

# American Society of Civil Engineers Cheat Sheet



## Page Setup

- 1" margin on every side of the document
- Double-spaced
- 12-point Times New Roman font

## Abstract

- 150-175 words
- Should be written for a general engineering audience in straightforward language (no jargon)
- Should include the purpose and scope of the work, any special procedures used to obtain information, and significant findings
- Should not include mathematics or references to other literature

## Manuscript

- The title should not be longer than 100 characters and should not include phrases such as "Analysis of...", "A Note on...", "Toward a...", etc.
- Footnotes and endnotes should not appear in the text; necessary information must be incorporated into the main text
- Avoid gender-specific language; instead, use terms such as "author," "engineer," and "researcher"
- In-text citations
  - Include the author's last name and year of publication in parentheses immediately following the cited information
  - For three or more authors, use the first author's name followed by "et al." and the date of publication
  - If two or more works are by the same author(s) within the same year, distinguish them by adding the letters a, b, c, etc., to the year
- Block quotes (direct quotations exceeding 5 lines)
  - Do not use quotation marks
  - Single-space the lines within a block quote, but leave an extra space immediately before and after it
  - Indent the entire block quote ".5", the same as a paragraph indentation
- Equations
  - In the text, use single-level expressions—e.g.,  $1/(a + b)$ —not stacked equations
  - In numbered (displayed) equations, stack numerators over denominators
  - All displayed equations should be numbered sequentially throughout the entire manuscript, including appendixes
  - Equations should be in the body of a manuscript; avoid complex equations in tables and figures

## Notations

- Any mathematical symbols used within the text should be listed alphabetically in a section titled "Notation" at the end of the manuscript
- When alphabetizing:
  - Capital letters precede lowercase letters
  - The Roman alphabet comes before the Greek alphabet
  - The Roman and Greek alphabets should not be intermingled
  - The Greek alphabet is in the Greek alphabetical order

- The “Notation” section precedes the “References” section
- Notations should be double-spaced
- Matrices, tensors, and vectors should be typed either in boldface or placed consistently within brackets and italicized—e.g., **X** or [*X*]

## References

- Referenced materials appear in a separate section titled “References” at the end of the paper
- References are listed in alphabetical order by authors’ last names; use initials in place of first and middle names
- All author names are inverted—e.g., Hall, D. M., Cook, T. L., Mitchell, T. K.
- Two or more entries by the same author(s) appear in order of publication date
- Entries are single-spaced within and double-spaced between entries
- Second and subsequent lines within an entry should be indented 3 spaces
- All authors must be listed; do not use “et al.” in the reference list

## Reference List Examples

- Books and reports
  - Include the author(s), copyright date, book or report title, publisher, and publisher’s location. If a specific chapter is used, list the chapter title and page numbers. For reports, include the full institution name (not the acronym) and its location.
  - Feld, J., and Carper, K. (1997). *Construction failure*, 2nd Ed., Wiley, New York.
- Journals
  - Include the author(s), copyright date, article title, journal title, volume and issue numbers, and page numbers for the article.
  - King, S., and Delatte, N. J. (2004). “Collapse of 2000 Commonwealth Avenue: Punching shear case study.” *J. Perf. Constr. Facil.*, 18(1), 54-61.
- Online material
  - Include an author (if available), the copyright date, title, name of the Website, Web address, and date the material was accessed or downloaded.
  - Burka, L. P. (2002). “A hypertext history of multiuser dimensions.” *MUD history*, <<http://www.ccs.neu.edu>> (Dec. 5, 2003).
- Conference presentations/papers
  - Include the presenter(s), date of the presentation, sponsor of the conference or publisher of the work, and the location of the sponsor or publisher—city and state or city and country.
  - Fwa, T. F., Liu, S. B., Teng, K. J. (2004). “Airport pavement condition rating and maintenance-needs assessment using fuzzy logic.” *Proc., Airport Pavements: Challenges and New Technologies*, ASCE, Va., 29-38.
- CD-ROM
  - Include the author(s), copyright date, titles, medium, producer or publisher and their location.
  - Liggett, J. A., and Caughey, D. A. (1998). “Fluid statics.” *Fluid mechanics* (CD-ROM), ASCE, Reston, Va.
- Unpublished material
  - Unpublished material is not included in the reference list. It should be cited in the text as follows: (Donna Jones, personal communication, September 17, 2010) or (Miller et al., unpublished manuscript, 2007).
  - Articles that are not yet published but have been accepted for publication should appear in the reference list as follows: Gibson, W. (2003). “Cyberspace: The postmodern frontier.” *J. Comp. in Fiction*, in press.