

ASCE Conference Proceedings Paper Formatting Instructions

I. M. Author¹ and C. O. Author²

¹Hard Knocks Laboratory, Department of Civil and Environmental Engineering, Research State University, P.O. Box 98765, City, ST 99999-1111; PH (666) 911-1234; FAX (666) 911-1235; email: imauthor@esu.edu

²Everlasting Company, Mail Stop LC 444, 2233 West 32nd Avenue, Township, ST 88888; PH (999) 777-6666; FAX (999) 777-6667; email: co.author@everco.com

ABSTRACT

A proceedings containing papers presented at this conference will be produced from the manuscripts received from authors. These instructions are formatted to resemble a final paper. Your abstract should be about 150-words long; it must never exceed the first page or contain artwork or references. The abstract should present a concise statement of the scope, principal findings, and conclusions of the paper.

SUBMISSION DEADLINE AND PAPER LENGTH – Draft and Final Papers

There is a 10-page paper length limit for Draft and Final papers. ASCE does not publish abstract only submissions or PowerPoint presentations in conference proceedings.

COPYRIGHT TRANSFER AND PERMISSIONS VERIFICATION

No paper can be included in an ASCE publication unless the author has agreed to the terms in the ASCE Copyright Transfer Agreement (CTA) form and the Permissions Verification form, which will be handled electronically during the submission process.

FORMAT

Length - Paper length as determined by your conference technical chair includes all text, graphics, and appendices. Please limit abstract to first page of paper.

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. We recommend selecting a serif text font such as Times Roman. *Italics*, **bold**, and **bold italics** may be used; we recommend sticking to one “family” of typefaces. Try to avoid the use of Arial fonts as these can be distorted in the conversion to pdf.

Layout - All text must be single-spaced. Page design should be consistent throughout the paper.

Margin settings (see below) must contain *all* elements of the paper that will be reproduced (text, figures, tables, captions). Imagine a “box” whose **width** does not exceed 5.75" (14.5 cm) and **depth** does not exceed 9" (22.5 cm). Short pages are unsightly and waste space; try to fill the imaginary box on each page. Leave at least 1" (3 cm) *top* and *bottom* margins. The first page of the paper should be an additional .5" below the top margin.

Table 1. Margin Settings, Margins	8.5" X 11" (letter)	A4
Top	1"	3.5 cm
Bottom	1"	3.5 cm
Left	1.375"	3.25 cm
Right	1.375"	3.25 cm