

# ASCE Conference Proceedings Paper Formatting Instructions

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## ABSTRACT

A proceeding containing papers presented at this conference will be produced from the manuscripts received from the authors. These instructions are formatted to resemble a final paper. The abstract should consist of one paragraph of about 150 words. The abstract should present a concise statement of the scope, principal findings, and conclusions of the paper. Abstracts cannot include lists, tables, figures, display equations, footnotes, or references.

## 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 papers should contain detail and reference to public sources of information, so that the author's peers are able to repeat the work or otherwise verify its accuracy.

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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 paper and agreed to its submission for publication.

The authors of proceedings papers are expected to present their papers in person at the conference or to find a substitute to present the paper.

Proceedings papers may *not* be published later as journal articles, unless the papers have been

substantially revised to include new or additional material.

Proceedings papers are eligible for discussions and closures, which will be posted with the paper in ASCE Library.

## **REQUIREMENTS FOR SUBMITTING A PAPER**

**Paper Length.** The maximum paper length is determined by your conference committee. Please consult your conference website for this information. For the 20<sup>th</sup> ICCRE, the limit for a paper is 8~12 pages.

**Submission Deadlines.** If your paper has been accepted, please submit the final version of your paper by the deadline established by the conference committee or proceedings editor. Review your paper carefully before you submit the final version. Once a paper has been uploaded, reviewed by the author, and officially submitted, it is not possible to edit the document.

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## MANUSCRIPT FORMATTING

A proceedings paper consists of a title; an author byline and affiliation(s); an abstract; the text with optional tables, figures, and mathematics; a conclusion; and references. Acknowledgments, appendixes, and notations are optional.

**Length.** Length is determined by the conference technical committee or proceedings editor and is set to 8~12 pages. Total paper length includes all text, graphics, references, and appendixes.

**Point size and font.** Use 12-point type for text, captions, and author contact information. For typing 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 on all sides, and all elements (text, figures, tables, captions) must fit within those margins.

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

Illustrations should be 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” before it appears.

Figures may be placed in the text or in a “gallery” at the end of the paper. More than one figure may appear on a page. Do not wrap text around the figure, even to save space. Landscape orientation is acceptable.

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



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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