

PUBLISHING IN ASCE JOURNALS

A GUIDE FOR AUTHORS



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CONTENTS

About ASCE Journals	6
ASCE Library	6
Types of Journal Content.....	7
Additional Content Types	9
ASCE Publication Policies	14
Peer Review Policies	14
Internal Review	14
Journal Articles.....	14
Practice Periodical Articles	14
Previously Published content	14
Conference Proceedings	14
Theses and Dissertations.....	15
Reuse of Journal Articles in Theses or Dissertations.....	16
Posting Papers on the Internet	16
Materials Sharing and Data Availability	16
Author Data Archiving and Sharing.....	17
Disclaimer.....	19
Copyright.....	19
Open Access Options and Rights.....	20
Permission and Reuse of Material	21
Using Material from an ASCE Journal or Book	21
Credit Lines.....	21
Using Rightslink for Obtaining Permission	21
Obtaining Permission from a Business Entity or Photographer.....	22
Consent Forms from People in Photographs	22
Reuse of Content under Creative Commons License	22
Peer Review Process	24
Guidelines for Publication	24
ASCE Review Decisions.....	25
Appeal of Review Decisions.....	25
Manuscript Submission and Revision Requirements	26
Preparing the Manuscript.....	27
Length.....	27
General Flow of the Paper	27
Title.....	27
Author Bylines	27
Author Affiliations	28
Abstract	29
Practical applications.....	29

Gender-specific Words	29
Tense	29
Footnotes and Endnotes	30
Mathematics	30
SI Units.....	31
Conclusions	32
Appendixes	32
Data Availability Statements	32
Acknowledgments	33
Notation List	33
Supplemental Materials	34
References.....	36
Tables	40
Figures	43
Quick Guide to Figures	44
Tips on Preparing Photographs.....	45
Figure, Table, and Text Permissions	45
Other Manuscript Elements	47
Basic LaTeX User Guide for Editorial Manager.....	48
Building the PDF in Editorial Manager.....	48
LaTeX Revision Process I: Building the PDF from TeX files in Editorial Manager	49
LaTeX Revision Process II: Submitting an Overleaf PDF.....	50
Submitting the Final Version of the Manuscript	53
Postacceptance.....	55
Production and page proofs	55
Promoting Journal Articles	55
“Following” Journal Articles	56
Postpublication name changes	56
Appendix I. State-of-the-Art Review Proposal Guidelines.....	57
Appendix II. New Submission and Revision Checklist for Authors.....	58
Appendix III: Ethical Standards.....	61
Obligations of Authors	61
Obligations of Editors.....	61
Obligations of Reviewers.....	62
Authorship.....	63
Similarity Check	65
PRIOR PUBLICATION	65
Accusations of Scientific Misconduct or Violations of ASCE Policies	66
Dual Submission	67
Dual Publication	67

Redundant Publication or Fragmentation of Research.....	67
Fabrication and Falsification of Data.....	68
Plagiarism	68
Correcting the Literature	68
Crossmark.....	69
Alerting ASCE of Possible Misconduct	69
Appendix IV. Change in Author Byline Form.....	70
Appendix V. Change of Corresponding author form	71

ABOUT ASCE JOURNALS

A core mission of ASCE has always been to share information critical to civil engineers. In 1867, then ASCE President James P. Kirkwood addressed the membership regarding the importance of sharing information as the organization's members spread far outside the boundaries of New York City.

“Here, because we are so widespread... we shall find it more needful to create this other tie, and to maintain it by a regular distribution of so much of the proceedings of the general meetings as will be readable and valuable to the absent members.”—James P. Kirkwood

Volume 1 of the *Transactions of the American Society of Civil Engineers* was published in 1872 and contains technical papers read to the assembled members of the Society at various meetings. These papers explored new techniques, materials, and best practices. Kirkwood spoke of the importance of documenting and sharing failures in order to improve the practice.

By 1956, the members of the Society had grown and subdisciplines had emerged as divisions. The *Transactions* were now split into the journals of the original divisions.

Today, as in 1867, the journals of ASCE are the media through which civil engineers exchange technical and professional knowledge. Information published in the journals is the archival record of the technical advances of the profession.

ASCE publishes 36 journals across many civil engineering disciplines. Authors are ASCE members and nonmembers alike. The community surrounding each journal is international and multidisciplinary.

Responsibility for reviewing manuscripts submitted to ASCE for publication rests with the editors and editorial boards of each journal. The Executive Committee or Publications Committee of each division, council, and institute is responsible for the contents of their journals.

ASCE LIBRARY

The [ASCE Library](https://ascelibrary.org) (ascelibrary.org) is the online home of journals, conference proceedings, e-books, and standards. All ASCE journals are available online.

ASCE journal content is highly discoverable and indexed in all the major services, including [Google Scholar](https://scholar.google.com), Elsevier ([Scopus](https://scopus.com) and [Engineering Village](https://www.engineeringvillage.com)), [Clarivate Analytics](https://clarivate.com) (Institute for Scientific Information, Web of Science, Emerging Sources Citation Index, Science Citation Index), [ProQuest](https://www.proquest.com), [TRID](https://www.trid.org), and [EBSCO](https://www.ebsco.com) to maximize the discovery of author works.

Information about each journal, such as the aims and scope, editorial board, submission links, etc., can be found on the home page of each journal in the ASCE Library.

TYPES OF JOURNAL CONTENT

Technical Papers — Technical Papers are full-length manuscripts of value and interest to civil engineers. They must be original reviews of past practice, present information of current interest, or probe new fields of civil engineering activity. They should report results of thought-provoking studies that contribute to the planning, analysis, design, construction, management, or maintenance of civil engineering works. Technical Papers should include a practical applications section whenever possible; theoretical manuscripts should indicate areas of additional research to implement technology transfer. Practical papers are strongly encouraged. Technical Papers must not exceed 30 double-spaced manuscript pages including references, figures, tables, and captions (see [Manuscript Submission and Revision Requirements](#)).

Technical Notes — Technical Notes present (1) original, practical information; (2) preliminary or partial results of research; (3) concisely presented research results; and (4) innovative techniques to accomplish design objectives. Technical Notes must not exceed 7 double-spaced manuscript pages including references, figures, tables, and captions.

Case Studies — Case Studies describe a method or application that illustrates a new or existing principle or presents an innovative way to solve a problem. Ideally, results should have broad implications and not be specific to only the case presented. Case Studies are judged with the same rigor as technical papers and Notes. Case Studies must not exceed 30 double-spaced manuscript pages including references, figures, tables, and captions.

State-of-the-Art Reviews — State-of-the-Art Review articles are full-length papers that provide timely, in-depth treatment of a specific issue relevant to the journal topics. These reviews must provide a complete survey of the state of practice being examined and leave the reader feeling as though they are up to date on the current practices in the field on the given topic. A State-of-the-Art Review should include an extensive literature review of the most recent and relevant studies as well as perspective on the history of practice and the importance of the field. State-of-the-Art Reviews must not exceed 45 double-spaced manuscript pages including references, figures, tables, and captions. Authors planning to submit State-of-the-Art Review articles must first submit a proposal for the article to be reviewed by the chief editor or member of the editorial board, and if approved, authors will be invited to submit the full article to be peer reviewed. See [Appendix I](#) for proposal guidelines.

Companion Papers — Companion manuscripts are discouraged, as all papers published must be able to stand on their own. Justification must be provided to the editor if an author feels as though the work must be presented in two parts and published simultaneously. Given the length of time required to review two manuscripts, there is no guarantee that companions will be reviewed by the same reviewers.

Data Papers — A Data Paper is a peer-reviewed article that concisely describes the data, methods, and instrumentation used to acquire the data, associated metadata, data validation, and potential opportunities for reuse. The article must include a link to the complete data set archived at a publicly accessible repository.

Discussions — Discussions present significant comments or questions about the technical content of a Technical Paper, Technical Note, or Case Study published in an ASCE journal. Discussions may be submitted during a 5-month period following the date of online publication of the paper and may not exceed 4 double-spaced manuscript pages including references, figures, tables, and captions. Discussions should not contain matter readily found elsewhere, advocate special interests, contain obvious commercial intent, controvert established fact, or be purely speculative.

Discussions follow the requirements for other manuscripts except that they do not have abstracts, introductions, or conclusions. Separate Discussions must be submitted for companion papers (a study presented as multiple parts in the same issue). The title of the Discussion should begin with “Discussion of” followed by the title of the original paper. The DOI of the original paper should be included below the title. Numbering of author footnotes, figures, tables, and equations should begin with one (1) and continue sequentially, making it clear when a table, figure, or equation being discussed is from the original paper or the Discussion or Closure. Discussions and Closures should be submitted in Microsoft Word format only.

Closures — Closures are responses written by the author(s) of the original manuscript in response to one or more accepted discussions. The author(s) addresses and clarifies issues raised in Discussions and provides conclusions to the issues. Closures and Discussions are published together. Guidelines for formatting a Closure are the same as for discussions. Please make sure that those authors involved in the writing of the Closure are included in the byline. Not all the original authors need to be listed.

Book Reviews — Book Reviews assess new books whose content is judged important. They summarize the work, illuminate its strengths and weaknesses, and place it in context with existing literature. Book Reviews are limited to 3 double-spaced manuscript pages. Please note that not all ASCE journals publish book reviews.

The first page of a Book Review must contain the following information: book title, author(s)/editor(s), publisher and publisher location, publication year, ISBN, total number of pages, and price in US dollars. The reviewer’s name and affiliation must also be provided.

Editorials — An Editorial is a brief opinion piece concerning the scope, content, direction, or philosophy of the journal or a policy issue concerning engineering research or its application. Editorials are occasionally invited and may be subject to peer review. Contributions are usually short, not exceeding 4 double-spaced manuscript pages, and rarely contain tables, figures, or references. Editorials require a title and author byline with current affiliations.

Forums — A Forum is a thought-provoking opinion piece or essay founded in fact, sometimes containing speculation, on a civil engineering topic of general interest and relevance to the readership of the journal. Its purpose is to stimulate discussion rather than document an advance in research or its application. A Forum is subjected to either partial or full peer review, depending on the subject matter and recommendation of the editor. Forums must not exceed 8 double-spaced manuscript pages, including references, figures, tables, and captions. Tables, figures, and references are often included but an abstract is not allowed. Forums require a title and author byline with current affiliations.

Corrections —

- **Errata:** Corrections of published errors. If errors are serious enough to impair understanding or mislead readers, authors should submit errata through the submission website for review by the managing editor and production manager. Errata are published in the earliest available issue.
- **Notice of Redundant Publication:** Notification to the readers that significant content in the paper may have already been published in the authors' previous published work.
- **Expression of Concern:** Notification to the readers that the paper is being investigated.
- **Retraction:** Notification that the paper is no longer considered a viable contribution to the journal. Retracted papers are noted with the word "Retraction" added to the title. Retracted papers are not removed from ASCE publications.

ADDITIONAL CONTENT TYPES

Journal of Geotechnical and Geoenvironmental Engineering

The *Journal of Geotechnical and Geoenvironmental Engineering* contains these additional article types:

Technical Breakthrough Abstract — Short contributions that present original, concise, and practical information regarding an important new breakthrough relevant to geotechnical engineering. Technical Breakthrough Abstracts may contain figures, tables, and references but may not exceed one published page (single side) in the journal, which corresponds to a length of approximately 800 words or word equivalents.

Journal of Legal Affairs and Dispute Resolution in Engineering and Construction

The *Journal of Legal Affairs and Dispute Resolution in Engineering and Construction* contains the following article types:

Scholarly Papers —

Scholarly Papers are original, well-researched, referenced, and analyzed papers typically ranging from 4,250 to 9,750 words. Papers address the subject matter's impact on the execution of engineering and construction projects. Articles discussing jurisprudence fall into this category.

Legal Notes —

Legal Notes emphasize the specific practice and application of laws. They are usually 2,250 to 9,000 words in length.

Features —

Feature articles describe a subject of current public interest and are written to apprise the readership of the main issues and developments in this matter. Features are typically 3,500 to 8,500 words in length.

Letters to the Editor —

Short Letters to the Editor range from 400 to 1,500 words; longer letters are up to 4,000 words. Letters should meet a high technical and scientific standard and be referenced, where possible, especially the longer letters.

Synopses of Court Verdicts —

Synopses are write-ups on a recent court verdict, typically ranging from 1,500 to 3,500 words, which trace the history, developments, and outcome of the court verdict and explain its effect on contract administration. These can be considered as a shorter version of the Case Study type of articles.

Conference Reviews —

Conference Reviews are short yet full accounts or descriptions of any conference, seminar, or symposium on law and dispute resolution. This review must discuss a recent event. The length of such articles must be between 750 and 3,000 words.

ASCE will consider Discussions and Closures for any of the following article types in the *Journal of Legal Affairs and Dispute Resolution in Engineering and Construction*: Features, Scholarly Papers, Case Studies, and Legal Notes.

Journal of Civil Engineering Education

The *Journal of Civil Engineering Education* has the following definitions and requirements for the journal:

Technical Papers include (1) traditional research papers, (2) educational intervention studies, and (3) systematic literature reviews. All Technical Papers must:

- Include a robust review of related literature, including a clear description of the gap that the paper seeks to address.
- Pose relevant research question(s) and/or goal(s).
- Utilize appropriate research methodologies that address the research question(s)/goal(s).
- Produce generalizable and/or transferable findings.
- Include discussion, conclusions, and limitations that stem from the results.

1. Traditional research papers may use qualitative or quantitative methods to answer research question(s) related to civil engineering education. These studies leverage established and validated methodologies and measurement tools appropriately. Results advance the field of civil engineering education by adding new knowledge or validating previous studies in a new context. Papers that utilize case study methodologies fit within traditional research papers. Case study methodologies align with the broad definitions adopted in other disciplines such as history, sociology, or education. Technical paper case studies are in-depth investigations of a particular case (a person, a group, an organization)

that utilize multiple data collection types and points to provide in-depth descriptions and explanations of the case and the context surrounding the case.

2. Educational intervention studies can describe any type of educational intervention, including such examples as implementing a research-based strategy (e.g., problem based learning or interactive engagement) in the classroom, or broad changes to curriculum. These studies must include a clear description of the intervention such that the reader could implement the intervention at their institution, and a logical explanation of why the intervention would lead to the measured outcome(s). For example, frequent interactive engagement could lead to improved technical communication skills based on students working together on problems in a classroom setting. Research on the efficacy of the intervention must rely on established and validated methodologies, including surveys, interview protocols, and analysis procedures.

3. Systematic literature reviews are summaries of best practices that adhere to appropriate methodologies. Systematic literature reviews must be done using established methodologies and incorporate research done in and describe the specific relevance to civil engineering education.

All technical papers must utilize the growing body of engineering education literature. Literature reviews for research papers should consist of how the phenomenon/topic/intervention has been studied before, and how the present study is differentiable.

The methods section should include a thorough description of all aspects of study methods, including but not limited to scales or validated surveys utilized, sampling strategy, response rates, descriptions of participants, statistical analyses performed and rationale for doing so, interview protocols, and qualitative data analysis techniques. If the authors utilize a survey instrument, it either must be a previously developed and fully validated instrument or the authors must use an accepted procedure for development.

Authors should present their results and discuss the ways in which they can be useful to civil engineering educators or other audiences. As part of this discussion, the limitations and assumptions made in the study should be addressed including but not limited to sample size, data collection methodologies, tools, and the context of the study. The aim of the results and discussion is to present findings in such a way that they could be replicated and built upon by future researchers.

The structured abstract for a traditional research technical papers must include the following:

- Background - Briefly describe the context and motivation for the study and the research gap.
- Purpose/Hypothesis- Summarize the research question/proposition(s) addressed.
- Design/Method - Provide an overview of the research design, methods of data collection, and analysis.
- Results - Summarize the key findings.

- Conclusions - State the key conclusion(s) based on the findings.

The structured abstract for an educational intervention technical paper must include the following:

- Background - Briefly describe the context and motivation for the study and the research gap.
- Purpose/Hypothesis- Summarize the research question/proposition(s) addressed.

Design/Method - Provide an overview of the intervention design and research design, methods of data collection, and analysis:

- Results - Summarize the key findings.
- Conclusions - State the key conclusion(s) based on the findings.

The structured abstract for a systematic literature review must include the following:

- Background - Briefly describe the context and motivation for the review.
- Purpose/Hypothesis- Summarize the research question addressed.
- Design/Method - Provide an overview of the methods of data collection, and analysis.
- Results - Describe the key results of the review.
- Conclusions - State the key conclusion(s) based on the review.

Case Study

Case Studies are defined for all ASCE journals as papers that “describe a method or application that illustrates a new or existing principle or presents an innovative way to solve a problem.” JCEE applies this definition to the education setting and considers a Case Study to be the description of an innovative educational method (tool, curriculum, etc.). Case Studies have two primary components: a) a deep grounding in the education literature and b) the ability for the study to reasonably be replicated by readers. Case Studies should be grounded in the literature through evidence based educational practices (EBIP), similarly termed research based instructional strategies (RBIS). EBIP, and RBIS are practices that have been demonstrated in a preponderance of research findings to support students’ learning and development. Case Studies will provide detailed descriptions of the application or intervention that incorporates one or more EBIP or RBIS. Case Studies are not focused solely on the use of new technology in the classroom (e.g., BIM or VR). The use of new technology must be tied to education best practice literature. Case Studies must provide enough detail so that the reader could implement the method described in a unique and innovative way. Case Studies should be well written and easy to follow while findings suggest outcomes specific to the context under investigation. Authors are encouraged to include the improvements to their educational method that occurred during implementation and revision, as these may guide the reader in their own in-context application.

Research on the effectiveness of an innovative educational method may be designated as an educational intervention technical paper if all qualifications are met. Educational intervention technical papers are appropriate for research studies on the effectiveness of an innovative educational method.

The structured abstract for a Case Study must include the following:

- Background - Briefly describe the context and motivation for the innovative educational method.
- Purpose - Summarize the purpose of developing/implementation of the educational method.
- Design/Method - Provide a detailed description of the design and implementation of the educational method and how it incorporates educational best practices. Also include processes to improve the method as appropriate.
- Conclusions - State the key conclusion(s) from the development/implementation effort.

ASCE PUBLICATION POLICIES

PEER REVIEW POLICIES

INTERNAL REVIEW

If the author(s)' employer or funding agency requires an approval process prior to a paper being published, those approvals must take place before submitting a paper to the journal. Likewise, any required approvals for revised manuscripts must be completed during the author review period. ASCE will not allow extensive changes or delays for papers postacceptance. Papers with extensive revisions will be withdrawn and sent back through the review process.

JOURNAL ARTICLES

Technical Papers, Technical Notes, and Case Studies must be reviewed by at least two competent reviewers. The editor must receive an agreeing review from one of the reviewers in order to render a decision of accept or decline. ASCE's goal is to have manuscripts complete their initial review within 30 days. Revisions and rereview are frequently required conditions of acceptance.

Discussions, Closures, Editorials, and Forums only require a review by the editor. Corrections are reviewed by the managing editor and production manager.

PRACTICE PERIODICAL ARTICLES

Manuscripts submitted to ASCE's *Practice Periodical of Structural Design and Construction* only require one review to accept or decline a manuscript. The review is performed by either an editor or a qualified individual selected by the editor.

PREVIOUSLY PUBLISHED CONTENT

ASCE only considers original manuscripts that have not been previously published and are not under consideration with other journals. "Previously published" includes papers in print and available online and may include conference proceeding papers, posters, and preprints on institutional repositories, preprint servers, or other internet sites. Special considerations are taken for posted theses and dissertations, as well as government reports required by federal funding agencies.

CONFERENCE PROCEEDINGS

ASCE will consider manuscripts based on conference papers if the following requirements are met:

1. The conference paper must not be under copyright at any other institution. If the paper is under copyright elsewhere, it is the author's responsibility to obtain permission from the copyright holder to submit and publish the paper with ASCE prior to submission.

2. The author must answer “yes” to the submission question about whether the paper was presented at a conference. The author must disclose the name and date of the conference.
3. The conference paper must contain new and expanded information, methodology, interpretation, and conclusions from the conference paper. Whether the conference paper meets these criteria is up to the judgment of the journal’s editor. Authors must provide a description of how the journal paper is different from the conference paper. ASCE reserves the right to request a copy of the conference for comparison purposes.
4. The conference paper must be cited in the submitted journal article.

Preprint Servers

ASCE recognizes that it is customary for researchers to post papers on preprint servers prior to peer review. ASCE does not consider papers on preprint servers as previously published, as long as copyright can be transferred to ASCE. Should the paper be accepted, authors must do the following:

- Post the full citation and DOI of the published paper on the preprint server paper.
- Post the ASCE copyright notice on the preprint server paper. If the author opts for the Open Access option, then the author retains copyright. A note indicating as much should be put on the preprint paper in lieu of the ASCE copyright notice.

Government Reports

ASCE will consider papers that are based on government reports. Authors must disclose that their paper is based on a government report and provide the citation and link for the report upon submission. The paper in question must be based on a report that is funded and carried out by a local, state, or federal authority or direct branch thereof, or its equivalent.

THESES AND DISSERTATIONS

ASCE does not consider the online posting of theses and/or dissertations to be prior publication if the degree-granting institution requires that the final version be posted as a requirement for an undergraduate, Master’s, or Ph.D. degree. Postings may be made in open institutional repositories or on ProQuest UMI, provided posting is a requirement of obtaining a degree.

If a thesis or dissertation has been posted online prior to submitting a journal article, authors must disclose this in the submission questions and provide the URL or DOI permalink.

It is the author’s responsibility to ensure that the submitted paper has all copyright permission and authorship approvals. Authors should take care in revising their academic work to best suit publication in a journal.

REUSE OF JOURNAL ARTICLES IN THESES OR DISSERTATIONS

In certain cases, a thesis or dissertation may consist of already published journal articles. ASCE regularly grants permission to include published journal articles in a print thesis or dissertation. For online publication of the thesis or dissertation, only the accepted manuscript version of the paper may be posted online with a citation and link to the DOI of the published version. Under no circumstances should the final published PDF be posted online.

POSTING PAPERS ON THE INTERNET

After the paper has been published in the ASCE Library, authors may post the **final draft** of their work on open, unrestricted internet sites or deposit it in an institutional repository when the draft contains a link to the bibliographic record of the published version in the ASCE Civil Engineering Database. “Final draft” means the version submitted to ASCE after peer review and prior to copyediting or other ASCE production activities; it does not include the copyedited version, the page proof, or a PDF of the published version.

Authors may post a PDF of the ASCE-published version of their work in their employers’ **intranet** site, as long as it is password protected (not available to the public). The following statement should appear with the paper: “This material may be downloaded for personal use only. Any other use requires prior permission of the American Society of Civil Engineers.”

Authors may deposit the final draft of their work in an institutional repository or in their funding body’s designated archive upon publication in an ASCE Journal, provided the draft contains a link to the published version at ascelibrary.org, and may request public access 12 months after publication.

Authors may post the final draft of their work on open, unrestricted internet sites 12 months after publication in an ASCE Journal, provided the draft contains a link to the published version at ascelibrary.org.

Authors are permitted to provide the final ASCE-published PDF to individuals by request. Authors are **not** permitted to post the final ASCE-published PDF on file-sharing sites such as DropBox or Evernote and then share the link with large groups of people.

MATERIALS SHARING AND DATA AVAILABILITY

Recognizing that science and engineering are best served when data are made available during the review and discussion of manuscripts and journal articles, and to allow others to replicate and build on work published in ASCE journals, all reasonable requests by reviewers for materials, data, and associated protocols must be fulfilled. ASCE must be informed of any restrictions on sharing of materials (Materials Transfer Agreements or patents, for example) applying to materials used in the reported research. Any such restrictions should be indicated in the related submission question at the time of submission, and each individual author will be asked to reaffirm this at the time the final version of the manuscript is

submitted. The nature of the restrictions should be noted in the paper. Data not shown and personal communications cannot be used to support claims in the work. Authors are encouraged to provide data as Supplementary Materials to show all necessary data (see [Supplemental Materials](#)). Unreasonable restrictions may preclude publication.

AUTHOR DATA ARCHIVING AND SHARING

ASCE encourages all authors to make the data, code, computational models, and other materials that were collected, used, and/or derived in the preparation of a submitted paper publicly available. Data and code should be easy to discover online, cited, and specified in a Data Availability Statement.

For all journals, authors are required to specify the availability of data, computational models, code, and other electronic materials used in manuscripts submitted to the journals. When submitting a revised manuscript, authors must include a section titled “Data Availability Statement” before the Acknowledgments or before the References if no Acknowledgments section is present. For formatting and Data Availability Statements, see the [Manuscript Submission and Revision Requirements](#).

Available data and code must be cited in the References section. Authors may update or change their statement if information changes during the course of peer review. **NOTE:** Changes to the Data Availability Statement cannot be made after acceptance.

Where should data go? Data associated with a paper may appear in the following places:

- Within the text of the paper
- As Supplemental Materials to a paper, which will be posted in the ASCE Library
- In a data repository

Authors have many choices for where they deposit data. Ideally, the repository chosen will provide authors with a DOI for the data. DOIs provide a persistent link to the data and avoid link rot.

Many academic institutions have data repositories and may have policies requiring authors to deposit the data there. Authors should check with their institutions.

There are subject-area specific repositories as well. The Registry of Research Data Repositories offers a searchable list by data type and subject area. ASCE will publish supplemental materials along with a paper; however, the file types are limited and not appropriate for large data sets or code. Further, Supplemental Materials do not have their own DOI and cannot be cited on their own. Access to Supplemental Materials is the same as for the paper attached to it. If the author chooses to publish their paper as Open Access, then the Supplemental Materials will also be available free to all readers. Otherwise, the materials are only available to subscribers.

What about code? ASCE encourages authors to share all related code used to analyze data in a published paper. Sharing data is meant to aid users in replicating results. Replicating results typically requires code. The following services are available to house data and the related code:

Code Ocean: codeocean.com

GitHub: github.com

Both services provide a DOI for the code. Code should be cited the same way that datasets are cited.

What should be shared? Authors should share all code, data, mathematical models, and materials that were used to develop the results and conclusions in the paper. In many cases, the data used in a paper may be a subset of data collected. Data used to generate figures or tables should be included. Only the data analyzed as part of the paper need to be included; however, authors should review the requirements of their institutions and funders to determine if a broader data sharing policy is required.

All data deposited in a repository should contain enough metadata to explain to a user what the data are, how the data were generated, and how a reader can reproduce the work. Authors should also ensure that they have the rights to share the data publicly. Citation information should also be included in the metadata.

Ideally, authors should review the [FAIR Data Principles](https://www.fair4research.org/) and try to comply with those recommendations.

Will data or code be peer reviewed? No. If authors make data, models, and code available, reviewers and editors may or may not review those files and provide feedback. Nowhere should authors lead users to believe that the data were reviewed and approved by ASCE.

How should data be cited? References for data sets should include author name, year of publication, titles (followed by edition or version number) in quotation marks, publisher or distributor, access date, and electronic identifier (DOI or URL). Examples include:

Ansolabehere, S., M. Palmer, and A. Lee. 2014. "Precinct-level election data. V1." Harvard Election Data Archive. Accessed January 20, 2017. <https://doi.org/10.7910/DVN/YN4TLR>.

Thernstrom, S. 1986. "Boston mobility study, 1880." ICPSR 7550. Inter-university Consortium for Political and Social Research. Accessed November 28, 2017. <https://doi.org/10.3886/ICPSR07550>.

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Kilogram force (kgf)	Newton (N)	9.81
Mile (mi)	Kilometer (km)	1.61
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 u = excess pore water pressure;
 $\{u\}$ = excess pore water pressure vector;
 u_t = excess pore water pressure at any time t ;
 W = Weber number;
 w = out-of-plane displacement;
 a = coefficient;
 ΔS = elemental surface area;
 $\Delta\phi = \phi(t + T) - \phi(t)$;
 $\xi = Hm_0^{1/2}$; and
 ω = wave number.

SUPPLEMENTAL MATERIALS

Supplemental Materials are considered to be items too large to be submitted comfortably for print publication or are inappropriate for print (e.g., movie files, audio files, animated gifs, 3D rendering files), as well as color figures, data tables, and text that serve to enhance the article but are not considered vital to support the science presented in the article. A complete understanding of the article does not depend on viewing or hearing the Supplemental Materials.

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Supplemental Materials must be briefly described in the manuscript with direct reference to each item, such as Figure S1, Table S1, Protocol S1, Audio S1, and Video S1 (numbering should always start at 1, as these elements will be numbered independently from those that will appear in the printed version of the article). Text within the supplemental materials, such as captions, footnotes, and protocols, must follow journal style. Links to websites other than a permanent public repository are not an acceptable alternative, because they are not permanent archives. Permanent archives may include an institutional repository or third-party hosting sites such as GitHub, Figshare, or Dryad. (See “Where should data go?” in [Author Data Archiving and Sharing](#).)

When an author submits Supplemental Materials along with a manuscript, the author must include a section titled “Supplemental Materials” (number 1 heading) within the manuscript. This section should be placed immediately before the References section. This section should only contain a direct list of what is included in the Supplemental Materials and where those materials can be found online. Descriptions of the Supplemental Materials should not be included here. An example of appropriate text for this section is “Figs. S1–S22 are available online in the ASCE Library ([ascelibrary.org](#)).”

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At this time, ASCE has not specified a maximum file size for submission; however, authors are strongly encouraged to adhere to the following guidelines during file preparation:

- The acceptable file formats outlined are playable using standard media players such as QuickTime and Windows Media Player. Media players should be used to check file properties and image/sound quality prior to submission. For video submissions, fonts, lines, and image details should be of sufficient size and weight to be visible when played at half size.
- Attention should be paid to the file size to make download time reasonable, since streaming formats are **not** acceptable for submission at this time. A recommended target size for each multimedia file is 3–5 MB.
- Authors are encouraged to use one of the accepted compression codecs to minimize file sizes.
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- Videos created using nonstandard codecs are not acceptable.
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- Brief animations of 10 frames or fewer may be formatted as an animated gif file.
- All videos should include a text caption, following the same guidelines as those used for figure captions.

Video files should be named [Video Sx.xxx]. For example, the file for the article's first supplemental video would be called "Video S1.mpg."

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Supplemental Figure Submissions

All supplemental figures must include a figure caption, and all supplemental figures must be consecutively numbered as S1, S2, and so on. Supplemental figures should be submitted together in a single PDF file that contains the caption directly below the figure. **NOTE:** This statement does not apply to animated gif files. Each figure should be formatted to fit on a single page. Figures that contain multiple parts should also be formatted to fit on a single page, whenever possible.

Supplemental Text Submissions

Acceptable file formats for supplemental text files (including supplemental Appendixes) are .doc, .docx, .txt, and PDF.

REFERENCES

ASCE uses the author-date method for in-text References, whereby the citation reads as the last names of the authors, then the year (e.g., Smith 2004, or Smith and Jones 2004). A References section must be included that lists all references alphabetically by last name of the first author. References must be published works only. Exceptions to this rule are theses, dissertations, and "forthcoming" articles, all of which are allowed in the References list. References cited in text that are not found in the References list will be deleted but queried by the copyeditor. Likewise, all references included in the References section must be cited in the text.

Examples of reference formatting follow:

Books — If a whole book is used (or pages here and there throughout the book), page numbers need not be given. If no author is listed, titles should be alphabetized. If a specific chapter is being used, the chapter title and inclusive page numbers should be included. Reports must include the full institution name and location.

Evans, G. M., and J. C. Furlong. 2003. *Environmental biotechnology: Theory and applications*. Chichester, UK: Wiley.

Moody's municipal and government manual. 1988. New York: Moody's Investors Service.

Building Codes and Provisions — Building codes, provisions, and standards should be listed alphabetically by the abbreviated name of the promulgating institution.

ACI (American Concrete Institute). 1989. *Building code requirement for reinforced concrete*. ACI 318-89. Farmington Hills, MI: ACI.

BOCA (Building Officials and Code Administrators International). 1993. *The BOCA national building code*. Country Club Hills, IL: BOCA.

CEN (European Committee for Standardization). 1992. *Design of steel structures, part 1.1*. Eurocode 3, Brussels, Belgium: CEN.

Data Sets — References for data sets should include author name, year of publication, titles (followed by edition or version number) in quotation marks, publisher or distributor, access date, and electronic identifier (DOI or URL).

Ansolabehere, S., M. Palmer, and A. Lee. 2014. "Precinct-level election data. V1." Harvard Election Data Archive. Accessed January 20, 2017. <https://doi.org/10.7910/DVN/YN4TLR>.

Thernstrom, S. 1986. "Boston mobility study, 1880." ICPSR 7550. Inter-university Consortium for Political and Social Research. Accessed November 28, 2017. <https://doi.org/10.3886/ICPSR07550>.

Electronic Materials

CD-ROM—The section, chapter, and page numbers should be provided if available:

Liggett, J. A., and D. A. Caughey. 1998. "Fluid statistics." Sec. 7 in *Fluid mechanics*, 140–156. Reston, VA: ASCE. CD-ROM.

Website—The following elements should be included: author's name or owner of the website (if known); year of publication or last revision (if available; use "n.d." if no date is available); full title of the specific page, in quotation marks; title of website (if applicable), in italics; the date of access, and the full web address.

Arizona Dept. of Commerce. 2005. "Community profile: Hualapai Indian Reservation." Accessed March 17, 2014. <http://www.azcommerce.com/doclib/commune/hualapai.pdf>.

Foucher, J. 2017. "The role of construction companies before, during, and after disaster." *Construct Connect* (blog). Accessed October 11, 2017. <https://www.constructconnect.com/blog/operating-insights/role-construction-companies-disaster/>.

Non-ASCE Journal Articles — The standard format for a paper published in a US journal is as follows:

Beskos, D. E. 1987. "Boundary element methods in dynamic analysis." *Appl. Mech. Rev.*, 40 (1), 1–23. <https://doi.org/10.1115/1.3149529>.

ASCE Journal Articles — ASCE does not use page numbers and has adopted the following format for its references (including those older papers that still contain page numbers). Use the following style for citation to an ASCE journal:

Authors. Year of initial publication. "Title of paper." *Journal abbr.* Volume (Issue): CID/page range. DOI.

Irish, J. L., and D. T. Resio. 2013. "Method for estimating future hurricane flood probabilities and associated uncertainty." *J. Waterway, Port, Coastal, Ocean Eng.* 139 (2): 04013001. [https://doi.org/10.1061/\(ASCE\)WW.1943-5460.0000157](https://doi.org/10.1061/(ASCE)WW.1943-5460.0000157).

ASCE Committee/Technical Reports — ASCE committees, task forces, and others publish reports, proposed codes and standards, commentaries on codes and standards, and so on. The committee is the author.

Technical Committee for the Underground Technology Research Council. 2007. *Geotechnical baseline reports for underground construction: Suggested guidelines*. Reston, VA: ASCE.

Foreign Journals — Authors may want to give an English translation of a non-English-language title. Some non-English-language journals also have titles and abstracts in English, with the research papers being in the foreign language.

Glock, D. 1977. "Überkritisches Verhalten eines starr ummautelten Kreisrohres bei Wasserdruck von aussen und Temperaturdehnung" [Critical behavior of liners of rigid pipeline under external water pressure and thermal expansion]. [In German.] *Der Stahlbau* 7, 212–217.

For journal articles written in a foreign language that uses the Latin alphabet, the English translation and original language are optional. For journal articles written in a foreign language that does not use the Latin alphabet, provide a translated title only and specify the language of publication in brackets following the article title.

Forthcoming Articles — Articles that are "forthcoming" (i.e., those that have been accepted but have not yet been published, sometimes known as "in press") may be included in the References list. Authors

will be asked to review any “forthcoming” references during page proofs to make sure they are updated. Do not include a date. ASCE journal articles that are “forthcoming” should include the article DOI.

Smith, D. O., J. E. Lee, and E. M. Kim. Forthcoming. “Influence of the geometric and material characteristics on the strength of chestnut timber joints.” *Mater. Des.*

Han, C.-Y., J.-H. Wang, X.-H. Xia, and J.-J. Chen. Forthcoming. “Limit analysis for local and overall stability of slurry trench in cohesive soil.” *Int. J. Geomech.*
[https://doi.org/10.1061/\(ASCE\)GM.1943-5622.0000268](https://doi.org/10.1061/(ASCE)GM.1943-5622.0000268).

Maps — The following style is used for maps:

Brown, R. J. E., cartographer. 1967. *Permafrost in Canada*. Map 1246A. Ottawa: Geologic Survey of Canada.

Smith, R. L., R. A. Bailey, and C. A. Ross, cartographers. 1970. *Geologic map of the Jemez Mountains, New Mexico*. USGS Misc. Invest. Map, I-571. Washington, DC: USGS.

Newspaper Articles — The article author (if known), year, title of the article in quotes, name of the newspaper in italics, and date should be included for article citations:

Mossberg, W. S. 1993. “Word isn’t perfect but new WordPerfect is too much for words.” *Wall Street Journal*, December 2, 1993.

Proceedings — Provide the name and location of the publisher. If there is no “publisher,” the name and location of the conference sponsor are required. For sponsors that are virtual groups (without a physical location), include the conference location instead of sponsor location and the URL for the group’s website before the DOI (if provided).

The name of the sponsor or the location of the conference or symposium is sometimes part of the title of a proceedings; if so, this information should remain in the title. If given, include the editor name(s), volume number, URL, and/or DOI.

Eshenaur, S. R., J. M. Kulicki, and D. R. Mertz. 1991. “Retrofitting distortion-induced fatigue cracking of noncomposite steel girder-floorbeam-stringer bridges.” In *Proc., 8th Annual Int. Bridge Conf.*, 380–388. Pittsburgh: Engineers’ Society of Western Pennsylvania.

Tommelein, I. D., and S. Gholami. 2012. “Root causes of clashes in building information models (BIM).” In *Proc., 20th Annual Conf. Int. Group for Lean Construction*, 121–130. San Diego: International Group for Lean Construction. <https://www.iglc.net>.
<https://doi.org/10.5642/jhummath.201102.05>.

Karam, G. N. 1991. “Effect of fiber volume on the strength properties of short fiber reinforced cements with application to bending strength of WFRF.” In Vol. 1 of *Proc., 6th Technical. Conf. of the American Society for Composites*, edited by A. Smith, 548–557. Lancaster, PA: Technomics.

Unpublished Material — ASCE does not permit unpublished material to be included in the References list (except for journal articles that are forthcoming). Unpublished material may be cited in the text in the following forms:

...other researchers (Orton et al., unpublished data, 1992) ...

In some cases (A. W. Pinter, personal communication, 1979) ...

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(B. Smith, “Weldment design for RHS truss connections,” working paper, Salk Institute, Pittsburgh)

(J. Brown, “Field-scale sprinkler irrigation system,” submitted, *J. Eng. Mech.*, ASCE, Reston, Virginia)

Unpublished reports should be cited in text according to one of the following formats:

(author name(s), name of report, presented at ____, year)

(author name(s), name of report, unpublished report)

A paper that has been presented at a conference or meeting but is otherwise unpublished should be cited as an “unpublished report”:

... in Chang and McTavish (unpublished report, 1991) ...

TABLES

Tables should be either grouped at the end of the manuscript after the References section or uploaded as separate Word files. Tables should be numbered in sequential order (i.e., Table 1, Table 2, etc.). Every table must be called out in the text in sequential order. For example, Table 3 should not be called out before Table 1—this will require the copyeditor to renumber the tables and move them. All callouts must match the tables provided.

Table Format

- Title: Table titles begin with the boldface “Table,” followed by a boldface Arabic number and a period. Example: **Table 1.** Ultimate rotations at the joint interfaces and beam ends
- All tables should be typed with clear columns.
- Vertical rules should not be used in tables. Horizontal rules are used to offset column headings at the top of the table and footnotes (if any) at the bottom of the table and to separate major sections.

- All columns must have a heading. Each table should have only one set of column headings at the top of the table. Using additional column headings within the body of the table should be avoided.
- Footnotes: A general footnote should be used to convey any information that pertains to the table as a whole and should precede any lettered footnotes. The general footnote should start with "Note:". Example: Note: Δy = notional yield displacement; Δu = axial shortening at peak load; Δf = axial shortening at the failure load; λ = deformability factor; η = displacement ductility factor.
- Lettered footnotes should follow the general footnote (if there is one). Lowercase superscript letters should be used, and all lettered footnotes must be cited within the table (footnotes are not permitted on the table title):
 - ^aLength of compression zone.
 - ^bFlexural shear strength of the masonry panel.
 - ^cBased on Smith et al. (2009).
- Photographs, sketches, line art, or other graphic elements are not permitted in tables. Any table that includes graphics must be treated and numbered as a figure.
- Highlighting and shading are also not permitted and will not be reproduced in print. Boldface font should be used for emphasis sparingly, with a footnote indicating its significance.
- Equations are allowed in the table body but should be avoided if possible. Numbered equations are never allowed in tables.
- Tables should not be submitted in multiple parts (Table 1a, 1b, etc.). Tables with multiple parts should either be combined into one table or split into separate tables.

SAMPLE TABLE 1

Table 1. Holocene sites used to develop VS-based CRR chart

Site	Test type	Critical layer depth (m)	V_p (m/s)
Japan			
Hanshin Expressway 5 ^a	SL	2.1–5.3	900
Kobe-Nishinomlya Expressway	SL	4.4–10.5	1,540
Owi Island	DH	4.5–7.8	1,300
United States			
Coyote Creek ^a	CH	3.5–6.0	332
Marina District School ^a	CH	2.7–4.3	1,360
Bay Bridge Toll Plaza ^a	CH	5.0–7.5	1,540

Note: CH = crosshole; DH = downhole; and SH = suspension logger.

^aSites of historic liquefaction occurrence.

SAMPLE TABLE 2

Table 2. True stress-strain data for FEA

Point	1.5-mm G450 sheet steel			3.0-mm G450 sheet steel		
	True strain (10 ⁻³)	Plastic strain (10 ⁻³)	True stress (MPa)	True strain (10 ⁻³)	Plastic strain (10 ⁻³)	True stress (MPa)
1	0	0	0	0	0	0
2	3.02	0.00	590	2.64	0.00	535
3	19.8	16.8	600	41.9	39.3	595
4	41.9	38.9	640	144	141	660
5	144	141	710	1,000	997	660
6	1,000	997	710	—	—	—

SAMPLE TABLE 3

Table 3. Geometric properties of subassembly specimens

Test specimen ^a	Position of curtailment (mm)		Longitudinal reinforcement ^b				Bottom bars at the middle joints ^c
	101	102	A-A section		B-B section		
			Top	Bottom	Top	Bottom	
S1-0.90	1,000	NA	2T10 (0.90%)	2T10 (0.49%)	2T10 (0.49%)	2T10 (0.49%)	Continuous
S2-0.73	925	NA	3T10 (0.73%)	2T10 (0.49%)	2T10 (0.49%)	2T10 (0.49%)	Lap splice
S3-1.24	1,000	345	3T13 (1.24%)	2T10 (0.49%)	2T13 (0.82%)	1T13 (0.90%)	Lap splice
S4-1.24	1,000	NA	3T13 (1.24%)	2T13 (0.82%)	2T13 (0.82%)	2T13 (0.82%)	Continuous

Source: Reprinted with permission from Smith (1992).

Note: The beam sections are 150 mm wide and 250 mm deep for all specimens (i.e., $b = 150$ mm and $h = 250$ mm); the concrete cover thickness is 20 mm for all specimens; total net span $L = 2L_n + 250$ (mm); and test results of Specimens S1 and S2 are shown in Yu and Tan (2011).

^aThe seismic detailing in terms of the arrangement of the stirrups is indicated by S.

^bReinforcement ratio in brackets is calculated by A_s/bd , where $b = 150$ mm and $d = 215$ mm; the A-A and B-B sections are given in Fig. 1.

^cThe lap-splice lengths for the bottom bars of Specimens S3 and S6 are 410 and 530 mm, respectively. The lap-spliced position is through the middle joint.

FIGURES

Figure Captions

Brief figure captions (which serve as identifying labels) must be double-spaced and placed at the end of the manuscript (before the tables) or uploaded as a separate Word file. Figure captions should be short and to the point; they need not include a complete explanation of the figure. Each caption should begin with the abbreviation “Fig.” followed by an Arabic number, followed by a period:

- **Fig. 1.** Plan view.
- **Fig. 2.** Percentage breakdown of practitioner responses: Year 1 and Year 2.

Figure Files

Figures should be uploaded as separate files in BMP, EPS, PDF, PS, or TIF/TIFF formats. If using PDF format, authors must ensure that **all** fonts are embedded before uploading to the Editorial Manager website. Every figure must have a figure number and be cited sequentially in the text.

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

QUICK GUIDE TO FIGURES

The three most common types of figures that will be reproduced in ASCE journals are line art, halftone, and photos.

LINE ART

This type of figure contains only lines and text, with no images.

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A halftone figure contains color or black-and-white gradients, which produce a continuous color tone within the image. Halftone images are usually computer-generated.

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Each image type has a different set of technical specifications. Examples of each type of image, along with minimum and preferred specifications, appear in the table below:

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Minimum DPI	300	300	300
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Supported file types	BMP, EPS (with fonts embedded), PDF (with fonts embedded), PS, TIF/TIFF	BMP, EPS (with fonts embedded), PDF (with fonts embedded), PS, TIF/TIFF	EPS (with fonts embedded), PDF (with fonts embedded), PS, TIF/TIFF

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Photographs require a little extra care to prepare, whether the submission includes original artwork, scans, or images from a digital camera. The following tips apply to all photographs:

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- Avoid including company logos unless the point of the photograph is to show a specific piece of equipment.
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OTHER MANUSCRIPT ELEMENTS

The *Journal of Legal Affairs and Dispute Resolution in Engineering and Construction* also allows for the manuscript elements below. These reference elements should be in the following order: (1) List of Cases, (2) List of Statutes, (3) Endnotes, (4) Bibliography, and (5) Works Cited. Authors do not need to use all these categories. They should all be preceded with a single “References” heading.

List of Cases — When plaintiff vs. defendant information is mentioned in text, use italics, as shown in the following examples:

Excavation-Construction, Inc., v. United States

Community Heating & Plumbing Co., Inc., v. Kelso

The list of cases should include the full citation at the end of the paper:

Excavation-Construction, Inc., v. United States, ENG BCA 3851 (1984).

Community Heating & Plumbing Co., Inc., v. Kelso, 987 F.2d 1575 (Fed. Cir. 1993).

List of Statutes — The list of statutes gives specific state or federal statutes pertaining to legislation, as shown in the following:

Americans with Disabilities Act of 1990, Pub. L. No. 101-336, § 2, 104 Stat. 328 (1991).

Endnotes — May include commentary and other remarks. See [Footnotes and Endnotes](#) for more information.

Bibliography — Contains uncited references.

Works Cited — The traditional references that are cited in the paper.

BASIC LATEX USER GUIDE FOR EDITORIAL MANAGER

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Authors have two options when submitting LaTeX manuscripts:

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The steps (and troubleshooting) for both these options are outlined in the following section.

BUILDING THE PDF IN EDITORIAL MANAGER

First and foremost, all LaTeX files must be submitted as “Manuscript” files. Style files and auxiliary .bbl file (if using BibTeX) are all part of the manuscript. These additional files **are not** Supplemental files. Supplemental files are multimedia video, audio, spreadsheet, or database files that are supplemental to the manuscript itself but are peer reviewed. If style and other LaTeX files are uploaded as Supplemental files, the manuscript will not build properly in Editorial Manager.

The generated PDF should be carefully reviewed for error messages that may indicate the exact problem (e.g., missing style files or figures in the wrong format).

Question marks in the references of the PDF most likely mean that the .tex file(s) are in subdirectories. All associated files must be in one directory for the submission to build.

The Comprehensive TeX Archive Network (CTAN) [website](https://www.ctan.org/) provides an “ascelike” style file template for authors to use on their local computer. The Editorial Manager system also contains the “ascelike” style file, so users do not have to upload it with their submissions. If not using “ascelike,” authors will need to upload the style files, as previously described. In addition, ASCE has partnered with [Overleaf](https://overleaf.com/) for a template that has been built and tested for maximum interoperability with Editorial Manager.

Bibliography management should be done through [BibTeX](#); ASCE has not verified if the .bst provided as part of the “ascelike” template is compatible with BibLaTeX. When using BibTeX, authors must upload the auxiliary .bbl file (not the .bib file of references) as a “Manuscript” file.

Figures or images should not be added to the document itself. Images must be uploaded into Editorial Manager as separate files (figures) in BMP, EPS, PDF, PS, or TIF/TIFF formats. They will automatically be placed at the end of the manuscript, which is where they will need to be after acceptance.

Large or cutoff images need to be resized to fit on one 8.5 × 11 in. page. When there is a problem caused by not resizing PostScript files (the images are cut off), the author will either need to resize the images or save the files in a format that Editorial Manager can recognize as an image. Please note that EPS files are the best choice for image files in LaTeX submissions.

The “amsmath” package, included in the MiKTeX installation, is an acceptable extension to Math Mode.

Captions should **not** be introduced using the “subcaption” package.

Continuous line numbering is required for all manuscript submissions. To do this in LaTeX, authors should use the “lineno” package. Documentation for this can be found on the [CTAN website](#). **NOTE:** The “lineno” package does not work well with the “ascelike” package unless equation environments are wrapped with {linenomath*}.

For example:

```
\begin{linenomath*}
\begin{equation}
y = ax + b
\end{equation}
\end{linenomath*}
```

LATEX REVISION PROCESS 1: BUILDING THE PDF FROM TEX FILES IN EDITORIAL MANAGER

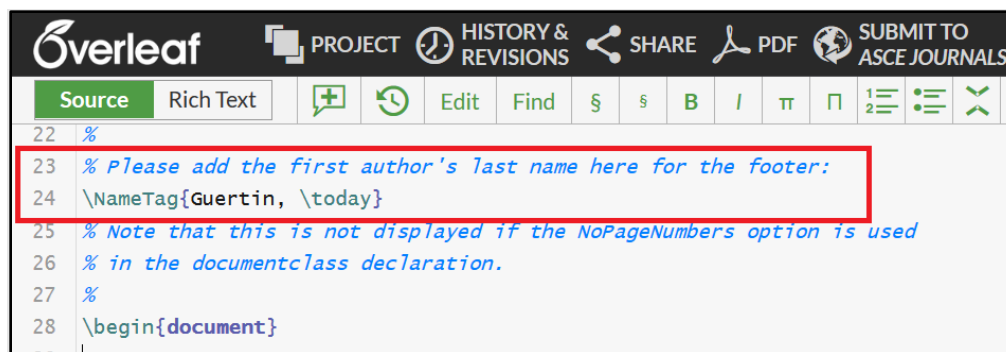
- 1) The most common error when building a PDF in Editorial Manager out of LaTeX source files is that authors upload their .bst, .cls, .bib, .bbl as Supplemental files. They must be uploaded as “Manuscript” files in order to successfully build a PDF in the system.
- 2) Figures, Response to Reviewers Comments, and other files should be uploaded as their relevant submission item (i.e., a figure is uploaded as the “figure” file type).
- 3) All ASCE’s revision guidelines apply. Figures must be uploaded as separate files, line numbering is required, and Response to Reviewer Comments is required, among others.

Other Tips if the Resulting PDF produces errors:

- 1) If using BibTeX, you will need to upload the auxiliary .bbl file (not the .bib file of references) as a "Manuscript" file.
- 2) All figures must be included in EPS or PDF format. Other formats will not build properly. If using PDF figures with the `\includegraphics` command, authors must use the .pdf extension (i.e., `\includegraphics{alld.pdf}` instead of `\includegraphics{alld}`).
- 3) If the Editorial Manager PDF does not build properly, check the PDF for error messages. This will often lead to the problem (i.e., missing style files or figures in the wrong format).
- 4) Images cannot be referenced in subfolders. Make sure accompanying files are referenced correctly in the .tex file.
 - a. An example of a correctly referenced image:
`\epsfig{figure=alld.eps,width=.5\textwidth}`.
 - b. An example of an incorrectly referenced image:
`\epsfig{figure=images/alld.eps,width=.5\textwidth}`.
- 5) If question marks are present in the references of the PDF, most likely the .tex file(s) are in subdirectories. TeX submissions cannot include subdirectories for the submission to properly build. All associated files must be in one directory for the submission to build.
- 6) For large or cutoff images, resize the image to fit on one 8.5 x 11 in. page.

LATEX REVISION PROCESS II: SUBMITTING AN OVERLEAF PDF

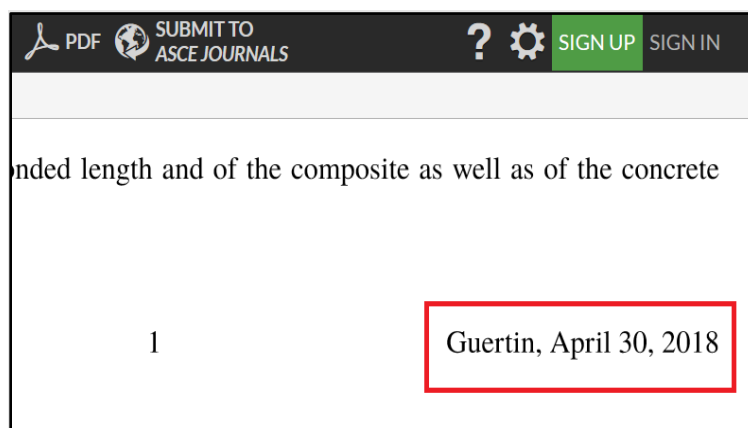
- 1) To submit a PDF at the revision stage, authors must use the ASCE Overleaf Template to create their PDF: overleaf.com/latex/templates/tagged/asce#.V0R387NVhBc.
- 2) Authors must include their name in the date stamp in the document preamble so that a date stamp is produced in the resulting PDF. ASCE will check that the date stamp matches the submission date in Editorial Manager on **every revision**. There cannot be a date stamp of 01/01/2022 and a submission date of 03/01/2022. There is no other way for ASCE to verify that the LaTeX source files match the PDF that is being uploaded, and **they absolutely must match**. The paper will be sent back for correction if the dates do not match.



The screenshot shows the Overleaf editor interface. The top bar includes the Overleaf logo and buttons for PROJECT, HISTORY & REVISIONS, SHARE, PDF, and SUBMIT TO ASCE JOURNALS. Below the top bar is a toolbar with buttons for Source (selected), Rich Text, Edit, Find, and various formatting options like bold, italic, and text color. The main editor area displays LaTeX source code. Lines 23 and 24 are highlighted with a red box. Line 23 contains a comment: `% Please add the first author's last name here for the footer:`. Line 24 contains the LaTeX command: `\NameTag{Guertin, \today}`. Other visible code includes `\begin{document}` on line 28.

```
22 %  
23 % Please add the first author's last name here for the footer:  
24 \NameTag{Guertin, \today}  
25 % Note that this is not displayed if the NoPageNumbers option is used  
26 % in the documentclass declaration.  
27 %  
28 \begin{document}
```

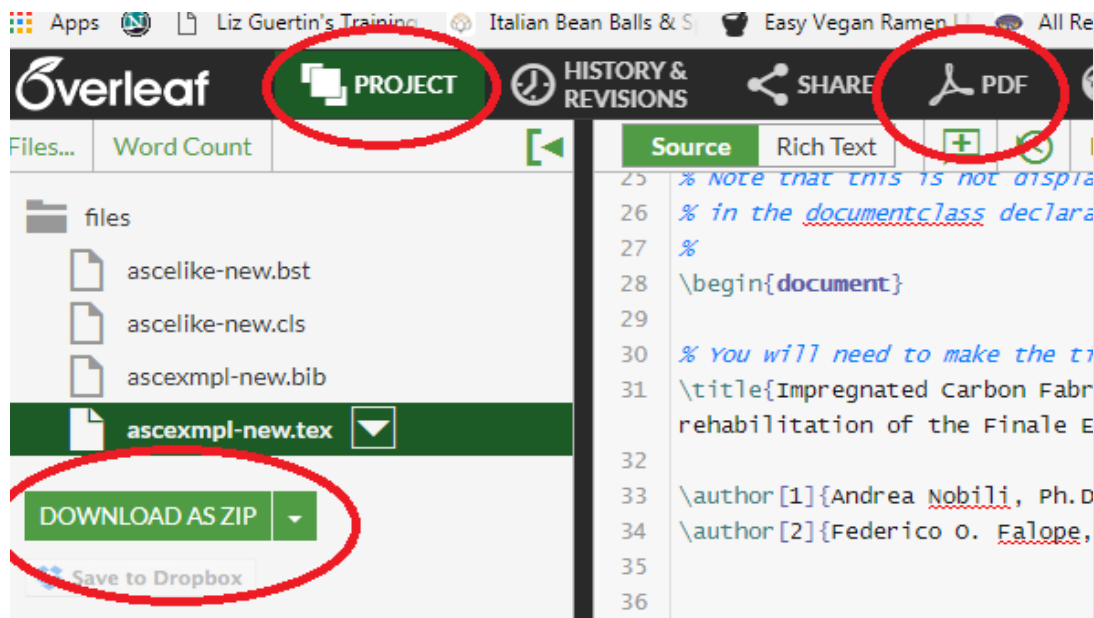
Date Stamp on the PDF:



- 3) There must be no compile errors in the Overleaf system. Compile errors **must** be fixed before the resulting PDF is submitted to ASCE. For questions about compile errors in Overleaf, please contact ASCE staff.



- 4) Once all errors are corrected and the PDF meets ASCE submission guidelines, the author must download the Overleaf PDF and the LaTeX submission files (these will download in a Zip file).
 - a. Click on "Project."
 - b. Click on "Download as Zip" under the files.
 - c. Click on "PDF" to download the PDF.



- 5) Upload the PDF as a "Manuscript" file in Editorial Manager.

- 6) Upload the .tex, .cls, .bst, .bib (and/or .bbl) as “Overleaf Companions to PDF” files in Editorial Manager. These files **will not** build into the PDF. They will be available to the Production Department if needed. **Every revision** must include a date-stamped PDF, a LaTeX file with a **matching** “modified” date, and a **matching** submission date. The paper will be sent back to the author if these three dates do not match.
- 7) Figures in JPEG or TIFF format are not allowed in this process. Figures must be submitted as EPS, PS, or PDF.
- 8) Figures, Response to Reviewer Comments, and other files are uploaded as their relevant submission item (i.e., a figure as a figure).
- 9) All ASCE’s revision guidelines apply. Figures must be uploaded as separate files, line numbering is required, a Response to Reviewer Comments is required, and so on.

For additional help with LaTeX, please visit the following resources:

- [Overleaf](#) — A collaborative authoring platform for creating LaTeX files for submission to publisher submission systems. The [Getting Started](#) guide provides helpful information as well as the [video tutorials](#). **NOTE:** There is an ASCE LaTeX template available in Overleaf.
- [Beginner’s Guide to TeX](#) — This introduction to TeX contains links to a basic explanation of TeX, a more-thorough overview, and FAQs, as well as user help, documentation, sample documents, and a list of recommended reference books.
- [The Comprehensive TeX Archive Network](#) (CTAN) — To learn about what TeX is and where it came from, visit the CTAN article titled “What is CTAN?” There is a search function for files and documentation on the site, as well as links to sign up for TeX user groups and announcements lists.
- [LaTeX Encyclopedia](#) — The online LaTeX “encyclopedia” site contains a Table of Contents, with links to information on documentation, installation, typography, and a Navigator for the site.
- [LaTeX Math Guide](#) — The American Mathematical Society’s *Short Math Guide for LaTeX*.

SUBMITTING THE FINAL VERSION OF THE MANUSCRIPT

Microsoft Word is ASCE’s preferred file format for manuscript text and tables. LaTeX is also acceptable; however, the corresponding author must review page proofs very carefully to ensure that special characters, equations, and other technical material appear correctly. Authors using LaTeX may want to use the [ASCE Overleaf template](#).

All text, including the Abstract and References list, should be prepared in single-column and double-spaced format. Indent or add extra space between all paragraphs. Use a clear, readable font, such as Times New Roman, in 10, 11, or 12-point type. Do not submit any manuscript text smaller than 10 points.

Place tables and double-spaced figure captions on separate pages at the end of the manuscript. Verify that the final version is complete and that all pages are numbered correctly, including figures and tables. Do not include blank pages to separate sections.

POSTACCEPTANCE

PRODUCTION AND PAGE PROOFS

Once a manuscript is accepted for publication, it will be sent to ASCE's Production Department, which will perform a style and technical check. ASCE's Production Department specifically checks figures, tables, references, and permissions. Authors are encouraged to have any issues with these cleared before acceptance so that manuscripts can be moved to the compositor as quickly as possible. After a manuscript passes the style and technical check, it will be moved forward to composition.

At the compositor, the manuscript will be copyedited and formatted. Authors are sent an email notifying them when the formatted proof is available for review and approval. The email includes instructions on downloading the proof and submitting corrections.

NOTE: The copyedited manuscript contains queries for the author. Authors must review the edited manuscript and answer **all** questions on the page proofs. Instructions will be provided on how changes should be returned to the compositor. The following changes **will not** be permitted at the proof stage:

- Any changes to the author byline
- Adding new figures and tables
- Making changes that do not conform with ASCE style
- Adding large portions of text

Any substantial changes made to the paper (including text, figures, and tables) at the proof stage will be sent back to the chief editor for review and are subject to an editor review.

Upon the return and implementation of proof corrections, articles will be published online in their final form. No additional corrections are accepted after a paper has been published online. (See [Correcting the Literature](#).)

NOTE: ASCE will not publish a paper until the corresponding author has approved page proofs. If there is no response after several attempts to reach the authors listed on the paper, the paper will be withdrawn. Once a paper is withdrawn, it must be submitted and reviewed as a new manuscript in order to be considered. There are no guarantees that the paper will be accepted a second time.

PROMOTING JOURNAL ARTICLES

There are several ways and benefits to promoting published articles:

- **Press Release** — Authors should check with their institution's public relations office to see if they are willing to write and distribute a press release on the author's behalf. The press release

should not be sent until the paper is available online. All press releases should include the journal citation and a link to the Abstract page in the ASCE Library.

- **Social Media** — Researchers and science journalists are using social media sites such as Twitter, LinkedIn, and Facebook to stay abreast of new research. Having an active presence, particularly on LinkedIn and Twitter, can greatly expand exposure for authors. The ASCE Library offers the ability to share a link to many different social sharing sites directly from the Abstract page.
NOTE: ASCE recommends that authors use the DOI Permalink provided on the Abstract page for all linking URLs. The DOI is designed to be permanent and persistent.
- **Blogs** — More and more universities are encouraging researchers to discuss their work on blogs. While authors are not permitted to cut and paste their entire paper into a blog post, they are permitted to discuss their findings *after* the paper has been published online. Authors should include a link to the abstract page of the paper.
- **Research-Specific Social Sharing Sites** — Sites such as ResearchGate and Academia.edu are popular for researchers who wish to join an online community. Keeping author profiles up to date with new publications helps to promote the work. Although these sites may encourage authors to share their papers, ASCE does not permit authors to post the final published PDF. Authors are permitted to post the final draft of their accepted manuscript after the paper is published in the ASCE Library. The draft version of the paper does not include any changes resulting from ASCE copyediting or production, and it must include a link to the final published paper.

“FOLLOWING” JOURNAL ARTICLES

Keeping track of what happens after publication is important. Registered users of the [ASCE Library](#) can sign up for a citation alert for any paper. The alert sends the user an email any time the paper is cited by another journal from the Crossref indexed publications. In addition, these citations will be listed on the Abstract page for any given article.

POSTPUBLICATION NAME CHANGES

Authors who wish to correct their publication record owing to a name change should contact the Editorial Office via email with their name-change request. ASCE will deliver the updated metadata to its indexing services partners and revise the PDF online with the requested name change in an expeditious manner; ASCE will not update any previously printed materials. ASCE recognizes authors may wish to change their name following publication for a variety of reasons, including but not limited to, gender affirmation, marriage, divorce, or religious reasons. To protect the privacy of authors making such a request, ASCE will not publish a correction or notify coauthors of the name change; however, the author may wish to inform coauthors themselves (e.g., so that the coauthors can adjust the way they cite the publication in the future). Last, ASCE encourages authors to have an ORCID, a persistent digital identifier that links their research output regardless of name changes.

APPENDIX I. STATE-OF-THE-ART REVIEW PROPOSAL GUIDELINES

ASCE staff surveyed the chief editors of all the journals to provide guidelines to authors regarding State-of-the-Art Review proposals. These guidelines follow:

Format:

- Proposals should be only one page.
- The proposal should list the title of the State-of-the-Art Review and include a list of authors and their affiliations.
- The proposal should be in a single-column format.

Content:

A State-of-the-Art Review proposal should define the field being covered and represent a new perspective to the readers. Authors should explain their expertise and the depth and breadth of coverage in the article they hope to write.

The following items should be addressed in the proposal:

- Define the area of the field covered.
- Does this review represent a new perspective?
- Explain expertise of authors on the topic/define knowledge area.
- Explain depth and breadth of coverage that you expect to summarize.
- Does the review discuss future applications of the area covered?
- Is the review organized by members of a task committee?

Article Description: State-of-the-Art Review articles are full-length papers that provide timely, in-depth treatment of specific issues relevant to the journal topics. These reviews must provide a complete survey of the state of practice being examined as, well as leave the reader feeling as though they are up to date on the current practices in the field on the given topic. A State-of-the-Art Review should include an extensive literature review of the most recent and relevant studies as well as perspective on the history of practice and the importance of the field.

Authors submitting State-of-the-Art Review articles must submit a proposal for the article initially to be reviewed by the chief editor or a member of the editorial board, and if approved, authors will be invited to submit the full article to go through peer review.

APPENDIX II. NEW SUBMISSION AND REVISION CHECKLIST FOR AUTHORS

New Submission Checklist

Before submitting your manuscript for review, please make sure you have completed the following:

Submission Questions	
	Have you answered all the submission questions with a Yes/No response?
	Have you answered the question asking if your paper fits within the scope of the journal?
Files submitted	
	Manuscript in .doc/.docx, .tex, or PDF
Manuscript text	
	Manuscript text has continuous line numbering
	Manuscript title on the first page of your text
	Author byline on the first page of the text
	Does this byline match what was entered into the Editorial Manager site?
	Author affiliation statements for each author
	Abstract on the first page (only for technical papers, notes, case studies, and State of the Art Reviews)
	Text is in a double-spaced, single-column format
Figures	
	All figures are uploaded with the submission
	Figure Caption List is included
Tables	
	All tables are included in the submission

Revision Checklist

Before submitting your revised manuscript, please make sure you have checked the following information:

File Types	
	Manuscript: Must be in Microsoft Word (.doc/.docx) or LaTeX (.tex) format.
	Tables: Microsoft Word or LaTeX; can also be part of the manuscript. If included in the manuscript text, the tables must be at the end.
	Figures: BMP, EPS, PDF, PS, or TIF/TIFF formats. NOTE: PDF files should have the fonts embedded; however non-embedded fonts that are crisp/clear are also acceptable.
	Figure Captions: Microsoft Word or LaTeX; can also be part of the manuscript text. If included in the text, must be at the end after any tables.
	Supplemental Materials (if present). In general, Supplemental Materials files should be in file formats that are universally acceptable and can be easily opened on most computers without special software. <ul style="list-style-type: none"> Supplemental text and tables files should be in Microsoft Word, .txt, or PDF; Supplemental figures can be in any format, but all figures should be in one file (example: one PDF file, one Word doc). Other acceptable file types: Video/animation: Quicktime (.avi, .qt, .mov), MPEG (.mpg, .mp4), DV (.dv), and .gif. Acceptable audio formats: .pcm, .wav, .aif, and .mp3
Authors	
	Affiliation: Each author needs a separate footnote citing their position/title, affiliation, and full address.
	Author byline order must match the order in Editorial Manager.
	Only one corresponding author may be designated.
Manuscript text	
	Title: The title on the manuscript and the title in Editorial Manager must match.
	Appearance: Do not use highlighting, different color fonts (all fonts should be black), or track changes in the main revised manuscript file. If needed, a marked copy can be uploaded as a separate file (Tracked Changes Version).
	Practical Applications (optional): Concise, plain language summary; should not exceed 250 words.
	Abstract: Must not contain reference citations.
	Footnotes & Endnotes: These are only permitted in papers for the <i>Legal Affairs</i> journal and for the author affiliations. If there are other footnotes and endnotes, authors need to incorporate the references into the text.
	Units of Measure: SI units are required throughout the text, figures, and tables. US conventional units may follow in parentheses [e.g., 25.4 mm (1 in.)].
	Math/Equations: Display equations should be numbered sequentially (1, 2a, 2b, etc.).
References	
	Reference citations in the text must be in author/date style: (Smith 2002, or Smith and Jones 2004, or Smith et al. 2003).
	The reference list must be at the end of the manuscript in author/date style in alphabetical order.
	References should not be numbered.

Figures	
	Figures uploaded as separate files in BMP, EPS, PDF, PS, or TIF/TIFF formats with the figure number in the file name.
	PDF figures should have fonts embedded.
	Figures should be in good quality with at least 300 dpi for best resolution.
	Lettering on figures should be large enough to appear in print, preferably 8 points.
Figure Captions	
	Upload one Figure Caption List in Word (or can be included at the end of a LaTeX or Word manuscript).
	Make sure all parts of a figure (example: Fig. 1a, 1b) are in the caption list.
Data Availability Statement	
	Each manuscript should have a Data Availability Statement before the Acknowledgments (or before the references if no Acknowledgments exist). See the Data Availability Statement policy for specific guidelines for authors.
Permissions	
	Obtain permission for any tables, figures, equations, or quotations (over 500 words) in the text that came from another source. Permission from each must be uploaded with the submission.
	<ul style="list-style-type: none"> • Permission must come from the current copyright holder (the author may not necessarily hold copyright even if it is their own work).
	<ul style="list-style-type: none"> • Permission must include both print and online use.
	<ul style="list-style-type: none"> • If copyright is held by ASCE, no permission is required.
	<ul style="list-style-type: none"> • If no permission is required, authors should still provide an explanation for the content (i.e., public domain, US government, etc.).

APPENDIX III: ETHICAL STANDARDS

OBLIGATIONS OF AUTHORS

- An author's central obligation is to present a concise account of their research, work, or project completed with an objective discussion of its significance.
- Submitted manuscripts should contain detail and reference to public sources of information to allow the author's peers to repeat the work or otherwise verify the accuracy. All reasonable requests by editors or reviewers for materials, data, and associated protocols should be fulfilled. Authors should clearly note any data sharing restrictions in the submission questions when submitting (see [Materials Sharing and Data Availability](#)).
- The manuscript must not contain plagiarized material or falsified research data. ASCE is a member of the Committee on Publication Ethics (COPE). As a member, ASCE follows the guidelines recommended by COPE outlined at [publicationethics.org](#). Fragmentation of research papers should be avoided. An engineer or scientist who has done work on a several related systems should organize publications so that each manuscript gives a complete account of a particular aspect of the general study (see [Redundant Publication or Fragmentation of Research](#)).
- ASCE will not review or publish manuscripts that have been previously published in print or online. "Previously published" generally means content that is under copyright of another entity or widely available in print or electronic formats.
- Authors should refrain from criticizing another manuscript by personally attacking the author.
- To protect the integrity of authorship, only persons who have significantly contributed to the research or project and manuscript preparation should be listed as coauthors. The corresponding author will attest to the fact that any others named as coauthors have seen the final version of the paper and agreed to the submission for publication.
- It is inappropriate to submit manuscripts with obvious commercial intent.
- It is inappropriate for an author to either write or coauthor a discussion on their own published manuscript, except in the case of a closure to the discussion.

OBLIGATIONS OF EDITORS

- The primary responsibility of an ASCE journal editor is to ensure an efficient and fair review process of manuscripts submitted for publication, and to establish and maintain high standards of technical and professional quality.
- Criteria of quality are originality of approach, concept, and/or application; profundity; and relevance to the civil engineering profession.
- An editor shall give unbiased consideration to all manuscripts offered for publication and shall judge each on its merits without regard to any personal relationship or familiarity with the author(s), or to the race, age, gender, sexual orientation, religious belief, ethnic origin, citizenship, professional association, or political philosophy of the author(s).

- The editor and editorial staff shall disclose no information about a manuscript under consideration to anyone other than those from whom professional advice regarding the publication of the manuscript is sought. The names of reviewers shall not be released by the editors or editorial staff.
- An editor who authors or coauthors a manuscript submitted for consideration to the journal with which that editor is affiliated shall not review that work. If after publication, the editor-author's work merits ongoing scientific debate within the journal, the editor-author shall accept no editorial responsibility in connection therewith.
- An editor shall avoid conflicts of interest and/or the appearance thereof. An editor shall not send a manuscript to reviewers who are known to have personal bias in favor of or against the author or the subject matter of that manuscript.
- Unpublished information, arguments, or interpretations contained in a submitted manuscript are confidential and shall not be used in the research of an editor or associate editor or otherwise disseminated except with the consent of the author and with appropriate attribution.
- If an editor is presented with convincing evidence that the substance, conclusions, references, or other material included in a manuscript published in an ASCE journal are erroneous, the editor, after notifying the author(s) and allowing them to respond in writing, shall facilitate immediate publication of an erratum. If possible, an editor shall also facilitate publication of appropriate comments and/or papers identifying any errors.
- If an editor is presented with convincing evidence that a manuscript or published paper contains plagiarized material or falsified research data, the editor shall forward such evidence to the managing editor for investigation.
- ASCE, and by extension all ASCE appointed editors, are members of COPE. ASCE generally follows the guidelines and recommendations published by COPE.

OBLIGATIONS OF REVIEWERS

- Because qualified manuscript review is essential to the publication process, all engineers and scientists have an obligation to do their fair share of reviews.
- If a reviewer feels inadequately qualified or lacks the time to fairly judge the work reported, the reviewer shall decline the invitation to review in a timely manner.
- A reviewer shall objectively judge the quality of a manuscript on its own merit and shall respect the intellectual independence of the author(s). Personal criticism is never appropriate.
- A reviewer shall not suggest unnecessary revisions to add content or citations to works authored by the reviewer and/or associates of the reviewer. Excessive self-citation in reviews will cause the review to go back to the reviewer for correction. Reviewers will also be flagged in the submission system, and future reviews will be carefully read through.
- A reviewer shall avoid conflicts of interest and/or the appearance thereof. If a manuscript submitted for review presents a potential conflict of interest or the reviewer has a personal bias, the reviewer shall return the manuscript promptly without review and so advise the editor.

- If a reviewer receives for review a manuscript authored or coauthored by a person with whom the reviewer has a personal or professional relationship, the existence of this relationship shall be promptly brought to the attention of the editor.
- A reviewer shall treat a manuscript received for review as a confidential document and shall neither disclose nor discuss it with others except, as necessary, to persons from whom specific advice may be sought; in that event, the identities of those consulted shall be disclosed to the editor. The review submitted to ASCE remains confidential and should not be shared publicly on any platform regardless of the final decision of the paper.
- Reviewers shall explain and support judgments adequately so that the editor and author(s) may understand the basis for their comments. Any statement that an observation, derivation, or argument has been previously reported shall be accompanied by the relevant citation.
- A reviewer shall call to the editor's attention any substantial similarity between the manuscript under consideration and any published paper, or any manuscript submitted concurrently to another journal.
- A reviewer shall not use or disclose unpublished information, arguments, or interpretations contained in a manuscript under consideration, except with the consent of the author and with appropriate attribution.
- If a reviewer has convincing evidence that a manuscript contains plagiarized material or falsified research data, the reviewer shall notify the editor and ASCE journals staff immediately. The reviewer should not contact the author directly.

AUTHORSHIP

ASCE uses CRediT taxonomy to define who can be considered an author. CRediT (Contributor Roles Taxonomy) is high-level taxonomy, including 14 roles, which can be used to represent the roles typically played by contributors to scientific scholarly output. The roles describe each contributor's specific contribution to the scholarly output. Each author can have multiple authorship roles. More information on CRediT can be found here: <https://casrai.org/credit/>

ASCE defines an author as a person who has:

- Made significant contributions to the conception, design, development, and execution of an experiment or study.
- Made intellectual contributions to the writing, revising, and editing of a paper that has resulted from the experiment or study.
- Approves of and accepts responsibility for the paper and the information, data, and inferences presented therein.

Contributorship vs. Authorship

Contributors differ from authors in the way that they do not meet the specific criteria for authorship, but they have provided their time and energy to bring the study and resulting paper to fruition. Contributors are not involved in the conception or design of a study, nor do they interpret data or participate in the final presentation. Contributors provide writing support and technical assistance. Authors can include the names of contributors in the Acknowledgments section of their papers.

Ghost, Guest, and Gift Authorship

Ghost Authorship: Ghost authorship is when a person participates in the conception, research, data collection, and writing of a paper but their name is not included in the byline or in the Acknowledgments section. Any person who significantly contributes to the creation of a manuscript should be acknowledged. Please see the section on ASCE's Authorship Definition and CRediT taxonomy. If the person in question meets these criteria for authorship, they should be included in the byline of the paper.

Guest Authorship: Guest authorship is when an author is included in the byline of a paper because of the assumption that their name recognition will increase the chances of the paper being published. The guest author makes no contribution to the research or writing of a paper and thus does not meet the criteria for true authorship. Guest authors are sometimes included in the byline without their knowledge or consent.

Gift Authorship: Gift authorship is when a person is included in the byline of a paper who has only tenuous connection to the study that took place, or the research or writing of a paper.

ASCE prohibits the practice of ghost, guest, and gift authorship.

Byline changes

Authorship should be determined before a manuscript is submitted to the editorial office. The byline of a paper cannot be changed once a paper is accepted. ASCE does allow authors to change a byline once a paper is in review, but this practice is discouraged. To change the byline while the paper is in review, the corresponding author must obtain the signatures of all authors indicating that they agree to the byline change. The corresponding author will be asked to share the reason why the byline will be changed. The form to change the byline of a paper can be obtained by emailing the editorial coordinator of the journal. (The form can also be found in Appendix III of this author guide.) The corresponding author will be asked to fill out CRediT taxonomy for the new author in Editorial Manager. Editors and ASCE editorial staff reserve the right to request and receive a declaration of authorship for any paper submitted to ASCE Journals.

SIMILARITY CHECK

ASCE is a member of Crossref and employs the Similarity Check tool, powered by Turnitin, to evaluate the originality of work submitted to the journals. Similarity Check evaluates the text of a submitted paper against a large database of published journal content and non-journal content on the internet. A similarity report is provided to ASCE staff and the editors in evaluating the originality of work. Any manuscript with more than a 30% overlap will be returned to authors.

Papers that are found to have excessive overlap with the author(s)' previous work may be returned to the author with a request to revise the overlap and/or verbatim sections. (Please see the section about text recycling.)

Papers that are found to have excessive and unattributed overlap with published works authored by others will be subject to review by the editors and possibly the corresponding author's institution.

PRIOR PUBLICATION

Text Recycling

Text recycling is defined as "the reuse of textual material (prose, visuals, or equations) in a new document where (1) the material in the new document is identical to that of the source (or substantively equivalent in both form and content), (2) the material is not presented in the new document as a quotation (via quotation marks or block indentation), and (3) at least one author of the new document is also an author of the prior document" (Texrecycling.org).

Text recycling is ethically and morally ambiguous, depending on the context in which it occurs. Text recycling is **generally acceptable** if it does not violate copyright agreements, is used to build from existing works, and is employed to clearly communicate ideas. Text recycling is **generally unacceptable** if it infringes copyright agreements, violates publishing contracts, or hinders communication.

ASCE considers text recycling acceptable if the author:

- Creates a new work using unpublished sources.
- Reuses previously published content to create a paper that is novel in its contribution to the body of knowledge.
- Reuses previously published material to produce a paper that might not necessarily be novel in its contributions to the body of knowledge but does so make the material presentable for a different genre or audience.

Conference Papers

ASCE will consider manuscripts based on conference papers if the following requirements are met:

- The conference paper must not be under copyright at any other institution. If the paper is under copyright elsewhere, it is the author's responsibility to obtain permission from the copyright holder to submit and publish the paper with ASCE prior to submission.
- The author must answer "yes" to the submission question about whether the paper was presented at a conference. The author must disclose the name and date of the conference.
- The conference paper must contain new and expanded information, methodology, interpretation, and conclusions from the conference paper. Whether the conference paper meets these criteria is up to the judgement of the journal's editor. Authors must provide a description of how the journal paper is different from the conference paper. ASCE reserves the right to request a copy of the conference for comparison purposes.
- The conference paper must be cited in the submitted journal article.
- NOTE: Papers included in the Transportation Research Board (TRB) Annual Meeting Compendium are considered published and cannot be submitted to ASCE for publication without significant additions and revisions. Authors who intend to submit a TRB conference paper to an ASCE journal must opt-out of inclusion in the compendium.

Preprint Servers

ASCE recognizes that it is customary for researchers to post papers on preprint servers prior to peer review. ASCE does not consider papers on preprint servers are previously published, as long as copyright can be transferred to ASCE. Should the paper be accepted, authors must do the following:

- Post the full citation and DOI of the published paper on the preprint server paper.
- Post the ASCE copyright notice on the preprint server paper. (If the author opts for the Open Access option, then the author retains copyright. A note indicating as much should be put on the preprint paper in lieu of the ASCE copyright notice.)

Government Reports

ASCE will consider papers that are based on government reports. Authors must disclose that their paper is based on a government report and provide the citation and link for the report upon submission. The paper in question must be based on a report that is funded and carried out by a local, state, or federal authority or direct branch thereof, or its equivalent.

ACCUSATIONS OF SCIENTIFIC MISCONDUCT OR VIOLATIONS OF ASCE POLICIES

ASCE is a member of COPE and, as a general rule, follows the guidelines set forth by COPE regarding issues of scientific misconduct. This section provides insight into the process that ASCE staff and editors employ when issues arise, or accusations are sent to ASCE.

Manuscripts submitted to ASCE are considered confidential and will not be shared. If a paper is under investigation for possible misconduct, ASCE may share the manuscript with editors of ASCE and non-ASCE journals also investigating the matter.

DUAL SUBMISSION

Definition — Dual submission is when a paper is submitted to two different journals or publishers at the same time. ASCE will not review papers that are being reviewed elsewhere. ASCE performs a duplicate submission check that looks for similar papers throughout the ASCE journal database. If ASCE discovers that a paper in review is also in review elsewhere, the paper will be rejected.

Action — If a paper in review appears to be in review at another non-ASCE journal, ASCE will ask the author for an explanation and, barring an honest mistake, likely reject the paper in review.

DUAL PUBLICATION

Definition — Dual publication is when the same material is published more than once. ASCE does not review or publish material that has been published already. This includes publication in other ASCE journals, books, and proceedings. ASCE expects that all submissions are novel and original to the author (see [Redundant Publication or Fragmentation of Research](#)).

Action — The papers in question will be evaluated for similarity. The authors will be asked for an explanation. The publisher of the similar paper will be contacted. If the investigation by ASCE finds that the paper meets the definition of dual publication, the paper may be retracted, and the author's institution notified of the action. Authors who are members of ASCE who are found to be in violation of ASCE policies may also be subject to investigation by the ASCE Committee on Professional Conduct.

REDUNDANT PUBLICATION OR FRAGMENTATION OF RESEARCH

Definition — Fragmentation of research is when an author creates two or more different papers from a single experiment or study, when the scientific record would be better served by creating only one comprehensive paper. Authors are encouraged to build on previous work and submit new papers, as long as the submitted paper offers novel information not presented in previous works.

Action — Fragmentation of research is not acceptable. Papers in review that are found to contain excessive overlap to other papers either published or in review will be evaluated using Similarity Check, as well as an editor evaluation. Authors will be asked to provide an explanation on the differences between the papers in question. If an editor feels as though the submitted manuscript is redundant to already published materials, the paper will be rejected. Published papers that are found to contain excessive overlap are subject to a Notice of Redundant Publication. If the published overlap finds ASCE in violation of another publisher's copyright, ASCE may retract the paper. The author(s)' institution may be notified.

FABRICATION AND FALSIFICATION OF DATA

Definition — According to the US Office of Research Integrity, fabrication of data is “making up data or results and recording or reporting them,” and falsification is “manipulating research materials, equipment, or processes, or changing or omitting data or results such that the research is not accurately represented in the research record” (ori.hhs.gov/definition-misconduct).

Action — Fabricating or falsifying data is a major violation of proper scientific conduct. Authors accused of either violation will be asked to supply all supporting data and results for evaluation. If ASCE and its editors find cause for further investigation, the issue may be referred to the author(s)’ institution and/or funding agency for investigation. Authors who are members of ASCE may also be reported to the ASCE Committee on Professional Conduct. ASCE journals may issue an Expression of Concern during any investigation. If wrongdoing is determined, the offending paper(s) will be rejected or retracted, and the authors may be banned from publishing with ASCE in the future.

PLAGIARISM

Definition — “Plagiarism is the appropriation of another person’s ideas, processes, results, or words without giving appropriate credit” (ori.hhs.gov/definition-misconduct).

Action — ASCE journals use iThenticate, powered by Turnitin, to compare submitted papers with already published works. Authors may be asked to explain similarities. Follow-up investigation and action depends on the nature of the offense. If a paper is found to have deliberately plagiarized works of another, the paper will be rejected or retracted and the author(s)’ institution will be notified. Authors who are members of ASCE may also be reported to the ASCE Committee on Professional Conduct.

CORRECTING THE LITERATURE

ASCE has a responsibility to the engineering profession and the scientific community to ensure that known errors or misrepresentations are corrected in the literature.

Minor errors of fact or omission may be corrected by publishing an erratum. An erratum must be submitted within 24 months from the date of publication and approved by the managing editor and will be reserved for errors that will impede the readers’ understanding of the text. Minor typographical errors are typically not worthy of an erratum. Once approved, the erratum will be published online in the next available issue. The erratum and the original article will be linked in the ASCE Library under the “Editorially Related” section.

Major errors may result in the retraction of a paper. A retraction tells the readers to disregard the original work. Retracted papers are still available to readers. The title of the original paper will be appended with the word “Retracted.” The PDF will also be watermarked with the word “Retracted.” An explanation will be published and digitally linked to the paper. ASCE strives to be precise in explaining why a paper has been retracted. Retractions that lack specificity will not be permitted. ASCE will always

consult with authors prior to retracting a paper, but in cases where wrongdoing has been confirmed or ASCE faces potential legal repercussions, a retraction may be published without the author(s)' consent.

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ALERTING ASCE OF POSSIBLE MISCONDUCT

ASCE keeps confidential the names and affiliations of individuals who report possible misconduct related to the authors, editors, and reviewers associated with ASCE journals. Individuals wishing to make a report should contact the ASCE managing editor at journal-services@asce.org. Accusations must be specific in order to allow for ample investigation.

APPENDIX IV. CHANGE IN AUTHOR BYLINE FORM



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