

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

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## 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 length for technical papers and case studies is 30  
32 double-spaced manuscript pages including references, figures, tables, and captions; 7 double-  
33 spaced manuscript pages for technical notes; and 4 double-spaced manuscript pages for discussions  
34 and closures. The editor may waive these restrictions to encourage manuscripts on topics that  
35 cannot be treated within these limitations. See the [“Publishing in ASCE Journals: A Guide for  
36 Authors”](#) for information on other article types.

### 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 • Data Availability Statement
- 46 • Acknowledgments
- 47 • Disclaimers
- 48 • Notation list

- Supplemental Materials
- References

## **Title**

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## **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 academic and professional designations are currently acceptable for all journals: Ph.D., Dr.Tech., Dr.Eng., D.Sc., Sc.D., J.D., P.E., S.E., D.WRE, Hon.D.WRE, D.GE, D.CE, D.OE, D.PE, D.NE, NAE, DEE, P.Eng., CEng, L.S., P.L.S., G.E., P.G., P.H., RA, AICP, and CPEng.

Former affiliations are permissible only if an author’s affiliation has changed after a manuscript has been submitted for publication. If a coauthor has passed away, include the date of death in the affiliation line. Any manuscript submitted without a separate affiliation statement for each author will be returned to the corresponding author for correction.

## **Gender-specific Words**

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

## **Footnotes and Endnotes**

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

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## 75 **SI Units**

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

## 79 **Conclusions**

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

## 84 **Data Availability Statement**

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

- 89 • Some or all data, models, or code generated or used during the study are available in a  
90 repository online in accordance with funder data retention policies (provide full citations  
91 that include URLs or DOIs)
- 92 • Some or all data, models, or code used during the study were provided by a third party (list  
93 items). Direct requests for these materials may be made to the provider as indicated in the  
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96 the corresponding author upon reasonable request (list items).
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- 100 • All data, models, and code generated or used during the study appear in the submitted

101 article.

- 102 • No data, models, or code were generated or used during the study (e.g., opinion or data-less  
103 paper).

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

## 105 **Acknowledgments**

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

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

## 113 **Mathematics**

114 All displayed equations should be numbered sequentially throughout the entire manuscript,  
115 including Appendixes. Equations should be in the body of a manuscript; complex equations in  
116 tables and figures are to be avoided, and numbered equations are never permitted in figures and  
117 tables. Here is an example of a displayed equation (Eq. 1):

$$118 \quad E = mc^2 . \quad (1)$$

119 Symbols should be listed alphabetically in a section called “Notation” at the end of the  
120 manuscript (preceding the references). See the following section for more details.

## 121 **Notation List**

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

- 124 • List all items alphabetically.

- 125 • Capital letters should precede lowercase letters.
- 126 • The Greek alphabet begins after the last letter of the English alphabet.
- 127 • Non-alphabetical symbols follow the Greek alphabet.

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

## 132 **Appendixes**

133 Appendixes can be used to record details and data that are of secondary importance or are  
134 needed to support assertions in the text. The main body of the text must contain references to all  
135 Appendixes. Any tables or figures in Appendixes should be numbered sequentially, following the  
136 numbering of these elements in the text. Appendixes must contain some text, and need to be more  
137 than just figures and/or tables. Appendixes containing forms or questionnaires should be submitted  
138 as Supplemental Materials instead.

## 139 **SECTIONS, SUBSECTIONS, EQUATIONS, ETC.**

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

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

### 144 **An Example Subsection**

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

#### 147 *An example subsubsection*

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

## 150 **FIGURES AND TABLES**

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

### 152 **Figure Captions**

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

### 155 **Figure Files**

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

### 159 **Color Figures**

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

### 165 **Table Format**

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

- 167 • Vertical rules should not be used in tables. Horizontal rules are used to offset column  
168 headings at the top of the table and footnotes (if any) at the bottom of the table and to  
169 separate major sections.
- 170 • All columns must have a heading. Each table should have only one set of column headings  
171 at the top of the table. Using additional column headings within the body of the table should  
172 be avoided.
- 173 • Photographs, sketches, line art, or other graphic elements are not permitted in tables. Any  
174 table that includes graphics must be treated and numbered as a figure.

- 175 • Highlighting and shading are also not permitted and will not be reproduced in print. Bold-  
176 face font should be used for emphasis sparingly.
- 177 • Equations are allowed in the table body, but should be avoided if possible. Numbered  
178 equations are never allowed in tables.
- 179 • Tables should not be submitted in multiple parts (Table 1a, 1b, etc.). Tables with multiple  
180 parts should either be combined into one table or split into separate tables.

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189 figure is used, the corresponding author is responsible for obtaining a copy of the journal.

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

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209 of the article.

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

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

## 222 REFERENCES, CITATIONS AND BIBLIOGRAPHIC ENTRIES

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

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

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

232       The following citation options are available:

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

242       The bibliographic data base `ascexmpl-new.bib` gives examples of bibliographic entries for  
243 different document types. These entries are from the canonical set in the ASCE web document  
244 “Instructions For Preparation Of Electronic Manuscripts” and from the ASCE website. The  
245 References section of this document has been automatically created with the `ascelike-new.bst`  
246 style for the following entries:

- 247       • a book (Goossens et al. 1994),
- 248       • an anonymous book (Moody 1988),
- 249       • an anonymous report using `@MANUAL` (Federal 1991),
- 250       • a journal article (Stahl et al. 2004; Pennoni 1992),
- 251       • a journal article in press (Dasgupta 2008),
- 252       • an article in an edited book using `@INCOLLECTION` (Zadeh 1981),
- 253       • a building code using `@MANUAL` (International 1988),

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

270 ASCE has added two types of bibliographic entries: webpages and CD-ROMs. A webpage  
 271 can be formatted using the @MISC entry category, as with the item (Burka 1993) produced with the  
 272 following \*.bib entry:

```

273 @MISC{Burka:1993a,
274     author = {Burka, L. P.},
275     title = {A hypertext history of multi-user dimensions},
276     journal = {MUD history},
277     year = {1993},
278     month = {Dec. 5, 1994},
279     url = {http://www.ccs.neu.edu}
  
```

280            }

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

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

288            howpublished = {CD-ROM},

289

## APPENDIX I. NOTATION

290

*The following symbols are used in this paper:*

$D$  = pile diameter (m);

291

$R$  = 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.

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

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393 **List of Tables**

394 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, $e_{\text{init}}$	0.179
Assembly size	$54D_{50} \times 54D_{50} \times 54D_{50}$

\*  $D_{50}$  represents the median particle diameter

395

## List of Figures

396

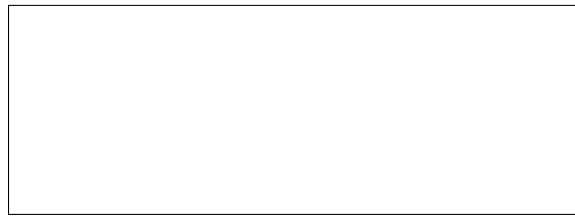
1 An example figure (just a box). This particular figure has a caption with more

397

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

398

([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](#)).