

1 **Template for Preparing Your Submission to the American Society Of Civil** 2 **Engineers (ASCE)**

3 Author One¹, Author Two², and Author Three³

4 ¹First affiliation address, with corresponding author email. Email: author.one@email.com

5 ²Second affiliation address

6 ²Third affiliation address

7 **ABSTRACT**

8 The abstract should be a single paragraph (150-175 words long) written in plain language and
9 include a summary of the key conclusions of the manuscript. It should clearly state the purpose
10 of the work, the scope of the effort, the procedures used to execute the work, and major findings.
11 The abstract is the second most important online search discovery element, after the title. Authors
12 should review the abstract to ensure that it accurately reflects the revised paper and should strive to
13 include any applicable keywords that would likely be used during an online search. Mathematics
14 and references are not permitted in the abstract and will be removed by the copyeditors.

15 **INTRODUCTION**

16 This template and class file “`ascelike-new.cls`” produce manuscripts that comply with the
17 guidelines of the American Society of Civil Engineers (ASCE). It has been produced by **Overleaf** in
18 conjunction with the ASCE, and is based on the unofficial “`ascelike.cls`” developed by Matthew
19 R Kuhn.

20 This template provides guidance on how to prepare your manuscript according to the ASCE
21 requirements, including details on how to use various LaTeX commands to achieve the appropriate
22 formatting. Additional template options are given in Appendix II. If you have any questions about

23 this template, or need help with LaTeX, please [contact Overleaf](#) who can provide assistance as
24 required.

25 Once your work is complete, please use the “Submit to ASCE” option in Overleaf to select the
26 appropriate journal for your manuscript and follow the instructions to complete your submission.

27 For more information on the ASCE, and to access additional resources for authors, please visit
28 the [ASCE Library website](#).

29 **PREPARING YOUR MANUSCRIPT**

30 **Length**

31 For most ASCE journals, the maximum number of words and word-equivalents is 10,000 for
32 technical papers, 3,500 for technical notes, and 2,000 for Discussions and Closures. The editor
33 may waive these restrictions to encourage manuscripts on topics that cannot be treated within these
34 limitations.

35 To find the current number of words in your manuscript on Overleaf, please use the [Word Count](#)
36 feature in the Project menu.

37 **General Flow of the Paper**

38 Sections of the article should not be numbered and use word headings only. Article sections
39 should appear in the following order:

- 40 • Title page content (includes title, author byline & affiliation, abstract)
- 41 • Introduction
- 42 • Main text sections
- 43 • Conclusion
- 44 • Appendix(es)
- 45 • Acknowledgments
- 46 • Disclaimers
- 47 • Notation list
- 48 • Supplemental Data

- References

Title

Titles should be no longer than 100 characters including spaces. The title of a paper is the first “description” of a paper found via search engine. Authors should take care to ensure that the title is specific and accurately reflects the final, post-peer reviewed version of the paper. Authors should try to include relevant search terms in the title of the paper to maximize discoverability online. Titles should not begin with “A,” “An,” “The,” “Analysis of,” “Theory of,” “On the,” “Toward,” etc.

Author Bylines

Under the title of the manuscript, the full name of each author and his or her affiliation and professional designation, if applicable, must be included. The following professional designations are currently acceptable for all journals: Ph.D., P.E., S.E., D.WRE, DEE, P.Eng., C.Eng., L.S., P.L.S., Dr.Tech., Dr.Eng., D.Sc., Sc.D., G.E., P.G., P.H., AICP, J.D.

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Gender-specific Words

Authors should avoid “he,” “she,” “his,” “her,” and “hers.” Alternatively, words such as “author,” “discusser,” “engineer,” and “researcher” should be used.

First-person Usage

The use of first-person pronouns (I, we, my, our) should be avoided in technical material. The use of “the authors” or “this researcher” is preferred to first-person pronouns.

For papers with a single author, “the author” should be used to indicate actions or opinions. Papers with multiple authors should use “the authors” to refer to collective actions or opinions. Authors should use first-person pronouns only if absolutely necessary to avoid awkward sentence construction.

75 **Footnotes and Endnotes**

76 Footnotes and endnotes are not permitted in the text. Authors must incorporate any necessary
77 information within the text of the manuscript.

78 **Exception** - Endnotes are only permitted for use in the *Journal of Legal Affairs and Dispute*
79 *Resolution in Engineering and Construction*.

80 **SI Units**

81 The use of Système Internationale (SI) units as the primary units of measure is mandatory.
82 Other units of measurement may be given in parentheses after the SI unit if the author desires.
83 More information about SI units can be found on the [NIST website](#).

84 **Conclusions**

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

89 **Data Availability Statement**

90 When submitting a new and revised manuscript, authors are asked to include a data availability
91 statement containing one or more of the following statements, with specific items listed as appro-
92 priate. Please include one or more of the statements below, deleting those which do not apply. This
93 section should appear directly before the Acknowledgments section.

- 94 • Some or all data, models, or code generated or used during the study are available in a
95 repository online in accordance with funder data retention policies (provide full citations
96 that include URLs or DOIs)
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98 items). Direct requests for these materials may be made to the provider as indicated in the
99 Acknowledgements.

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101 corresponding author by request (list items).
- 102 • Some or all data, models, or code generated or used during the study are proprietary or
103 confidential in nature and may only be provided with restrictions (e.g. anonymized data)
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- 105 • All data, models, and code generated or used during the study appear in the submitted
106 article.
- 107 • No data, models, or code were generated or used during the study (e.g., opinion or data-less
108 paper).

109 Please also see the guidelines at: <https://ascelibrary.org/page/dataavailability>.

110 **Acknowledgments**

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

114 Authors can include an Acknowledgments section to recognize any advisory or financial help
115 received. This section should appear after the Conclusions and before the references. Authors
116 are responsible for ensuring that funding declarations match what was provided in the manuscript
117 submission system as part of the FundRef query. Discrepancies may result in delays in publication.

118 **Mathematics**

119 All displayed equations should be numbered sequentially throughout the entire manuscript,
120 including Appendices. Equations should be in the body of a manuscript; complex equations in
121 tables and figures are to be avoided, and numbered equations are never permitted in figures and
122 tables. Here is an example of a displayed equation (Eq. 1):

$$123 \quad E = mc^2 . \quad (1)$$

124 Symbols should be listed alphabetically in a section called “Notation” at the end of the

125 manuscript (preceding the references). See the following section for more details.

126 **Notation List**

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

- 129 • List all items alphabetically.
- 130 • Capital letters should precede lowercase letters.
- 131 • The Greek alphabet begins after the last letter of the English alphabet.
- 132 • Non-alphabetical symbols follow the Greek alphabet.

133 Notation lists should always begin with the phrase, “*The following symbols are used in this*
134 *paper:*”; acronyms and abbreviations are not permitted in the Notation list except when they are
135 used in equations as variables. Definitions should end with a semicolon. An example Notation list
136 has been included in this template; see Appendix I.

137 **Appendices**

138 Appendices can be used to record details and data that are of secondary importance or are
139 needed to support assertions in the text. The main body of the text must contain references to all
140 Appendices. Any tables or figures in Appendices should be numbered sequentially, following the
141 numbering of these elements in the text. Appendices must contain some text, and need to be more
142 than just figures and/or tables. Appendices containing forms or questionnaires should be submitted
143 as Supplemental Data instead.

144 **SECTIONS, SUBSECTIONS, EQUATIONS, ETC.**

145 This section is included to explain and to test the formatting of sections, subsections, subsub-
146 sections, equations, tables, and figures.

147 Section heading are automatically made uppercase; to include mathematics or symbols in a sec-
148 tion heading, you can use the `\lowercase{}` around the content, e.g. `\lowercase{\boldmathc^{2}}`.

149 **An Example Subsection**

150 No automatic capitalization occurs with subsection headings; you will need to capitalize the
151 first letter of each word, as in “An Example Subsection.”

152 *An example subsubsection*

153 No automatic capitalization occurs with subsubsections; you will need to capitalize only the
154 first letter of subsubsection headings.

155 **FIGURES AND TABLES**

156 This template includes an example of a figure (Fig. 1) and a table (Table 1).

157 **Figure Captions**

158 Figure captions should be short and to the point; they need not include a complete explanation
159 of the figure.

160 **Figure Files**

161 Figures should be uploaded as separate files in TIFF, EPS, or PDF format. If using PDF format,
162 authors must ensure that all fonts are embedded before submission. Every figure must have a figure
163 number and be cited sequentially in the text.

164 **Color Figures**

165 Figures submitted in color will be published in color in the online journal at no cost. Color
166 figures provided must be suitable for printing in black and white. Color figures that are ambiguous
167 in black and white will be returned to the author for revision, and will delay publication. Authors
168 wishing to have figures printed in color must indicate this in the submission questions. There is a
169 fee for publishing color figures in print.

170 **Table Format**

171 The following is a guide to preparing tables as part of your submission

- 172 • Vertical rules should not be used in tables. Horizontal rules are used to offset column
173 headings at the top of the table and footnotes (if any) at the bottom of the table and to
174 separate major sections.
- 175 • All columns must have a heading. Each table should have only one set of column headings
176 at the top of the table. Using additional column headings within the body of the table should
177 be avoided.
- 178 • Photographs, sketches, line art, or other graphic elements are not permitted in tables. Any
179 table that includes graphics must be treated and numbered as a figure.
- 180 • Highlighting and shading are also not permitted and will not be reproduced in print. Bold-
181 face font should be used for emphasis sparingly.
- 182 • Equations are allowed in the table body, but should be avoided if possible. Numbered
183 equations are never allowed in tables.
- 184 • Tables should not be submitted in multiple parts (Table 1a, 1b, etc.). Tables with multiple
185 parts should either be combined into one table or split into separate tables.

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

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193 publish any material. If the copyright holder requests a copy of the journal in which his or her
194 figure is used, the corresponding author is responsible for obtaining a copy of the journal.

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196 Supplemental Data is considered to be data too large to be submitted comfortably for print
197 publication (e.g., movie files, audio files, animated .gifs, 3D rendering files) as well as color

198 figures, data tables, and text (e.g., Appendixes) that serve to enhance the article, but are not
199 considered vital to support the science presented in the article. A complete understanding of the
200 article does not depend upon viewing or hearing the Supplemental Data.

201 Supplemental Data must be submitted for inclusion in the online version of any ASCE journal
202 via Editorial Manager at the time of submission.

203 Decisions about whether to include Supplemental Data will be made by the relevant journal
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205 as supplied. They will not be checked for accuracy, copyedited, typeset, or proofread. The
206 responsibility for scientific accuracy and file functionality remains with the authors. A disclaimer
207 will be displayed to this effect with any supplemental materials published online. ASCE does not
208 provide technical support for the creation of supplemental materials.

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214 of the article.

215 Supplemental Data must be briefly described in the manuscript with direct reference to each
216 item, such as Figure S1, Table S1, Protocol S1, Audio S1, and Video S1 (numbering should always
217 start at 1, since these elements will be numbered independently from those that will appear in the
218 printed version of the article). Text within the supplemental materials must follow journal style.
219 Links to websites other than a permanent public repository are not an acceptable alternative because
220 they are not permanent archives.

221 When an author submits supplemental materials along with a manuscript, the author must
222 include a section entitled “Supplemental Data” within the manuscript. This section should be
223 placed immediately before the References section. This section should only contain a direct list
224 of what is included in the supplemental materials, and where those materials can be found online.

225 Descriptions of the supplemental materials should not be included here. An example of appropriate
226 text for this section is “Figs. S1–S22 are available online in the ASCE Library (ascelibrary.org).”

227 REFERENCES, CITATIONS AND BIBLIOGRAPHIC ENTRIES

228 ASCE uses the author-date method for in-text references, whereby the source reads as the last
229 names of the authors, then the year (e.g., Smith 2004 or Smith and Jones 2004). A References
230 section must be included that lists all references alphabetically by last name of the first author.

231 When used together, `ascelike-new.cls` and `ascelike-new.bst` produce citations and the
232 References section in the correct format automatically.

233 References must be published works only. Exceptions to this rule are theses, dissertations, and
234 “in press” articles, all of which are allowed in the References list. References cited in text that are
235 not found in the reference list will be deleted but queried by the copyeditor. Likewise, all references
236 included in the References section must be cited in the text.

237 The following citation options are available:

- 238 • `\cite{key}` produces citations with full author list and year (**Ireland 1954**).
- 239 • `\citeNP{key}` produces citations with full author list and year, but without enclosing
240 parentheses: e.g. **Ireland 1954**.
- 241 • `\citeA{key}` produces citations with only the full author list: e.g. (**Ireland**)
- 242 • `\citeN{key}` produces citations with the full author list and year, but which can be used
243 as nouns in a sentence; no parentheses appear around the author names, but only around the
244 year: e.g. **Ireland (1954)** states that . . .
- 245 • `\citeyear{key}` produces the year information only, within parentheses, as in (**1954**).
- 246 • `\citeyearNP{key}` produces the year information only, as in **1954**.

247 The bibliographic data base `ascexmpl-new.bib` gives examples of bibliographic entries for
248 different document types. These entries are from the canonical set in the ASCE web document
249 “Instructions For Preparation Of Electronic Manuscripts” and from the ASCE web-site. The
250 References section of this document has been automatically created with the `ascelike-new.bst`

251 style for the following entries:

- 252 • a book (Goossens et al. 1994),
- 253 • an anonymous book (Moody 1988),
- 254 • an anonymous report using @MANUAL (Federal 1991),
- 255 • a journal article (Stahl et al. 2004; Pennoni 1992),
- 256 • a journal article in press (Dasgupta 2008),
- 257 • an article in an edited book using @INCOLLECTION (Zadeh 1981),
- 258 • a building code using @MANUAL (International 1988),
- 259 • a discussion of an @ARTICLE (Vesilind 1992),
- 260 • a masters thesis using @MASTERSTHESIS (Sotiropulos 1991),
- 261 • a doctoral thesis using @PHDTHESIS (Chang 1987),
- 262 • a paper in a foreign journal (Ireland 1954),
- 263 • a paper in a proceedings using @INPROCEEDINGS (Eshenaur et al. 1991; Garrett 2003),
- 264 • a standard using @INCOLLECTION (ASTM 1991),
- 265 • a translated book (Melan 1913),
- 266 • a two-part paper (Frater and Packer 1992a; Frater and Packer 1992b),
- 267 • a university report using @TECHREPORT (Duan et al. 1990),
- 268 • an untitled item in the Federal Register using @MANUAL (Federal 1988),
- 269 • works in a foreign language (Duvant and Lions 1972; Reiffenstuhl 1982),
- 270 • software using @MANUAL (Lotus 1985),
- 271 • two works by the same author in the same year (Gaspar and Koenders 2001a; Gaspar and
- 272 Koenders 2001b), and
- 273 • two works by three authors in the same year that only share the first two authors (Huang
- 274 et al. 2009a; Huang et al. 2009b).

275 ASCE has added two types of bibliographic entries: web-pages and CD-ROMs. A web-page
276 can be formatted using the @MISC entry category, as with the item (Burka 1993) produced with the

277 following *.bib entry:

```
278 @MISC{Burka:1993a,  
279     author = {Burka, L. P.},  
280     title = {A hypertext history of multi-user dimensions},  
281     journal = {MUD history},  
282     year = {1993},  
283     month = {Dec. 5, 1994},  
284     url = {http://www.ccs.neu.edu}  
285 }
```

286 Notice the use of the “month” field to give the date that material was downloaded and the use of a
287 new “url” field. The “url” and month” fields can also be used with other entry types (i.e., @BOOK,
288 @INPROCEEDINGS, @MANUAL, @MASTERSTHESIS, @PHDTHESIS, and @TECHREPORT): for example,
289 in the entry type @PHDTHESIS for ([Wichtmann 2005](#)).

290 A CD-ROM can be referenced when using the @BOOK, @INBOOK, @INCOLLECTION, or @INPROCEEDINGS
291 categories, as in the entry ([Liggett and Caughey 1998](#)). The field “howpublished” is used to des-
292 ignate the medium in the .bib file:

```
293     howpublished = {CD-ROM},
```

294

APPENDIX I. NOTATION

295

The following symbols are used in this paper:

D = pile diameter (m);

296

R = distance (m); and

$C_{Oh\ no!}$ = fudge factor.

APPENDIX II. LATEX TEMPLATE OPTIONS

The document class `ascelike-new.cls` provides several options given below. The `Proceedings|Journal|NewProceedings` option is the most important; the other options are largely incidental.

1. Options `Journal|Proceedings|NewProceedings` specify the overall format of the output manuscript.

`Journal` produces double-spaced manuscripts for ASCE journals. As default settings, it places tables and figures at the end of the manuscript and produces lists of tables and figures. It places line numbers within the left margin.

`Proceedings` produces older-style camera-ready single-spaced manuscripts for ASCE conference proceedings. The newer ASCE style is enacted with the `NewProceedings` option.

`NewProceedings` produces newer-style single-spaced manuscripts for ASCE conference proceedings, as shown on the ASCE website (*ca.* 2013). As default settings, `NewProceedings` places figures and tables within the text. It does not place line numbers within the left margin.

If desired, the bottom right corner can be “tagged” with the author’s name (this can be done by inserting the command `\NameTag{<your name>}` within the preamble of your document). All of the default settings can be altered with the options that are described below.

2. Options `BackFigs|InsideFigs` can be used to override the default placement of tables and figures in the `Journal`, `Proceedings`, and `NewProceedings` formats.
3. Options `SingleSpace|DoubleSpace` can be used to override the default text spacing in the `Journal`, `Proceedings`, and `NewProceedings` formats.
4. Options `10pt|11pt|12pt` can be used to override the default text size (12pt).
5. The option `NoLists` suppresses inclusion of lists of tables and figures that would normally be included in the `Journal` format.
6. The option `NoPageNumbers` suppresses the printing of page numbers.

- 324 7. The option `SectionNumbers` produces an automatic numbering of sections. Without the
325 `SectionNumbers` option, sections will *not* be numbered, as this seems to be the usual
326 formatting in ASCE journals (note that the appendices will, however, be automatically
327 “numbered” with Roman numerals). With the `SectionNumbers` option, sections and
328 subsections are numbered with Arabic numerals (e.g. 2, 2.1, etc.), but subsubsection
329 headings will not be numbered.
- 330 8. The options `NoLineNumbers|LineNumbers` can be used to override the default use (or
331 absence) of line numbers in the `Journal`, `Proceedings`, and `NewProceedings` formats.

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398 **List of Tables**

399 1 An example table 20

TABLE 1. An example table

Assembly Attribute (1)	Values (2)
Number of particles	4008
Particle sizes	Multiple
Particle size range	$0.45D_{50}^*$ to $1.40D_{50}$
Initial void ratio, e_{init}	0.179
Assembly size	$54D_{50} \times 54D_{50} \times 54D_{50}$

* D_{50} represents the median particle diameter

400

List of Figures

401

1 An example figure (just a box). This particular figure has a caption with more

402

information than the figure itself, a very poor practice indeed. A reference here

403

([Stahl et al. 2004](#)). 22

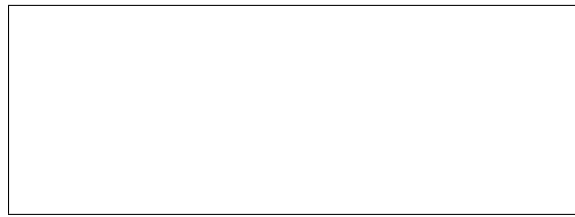


Fig. 1. An example figure (just a box). This particular figure has a caption with more information than the figure itself, a very poor practice indeed. A reference here ([Stahl et al. 2004](#)).