materials along with a manuscript, the author must include a section entitled “Supplemental Materials” (#1 heading) within the manuscript. This section should be placed immediately before the References section. This section should only contain a direct list of what is included in the supplemental materials, and where those materials can be found online. Descriptions of the supplemental materials should not be included here. An example of appropriate text for this section is “Figs. S1–S22 are available online in the ASCE Library ([ascelibrary.org](#)).”

General Guidelines for all Supplemental Materials

At this time, ASCE has not specified a maximum file size for submission; however, authors are strongly encouraged to adhere to the following guidelines during file preparation:

- The acceptable file formats outlined are playable using standard media players such as QuickTime and Windows Media Player. Media players should be used to check file properties and image/sound quality prior to submission. For video submissions, fonts, lines, and image details should be of sufficient size and weight to be visible when played at half size.
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Peer reviewed video submitted to ASCE is accepted in the form of a digital video file. Acceptable file formats include QuickTime Non-Streaming (.qt or .mov), .mpg, and .dv. The preferred formats are .mov and .mpg. Details about each of these file formats follow. Videos created using nonstandard codecs are not acceptable. Animations must be formatted into a standard video file. Brief animations of 10 frames or fewer may be formatted as an animated .gif file. All videos should include a text caption, following the same guidelines as those used for figure captions.

Video files should be named [filename.xxx]. For example, the file for the article's first supplemental video would be called "Video S1.mpg."

The following file formats are acceptable for video:

ACCEPTABLE ARCHIVAL VIDEO FILE FORMATS

- QuickTime Non-Streaming (.avi, .qt or .mov)
 - 24 Bit (Millions) Color
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 - Uncompressed/None
 - Animation
 - Motion JPEG (MJPEG)
 - DV – NTSC
 - DV – PAL
 - Audio
 - 48,000 samples per second
 - 16 bit
 - Uncompressed/PCM
 - Stereo or Mono
- MPEG
 - Video Compressor/Codec

- MPEG2 (.mpg)
 - MPEG4 (.mpg or .mp4)
- Video data rate 6Mbps or greater
- Audio
 - 48,000 samples per second
 - 16 Bit
 - Uncompressed (PCM) or MPEG Audio at 224Kbs or greater
- DV (.dv)
 - DV NTSC
 - DV PAL

NTSC VIDEO PARAMETERS

- Image size (H:V) 720:480 pixels
- Frame Rate 29.97 frames per second

PAL VIDEO PARAMETERS

- Image size (H:V) 720:576 pixels
- Frame Rate 25 frames per second

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Acceptable file formats for supplemental text files (including supplemental Appendixes) are .doc, .docx, .txt, and PDF.

Descriptive and Metadata Elements

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.

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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>
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Producer	Information about the software used to create the media object. It should include software name and version (e.g. Adobe Premiere Elements v. 2.0). <i>Optional.</i>

REFERENCES

ASCE uses the author-date method for in-text references, whereby the citation 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 “forthcoming” 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.

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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 J. C. Furlong. 2003. *Environmental biotechnology: Theory and applications*. Chichester, UK: Wiley.

Moody's municipal and government manual. 1988. New York: Moody's Investors Service.

Building Codes and Provisions — Building codes, provisions, and standards should be listed alphabetically by the abbreviated name of the promulgating institution.

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

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

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

Data Sets — References for data sets should include author name, year of publication, titles (followed by edition or version number) in quotation marks, publisher or distributor, access date, and electronic identifier (DOI or URL).

Ansolabehere, S., M. Palmer, and A. Lee. 2014. "Precinct-level election data. V1." Harvard Election Data Archive. Accessed January 20, 2017. <https://doi.org/10.7910/DVN/YN4TLR>.

Thernstrom, S. 1986. "Boston mobility study, 1880." ICPSR 7550. Inter-university Consortium for Political and Social Research. Accessed November 28, 2017. <https://doi.org/10.3886/ICPSR07550>.

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

Liggett, J. A., and D. A. Caughey. 1998. "Fluid statistics." Sec. 7 in *Fluid mechanics*, 140–156. Reston, VA: ASCE. CD-ROM.

Website—The following elements should be included: author's name or owner of the website (if known); year of publication or last revision (if available; use "n.d." if no date is available); full title of the specific page, in quotation marks; title of website (if applicable), in italics; the date of access, and the full web address.

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

Foucher, J. 2017. "The role of construction companies before, during, and after disaster." *Construct Connect* (blog). Accessed October 11, 2017. <https://www.constructconnect.com/blog/operating-insights/role-construction-companies-disaster/>.

Journal Articles — The standard format for a paper published in a US journal is as follows:

Besos, D. E. 1987. "Boundary element methods in dynamic analysis." *Appl. Mech. Rev.*, 40 (1), 1–23. <https://doi.org/10.1115/1.3149529>.

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.* Volume (Issue): CID/page range. DOI.

Irish, J. L., and D. T. Resio. 2013. "Method for estimating future hurricane flood probabilities and associated uncertainty." *J. Waterway, Port, Coastal, Ocean Eng.* 139 (2): 0401301.
[https://doi.org/10.1061/\(ASCE\)WW.1943-5460.0000157](https://doi.org/10.1061/(ASCE)WW.1943-5460.0000157).

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.

Technical Committee for the Underground Technology Research Council. 2007. *Geotechnical baseline reports for underground construction: Suggested guidelines*. Reston, VA: ASCE.

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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]. [In German.] *Der Stahlbau* 7, 212–217.

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Smith, D. O., J. E. Lee, and E. M. Kim. Forthcoming. "Influence of the geometric and material characteristics on the strength of chestnut timber joints." *Mater. Des.*

Han, C.-Y., J.-H. Wang, X.-H. Xia, and J.-J. Chen. Forthcoming. "Limit analysis for local and overall stability of slurry trench in cohesive soil." *Int. J. Geomech.*
[https://doi.org/10.1061/\(ASCE\)GM.1943-5622.0000268](https://doi.org/10.1061/(ASCE)GM.1943-5622.0000268).

Maps — The following style is used for maps:

Brown, R. J. E., cartographer. 1967. *Permafrost in Canada*. Map 1246A. Ottawa: Geologic Survey of Canada.

Smith, R. L., R. A. Bailey, and C. A. Ross, cartographers. 1970. *Geologic map of the Jemez Mountains, New Mexico*. USGS Misc. Invest. Map, I-571. Washington, DC: USGS.

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Mossberg, W. S. 1993. "Word isn't perfect but new WordPerfect is too much for words." *Wall Street Journal*, December 2, 1993.

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

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

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

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(B. Smith, "Weldment design for RHS truss connections," working paper, Salk Institute, Pittsburgh)

(J. Brown, "Field-scale sprinkler irrigation system," submitted, *J. Eng. Mech.*, ASCE, Reston, Virginia)

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(author name(s), name of report, presented at ____, year)

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The *Journal of Legal Affairs and Dispute Resolution in Engineering and Construction* also allows for the manuscript elements below. These reference elements should be in the following order: (1) List of Cases, (2) List of Statutes, (3) Endnotes, (4) Bibliography, and (5) Works Cited. Authors do not need to use all of these categories. They should all be preceded with a single “References” heading.

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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).

Endnotes — May include commentary and other remarks. See [Footnotes and Endnotes](#) for more information.

Bibliography — Contains uncited references.

Works Cited — The traditional references that are cited in the paper.

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: Δy = notional yield displacement; Δu = axial shortening at peak load; Δf = axial shortening at the failure load; λ = deformability factor; η = 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):
 - ^aLength of compression zone.
 - ^bFlexural shear strength of the masonry panel.
 - ^cBased 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.
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- 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 ^a	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 ^a	CH	3.5–6.0	332
Marina District School ^a	CH	2.7–4.3	1,360
Bay Bridge Toll Plaza ^a	CH	5.0–7.5	1,540

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

^aSites 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 ^a	Position of curtailment (mm)		Longitudinal reinforcement ^b				Bottom bars at the middle joints ^c
			A-A section		B-B section		
	101	102	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 $L = 2Ln + 250$ (mm); and test results of Specimens S1 and S2 are shown in Yu and Tan (2011).

^aThe seismic detailing in terms of the arrangement of the stirrups is indicated by S.

^bReinforcement 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.

^cThe 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.

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

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.

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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 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 for publishing color figures in print.

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

LINE ART

This type of figure contains only lines and text, with no pictures. Further, all lines should be set in black—colors, including gray, are not allowed in a line art figure.

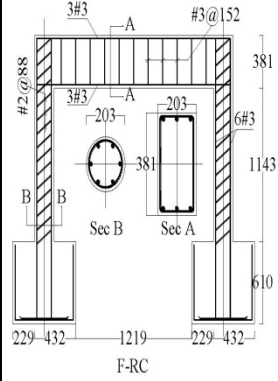
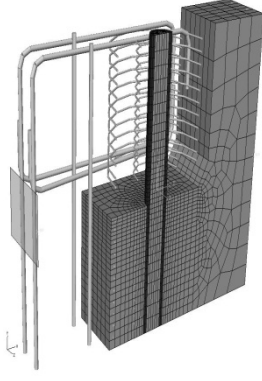

HALFTONE

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>	Line Art	Halftone	Photo
<i>Example</i>			
<i>Minimum DPI</i>	300	300	300
<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, 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 6 points, preferably 8 points, when the figure is displayed at the reproduction size listed above.

SUBMITTING FIGURES AS PDF

Figures submitted in PDF format need to follow certain guidelines in order to be acceptable for publication in an ASCE journal. Specifically, all PDF figures must be high resolution (300 DPI or greater), and all fonts must be embedded in the image.

TIPS ON SCANNING

Though discouraged, 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.
- Determine the optimum size of the figure (from [Quick Guide to Figures](#)) and calculate the percentage of expansion or reduction before scanning. Scan the figure at that percentage.
- 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.
 - 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 to find the best image.
- 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. Select a setting to collect at least 600 ppi.

FIGURE, TABLE, AND TEXT PERMISSIONS

Authors are responsible for obtaining permission for each figure, photograph, table, map, material from a Web page, or significant amount of text published previously or created by someone other than the author(s). Permission statements must indicate permission for commercial use online as well as in print.

ASCE will not publish a manuscript if any text, graphic, table, map, or photograph has unclear permission status. Authors are responsible for paying any fees associated with permission to publish any material. If the copyright holder requests a copy of the journal in which his or her figure is used, the corresponding author is responsible for obtaining a copy of the journal.

A brief summary of copyright rules are as follows:

- Anything published before December 31, 1923, is now in the public domain.
- Works published between 1924 and 1963 are still under copyright if copyright was renewed.
- Works published from 1964 to 1977 have copyright protection for 95 years from first publication.
- Works published from 1978 on follow the “life plus 70” rule: copyright holds for the remainder of the author’s life, plus 70 years.

Even “unpublished” works enjoy copyright protection. The copyright term for unpublished works is the life of the author plus 70 years. If the author’s date of death is unknown, the copyright term is 120 years from the date of creation. The copyright term for unpublished works created before 1978 that were published after December 31, 2002, is life of the author plus 70 years, or December 31, 2047, whichever results in a longer term.

There are numerous exceptions; see [copyright.gov](#) for further information. For information about how to locate copyright holders, please see Best Practices for Locating Copyright Owners of Photographic and Visual Art ([aspp.com/resources/best-practices/](#)).

Material from a Website — Material from a website is considered to be published on the website, even if it has not been published elsewhere. The fact that material was taken from a website means neither

that it is in the public domain nor that authors can use it without permission. Many websites include copyright notices. Unless the website explicitly indicates that material on the site is in the public domain or under a license that allows reuse without permission (such as certain Creative Commons licenses), authors of journal articles must secure permission to use any figures, photographs, tables, or maps that they obtained from a website.

Materials Produced by the US Government — In general, works produced by the US Government are in the public domain and authors can use them; however, the author must cite the source (for example, “Reprinted from US Army Corps of Engineers 2009”). If, however, the original source of the material is not in the public domain, the author must obtain permission from the original copyright holder. Note that not all materials produced by state governments are in the public domain; check with the relevant agency for details.

Reuse of Content under Creative Commons Licenses — Creative Commons includes several different license options and terms for reuse. Information on the restrictions can be found in the ASCE Publication Policies section of this guide. Content used under allowable licenses must credit the copyright holder. Permission from the creator may be required depending on the Creative Commons license and the reuse.

Credit Lines for Figures and Tables

For materials previously published, complete reference information for the source must be included in the References section. If the copyright holder does not provide an author with a specific credit line, the author/date text citation and the words “with permission” should be used (e.g., “Reprinted from Jones 2008, with permission”). For figures, the credit line should appear at the end of the figure caption; for tables, the credit line should appear in an unlettered footnote, preceded by “Source:”

If the material comes from an ASCE publication, the author/date citation and the abbreviation ASCE should be used (e.g., “Reprinted from Jones 2008, © ASCE”).

If the material comes from a public domain source, the source should be credited (e.g., “Reprinted from US Army Corps of Engineers 2009”).

If reused materials are under a Creative Commons license, the source may need to be credited (e.g., “Courtesy of Casey 2016” if under an attribution only license (CC BY) and “Reprinted with permission from Casey 2016” if under a Creative Commons license that requires permission).

If material has been adapted, the words “adapted from” or “modified from” should be included along with the author/date citation (e.g., “Adapted from Jones 2008” or “Modified from Jones 2008”). Similarly, if the data are from a previous source and the author has created a figure or a table from that data, the words “data from” and the author/date citation should be included (e.g., “Data from Jones 2008”).

The following guidelines should be used for crediting photography:

- Include the photographer's name whenever possible.
- Use "image by author(s)" (for all authors) if the photo was taken by an author of the paper.
- Use "image by [individual name(s)]" when it is one author of many.
- Ensure that the author name(s) matches the byline in the manuscript.
- Use "Reprinted from [referenced source], with permission" if the images are from a published/referenced source. Here, "referenced source" should be replaced with the referenced name(s) and date, like an in-text citation. Complete reference should be included in the References section.

If the material is from an unreferenced third party, use "image courtesy of [unreferenced third party]." The text "unreferenced third party" should be replaced by the name, organization name, location, etc.

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. ASCE encourages authors to use the [Overleaf template](#) for preparing LaTeX files. The platform and use of the template are free. The template is available here: overleaf.com/latex/templates/tagged/asce-official#.WueOedKPKM8.

Authors have two options for submitting LaTeX manuscripts:

1. Submit a PDF manuscript as an initial submission and then build the PDF in Editorial Manager at the revision stage, using the main .TeX file and all the supporting files. Going this route requires that the author submit all LaTeX files as “manuscript” files. A PDF is produced in Editorial Manager. All ASCE’s regular formatting and figure guidelines apply. This is the process that ASCE has used for many years.
2. Submit a PDF document as the manuscript file at **both** new and revised submission stages. If an author opts for this, the author **MUST** use Overleaf to produce that PDF. The author is **NOT** allowed to use a compiler on their own machine.

The steps (and troubleshooting) for both these options are outlined below.

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 files. Supplemental files are multimedia video, audio, spreadsheet, or database files that are supplemental to the manuscript itself, but are peer reviewed. If style and other LaTeX files are uploaded as Supplemental files, 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 Comprehensive TeX Archive Network (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 previously described. Additionally, ASCE has partnered with [Overleaf](#) for a template that has been built and tested for maximum interoperability with Editorial Manager.

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 BMP, EPS, PDF, PS, or TIF/TIFF formats. They will automatically be placed at 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 in. 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 LaTeX submissions.

The “amsmath” package, included in the MiKTeX installation, is an acceptable extension to Math Mode.

Captions should **not** be introduced using the “subcaption” package.

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*}
```

LATEX REVISION PROCESS I: BUILDING THE PDF FROM TEX FILES IN EDITORIAL MANAGER

1. The most common error when building a PDF in Editorial Manager out of LaTeX source files is that authors upload their .bst, .cls, .bib, .bbl as Supplemental files. They must be uploaded as “Manuscript” files in order to successfully build a PDF in the system.
2. Figures, Response to Reviewers Comments, Copyright Agreement, and other files should be uploaded as their relevant submission item (i.e., a figure is uploaded as the “figure” file type).
3. All of ASCE’s revision guidelines apply. Figures must be uploaded as separate files, line numbering is required, Response to Reviewer Comments, and CTA are required, etc.

Other Tips if the Resulting PDF produces errors:

1. If using BibTeX, you will need to upload the auxiliary .bbl file (not the .bib file of references) as a “Manuscript” file.
2. All figures must be included in EPS or PDF format. Other formats will not build properly. If using PDF figures with the `\includegraphics` command, you must use the .pdf extension (i.e. `\includegraphics{alld.pdf}` instead of `\includegraphics{alld}`).
3. If the Editorial Manager PDF doesn’t build properly, check the PDF for error messages. This will often lead to the problem. (i.e., missing style files or figures in the wrong format).
4. Images cannot be referenced in subfolders. Make sure accompanying files are referenced correctly in your .tex file. One example of a correctly referenced image is:
`\epsfig{figure=alld.eps,width=.5\textwidth}`. An example of an incorrectly referenced image is:
`\epsfig{figure=images/alld.eps,width=.5\textwidth}`.
5. If you see question marks in the references of your PDF, most likely your .tex file(s) are in subdirectories. TeX submissions cannot include subdirectories for your submission to properly build. All associated files must be in one directory for the submission to build.
6. If you view large or cutoff images, you will need to resize the image to fit on one 8.5 x 11 inch page.

LATEX REVISION PROCESS II: SUBMITTING AN OVERLEAF PDF

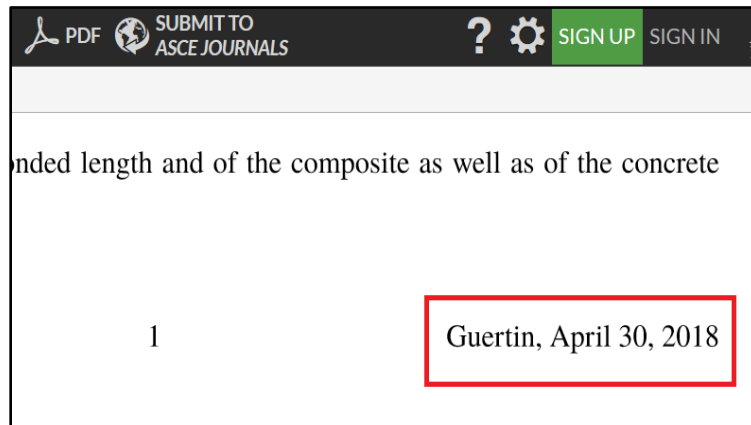
1. To submit a PDF at the revision stage, authors must use the ASCE Overleaf Template to create their PDF: overleaf.com/latex/templates/tagged/asce#.V0R387NVhBc.
2. Authors must include their name in the date stamp in the document preamble so that a date stamp is produced in the resulting PDF. ASCE will check that the date stamp matches the submission date in Editorial Manager on EVERY REVISION. There cannot be a date stamp of 01/01/2018 and a submission date of 03/01/2018. There is no other way for us to verify that the LaTeX source files MATCH the PDF you are uploading and they absolutely must match. We will send the paper back to you if the dates do not match.

```

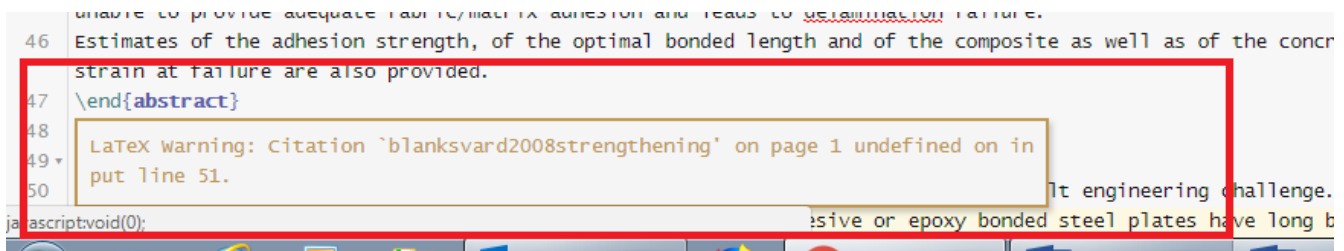
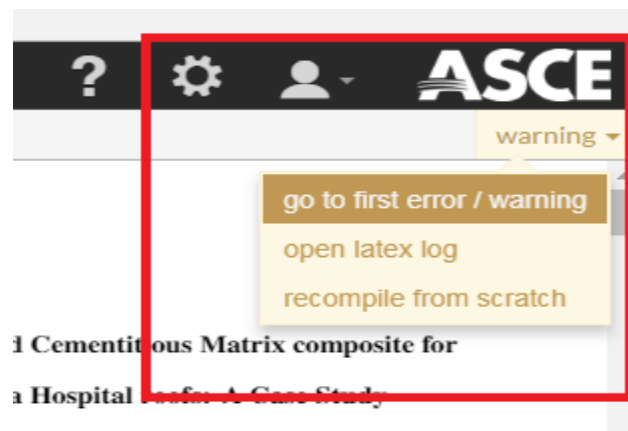
22 %
23 % Please add the first author's last name here for the footer:
24 \NameTag{Guertin, \today}
25 % Note that this is not displayed if the NoPageNumbers option is used
26 % in the documentclass declaration.
27 %
28 \begin{document}

```

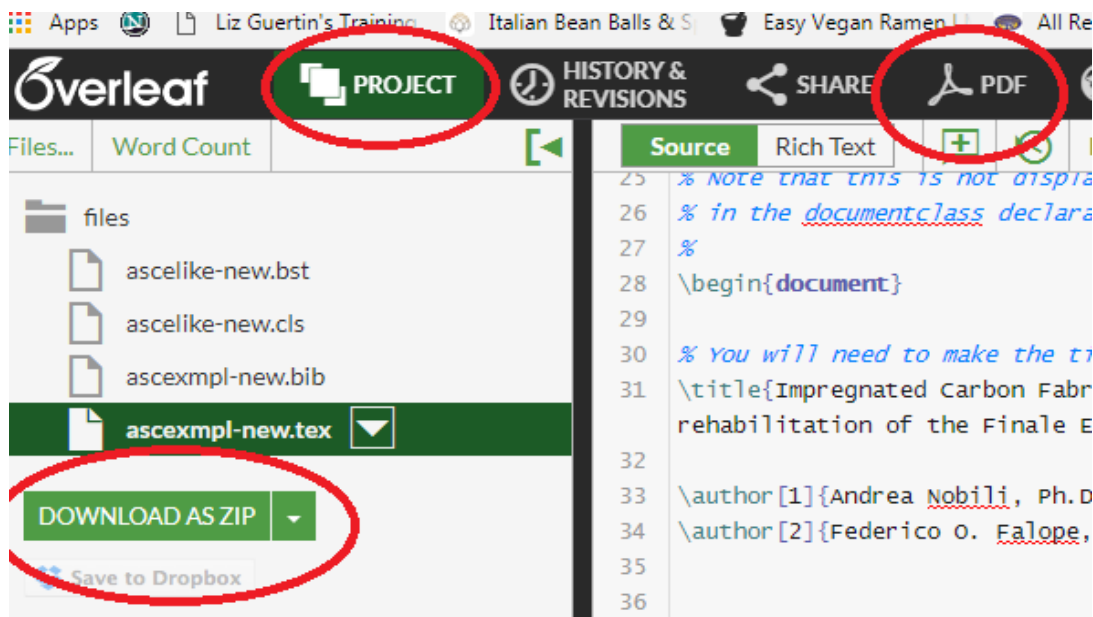
Date Stamp on the PDF:



3. There must be no compile errors in the Overleaf system. Compile errors MUST be fixed before the resulting PDF is submitted to ASCE. If you have questions about compile errors in Overleaf, please contact ASCE staff.



4. Once all errors are corrected and the PDF meets ASCE submission guidelines, the author must download the Overleaf PDF and the LaTeX submission files (these will download in a Zip file).
 - a. Click on "Project".
 - b. Click on "Download as Zip" under the files.
 - c. Click on "PDF" to download the PDF.



5. Upload the PDF as a “Manuscript” file in Editorial Manager.
6. Upload the .TeX, .bib, .cls, .bst, .bib (and/or .bbl) as “Overleaf Companions to PDF” files in Editorial Manager. These files WILL NOT build into the PDF. They will be available to the Production department if needed. EVERY REVISION must include a date stamped PDF, at LaTeX file with a MATCHING “modified” date and a MATCHING submission date. The paper will come back to you if these three dates do not match.
7. We will not allow figures in JPEG or TIFF format in this process. Figures must come as EPS, PS, or PDF.
8. Figures, Response to Reviewer Comments, CTA, and other files are uploaded as their relevant submission item (i.e. a figure as a figure).
9. All of ASCE’s revision guidelines apply. Figures must be uploaded as separate files, Line numbering is required, a Response to Reviewer Comments and CTA are required, etc.

For additional help with LaTeX, visit the following resources:

- [Overleaf](#)—A collaborative authoring platform for creating LaTeX files for submission to publisher submission systems. The [Getting Started](#) guide provides helpful information as well as the [video tutorials](#). **NOTE:** There is an ASCE LaTeX template available in Overleaf.
- [Beginner’s Guide to TeX](#) — This 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.

- [The Comprehensive TeX Archive Network](#) (CTAN) — 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.
- [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.
- [LaTeX Math Guide](#) — The American Mathematical Society’s *Short Math Guide for LaTeX*.

SUBMITTING THE FINAL VERSION OF THE MANUSCRIPT

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. Authors using LaTeX may want to use the [ASCE Overleaf template](#).

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 captions 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.

POSTACCEPTANCE

PRODUCTION AND PAGE PROOFS

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, 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 style and technical check, it will be moved forward to the compositor.

At the compositor, the manuscript will be copyedited and formatted. Authors will be sent an email notifying them when the formatted proof is available for review and approval. The email will include instructions on downloading the proof and submitting corrections.

NOTE: The copyedited manuscript may contain queries for the author. Authors must review the edited manuscript and answer *all* of the questions on the page proofs. Instructions will be provided on how changes should be returned to the compositor. The following changes will not be permitted at the proof stage:

- 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. No additional corrections will be accepted after a paper has been published online. (See [Correcting the Literature](#))

NOTE: ASCE will not publish a paper until the corresponding author has approved page proofs. If there is no response after several attempts to reach the authors listed on the paper, the paper will be withdrawn. Once a paper is withdrawn, it must be submitted and reviewed as a new manuscript in order to be considered. There are no guarantees that the paper will be accepted a second time.

PROMOTING JOURNAL ARTICLES

There are several ways and benefits to promoting published articles:

- **Press Release** — Authors should check with their institution's public relations office to see if they are willing to write and distribute a press release on your behalf. The press release should

not be sent until the paper is available online. All press releases should include the journal citation and a link to the abstract page in the ASCE Library.

- **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.
- **Blogs** — More and more universities are encouraging researchers to discuss their work on blogs. While authors are not permitted to cut and paste their entire paper into a blog post, they are permitted to discuss their findings *after* the paper has been published online. Authors should include a link to the abstract page of the paper.
- **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 draft of their accepted manuscript after the paper is published in the ASCE Library. The draft version of the paper does not include any changes resulting from ASCE copyediting or production, and it must include a link to the final published paper.

“FOLLOWING” JOURNAL ARTICLES

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 email 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.

APPENDIX I. STATE-OF-THE-ART REVIEW PROPOSAL GUIDELINES

ASCE staff surveyed the chief editors of all the journals to provide guidelines to authors regarding State-of-the-Art Review proposals. These guidelines follow:

Format:

- Proposals should be only one page.
- The proposal should list the title of the State-of-the-Art Review and include a list of authors and their affiliations.
- The proposal should be in a single-column format.

Content:

A State-of-the-Art Review proposal should define the field being covered and represent a new perspective to the readers. Authors should explain their expertise and the depth and breadth of coverage in the article they hope to write.

The following items should be addressed in the proposal:

- Define the area of the field covered.
- Does this review represent a new perspective?
- Explain expertise of authors on the topic/define knowledge area.
- Explain depth and breadth of coverage that you expect to summarize.
- Does the review discuss future applications of the area covered?
- Is the review organized by members of a task committee?

Article Description:

State-of-the-Art Review articles are full-length papers that provide timely, in-depth treatment of specific issues relevant to the journal topics. These reviews must provide a complete survey of the state of practice being examined as well as leave the reader feeling as though they are up to date on the current practices in the field on the given topic. A State-of-the-Art Review should include an extensive literature review of the most recent and relevant studies as well as perspective on the history of practice and the importance of the field.

Authors submitting State-of-the-Art Review articles must submit a proposal for the article initially to be reviewed by the chief editor or a member of the editorial board, and if approved, authors will be invited to submit the full article to go through peer review.

APPENDIX II. NEW SUBMISSION AND REVISION CHECKLIST FOR AUTHORS

New Submission Checklist

Before submitting your manuscript for review, please make sure you have completed the following:

Submission Questions	
	Have you answered all the submission questions with a Yes/No response?
	Have you answered the question about how your submissions contributes to the Body of Knowledge? Please answer this submission question with a short paragraph describing how your article contributes to the Body of Knowledge.
Files submitted	
	Manuscript in .DOC/.DOCX, .TEX, or .PDF
Manuscript text	
	Manuscript text has continuous line numbering
	Manuscript title on the first page of your text
	Author byline on the first page of the text
	Does this byline match what was entered into the Editorial Manager site?
	Author affiliation statements for each author
	Abstract on the first page (only for technical papers, notes, and case studies)
	Text is in a double-spaced, single-column format
Figures	
	All figures are uploaded with the submission
	Figure Caption List is included
Tables	
	All tables are included in the submission
Data Availability Statement	
	Included before the Acknowledgments section (or before the References if no Acknowledgments section is present) of the article.

Revision Checklist

Before submitting your revised manuscript, please make sure you have checked the following information:

File Types	
	Manuscript: Must be in Microsoft Word (.doc/.docx) or LaTeX (.tex) format.
	Tables: Microsoft Word or LaTeX; can also be part of the manuscript. If included in the manuscript text, the tables must be at the end.
	Figures: BMP, EPS, PDF, PS, or TIF/TIFF formats. NOTE: PDF files should have the fonts embedded; however nonembedded fonts that are crisp/clear are also acceptable.
	Figure Captions: Microsoft Word or LaTeX; can also be part of the manuscript text. If included in the text, must be at the end after any tables.
	<p>Supplemental Materials (if present). In general, Supplemental Materials files should be in file formats that are universally acceptable and can be easily opened on most computers without special software.</p> <ul style="list-style-type: none"> • Supplemental text and tables files should be in Microsoft Word or PDF; Supplemental figures can be in any format, but all figures should be in one file (example: one PDF file, one Word doc). • Other acceptable file types: Video/animation: Quicktime (.avi, .qt, .mov), MPEG (.mpg, .mp4), DV (.dv), .gif; and .txt. Acceptable audio formats: .pcm, .wav, .aif, .mp3
Forms	
	Copyright Transfer Agreement: This should be uploaded with the submission and signed in ink or be a verified digital signature by the corresponding author. Only fill in exemptions boxes if they apply. Authors can only claim one exemption. NOTE: The form must be signed by the corresponding author unless that author is a government employee, then one of the other authors may sign.
Authors	
	Affiliation: Each author needs a separate footnote citing their position/title, affiliation, and full address.
	Author byline order must match the order in Editorial Manager.
	Only one corresponding author may be designated.
Manuscript text	
	Title: The title on the manuscript and the title in Editorial Manager must match
	Appearance: Do not use highlighting, different color fonts (should be black), or track changes in the main revised manuscript file. If needed, a marked copy can be uploaded as separate file (Tracked Changes Version).
	Abstract: Must not contain reference citations.
	Footnotes & Endnotes: These are only permitted in papers for the Legal Affairs journal and for the author affiliations. If there are other footnotes and endnotes, authors need to incorporate the references into the text.
	Units of Measure: SI units are required throughout the text, figures, and tables. US conventional units may follow in parentheses, e.g. 25.4 mm (1 in.).
	Math/Equations: Display equations should be numbered sequentially (1, 2a, 2b, etc.)
References	

	Reference citations in the text must be in author/date style: (Smith 2002, or Smith and Jones 2004, or Smith et al. 2003)
	The reference list must be at the end of the manuscript in author/date style in alphabetical order.
	References should not be numbered.
Figures	
	Figures uploaded as separate files in BMP, EPS, PDF, PS, or TIF/TIFF formats with the figure number in the file name.
	PDF figures should have fonts embedded.
	Figures should be in good quality with at least 300 dpi for best resolution.
	Lettering on figures should be large enough to appear in print, preferably 8 pts.
Figure Captions	
	Upload one Figure Caption List in Word (or can be included at the end of a LaTeX manuscript).
	Make sure all parts of a figure (example: Figure 1a, 1b) are in the caption list.
Data Availability Statement	
	Each manuscript should have a Data Availability Statement before the Acknowledgments (or before the references if no Acknowledgments exist). See the Data Availability Statement policy for specific guidelines for authors.
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