

## **ASCE Extended Abstracts Formatting Instructions**

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### **INTRODUCTION**

An author's central obligation is to present a concise account of his or her research, work, or project accompanied by an objective discussion of its significance. Submitted extended abstracts should contain detail and reference to public sources of information.

ASCE requires that extended abstracts be original, unpublished work. Even though these extended abstracts are not "officially published", we need to discourage submitting work that has been published elsewhere. Dual publishing is a professional ethics violation and a legal problem. ASCE does not publish abstract-only submissions or slide presentations in conference proceedings.

It is inappropriate to submit extended abstracts with an obvious commercial intent. It is also inappropriate to criticize another paper with personal attacks on the author(s).

Only people who have significantly contributed to the research, project, or manuscript preparation should be listed as coauthors. The corresponding author will attest that any people named as coauthors have seen the final version of the extended abstract.

The authors of the extended abstracts are expected to present their research in person at the conference or to find a substitute to present their research.

Extended abstracts may not be published later as journal articles, unless the paper has been substantially revised to include new or additional material.

## REQUIREMENTS FOR SUBMITTING AN EXTENDED ABSTRACT

**Extended Abstract Length.** The maximum extended abstract length is determined by your conference committee. Please consult your conference website for this information.

**Submission Deadlines.** If your original conference abstract has been accepted, and you are interested in submitting an extended abstract, please submit the final version of your extended abstract by the deadline established by the conference committee. Review your extended abstract carefully before you submit the final version. Once an extended abstract has been uploaded to the conference website, it will not be possible to edit the document.

**Approvals.** Before submitting an extended abstract, authors must obtain approvals from such interested parties as the authors' employers, clients, project owners, and government agencies.

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## EXTENDED ABSTRACT FORMATTING

An extended abstract consists of a title; an author byline and affiliation(s); an introduction; main body (including experimental methods, results, discussion, and summary sections); a conclusion; and references. Acknowledgments, appendixes, and notations are optional.

**Length.** Length is determined by the conference technical committee or proceedings editor. Total extended abstract length includes all text, graphics, references, and appendixes.

**Point size and font.** Use 12 point type for text, captions, and author contact information. For type within figures or tables, the 12 point size is preferred. ASCE Publications recommends selecting a serif text font such as Times Roman. *Italics*, **bold**, and ***bold italics*** may be used; using only one “family” of typefaces yields the cleanest results.

**Headers and footers.** Do not put any information in the header. The only acceptable content in the footer is a single page number.

**Layout.** All text must be single-spaced. Page design should be consistent throughout the paper. Margins should be 1 inch (25.4 mm) on all sides, and all elements (text, figures, tables, captions) must fit within those margins.

**Figures and tables.** All graphics (photos, line art, graphs, charts, tables, etc.) must be included electronically (embedded) within the document and fit within the margin settings.

Illustrations should be single numbered consecutively as they are presented (Figure 1, Figure 2, etc., and Table 1, Table 2, etc.). Each figure should be mentioned in the text or “called out.” Do **not** use field codes or any other internal links—they may cause error messages in the text.

Figures may be placed in the text or in a “gallery” at the end of the extended abstract. More than one figure may appear on a page. Do not wrap text around the figure, even to save space. Portrait orientation is preferred; landscape-orientated figures and tables may be altered to fit.

**Captions and legends.** A descriptive caption, including figure number, should be placed directly *below* the illustration (see Figure 1). A descriptive legend, including table number, should be placed immediately *above* the table.

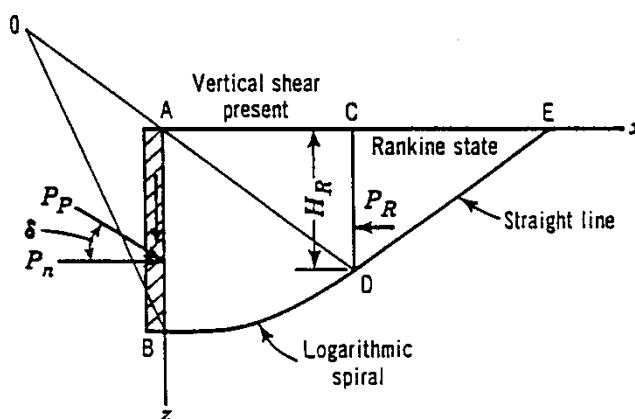


Figure 1. Sample line art illustration. If taken from a prior publication, credit should read (Source: Smith and Jones 2018). If supplied by an outside source, credit should read (Image courtesy of copyright holder. Used with permission.).

**Style.** The paper must be written in the best possible technical and grammatical English. Titles should be concise and should describe the content of the paper. If you have a long title, please consider a **Title: Subtitle** format. More information on [writing style](#) is available online.

**Mathematics.** All mathematics must be embedded in the text. Equations need to be numbered *only* if they are referred to more than once. If numbering is necessary, equations should be single numbered consecutively as they are presented (Eq. 1, Eq. 2, etc.). More information on [mathematics style](#) is available online.

**System of units.** ASCE encourages the use of SI units. For more information about SI units, visit the Web sites of the [U.S. Metric Association](#) (USMA), Inc. or the [National Institute of Standards and Technology](#) (NIST) or consult the book [Metric Units in Engineering: Going SI](#).

**Author contact information.** A sample of author contact information is shown on the first page of these instructions. The following information may be provided for all authors of the paper: author's full name; academic degrees or honorifics; professional licenses; ASCE membership grade; current employment affiliation; mailing address; and e-mail address. Note that each author has one and only one note with contact information. Multiple authors with the same employment affiliation or mailing address must have separate notes.

**References.** All factual material that is not original with the author must be accompanied by a reference to its source. ASCE prefers the author-date system of referencing. The author-date system has two parts, the text citation and the reference list.

- The text citation appears where the material to be cited is presented and it refers readers to a source in the reference list by the author's last name and year of publication. Often, the author and date appear in parentheses; a comma is not placed between them.
- The reference list appears at the end of each proceedings paper. It should be single-spaced and list each reference alphabetically by the last name of the first author. When two or more references by the same author are listed, year of publication is taken into account, and the earliest work is listed first.

ASCE strongly discourages the use of superscripts to refer to references because the numbers often become unreadable when the pages are reproduced. Some sample references are listed at the end of this paper; see [author-date references](#) for more detailed information.

## CONCLUSION

ASCE thanks you for your efforts and looks forward to providing a record of this conference that will be useful to you and your colleagues for many years to come.

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