

Book Proceedings: Preparation of Manuscripts

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Abstract

An ASCE Conference Proceedings volume will be produced directly from the camera-ready manuscripts received from authors. These instructions have been prepared in the format that should be used for the preparation of manuscripts.

Introduction

Most engineers are familiar with the technological opportunities that computers provide. Word-processing programs and laser printers can be used to create documents—comparatively quickly and inexpensively—that compete in appearance with those created by skilled graphics professionals using highly specialized equipment.

As exciting as these developments are, we have reached a point where desktop and office technology actually *exceed* the capability of current printing technology to replicate some features that you, the author, may be able to create. These instructions focus on using available technology to prepare a camera-ready manuscript that will translate well into making a cost-effective, market-appropriate product: your book.

Please read through all the information provided here. Issues raised in one section may be discussed more fully in a later section.

Editor's Role

Each proceedings project has an editor, usually the technical program coordinator for the conference. The editor is responsible for setting deadlines, approving content (often with the help of associate editors or peer reviewers), establishing length of

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papers, clarifying special instructions or requirements, collecting papers, and generally organizing the book. Questions about any of these topics should be directed to *your editor*.

What To Send

The author is responsible for sending the following items to *your editor* by the deadline set for this project. Material provided will *not* be returned.

- signed and dated Copyright Transfer Agreement form.
- complete hard copy printout of the manuscript, including all illustrations. *Black-and-white originals are required.*
- anything else required by *your editor*.

Administrative Issues

Copyright Transfer Agreement. No paper can be included in an ASCE publication without this copyright transfer form. *Do not alter this form.* The form can be downloaded from the Internet at <http://www.pubs.asce.org/proceedcta.pdf>

Permissions. If a figure, photograph, or table has been published previously, the *author* must obtain written approval from the original publisher. ASCE cannot reproduce a previously-published item without this permission.

Approvals. It is the author's responsibility to obtain all necessary approvals from the author's employer prior to submission of the paper. **It will not be possible to withdraw or revise a paper after receipt of the manuscript.**

Camera-Ready Printout

Text. All text should be word-processed and printed out on good-quality, clean white paper. American "letter size" (8.5" x 11") or international "A4 size" are preferred. Use a letter-quality or laser printer; do *not* use a dot matrix printer.

As noted above, we require *black-and-white* camera-ready printouts. The problem with **color** is that it may not reproduce well—or at all. The printer's camera "sees" colors differently from the human eye. Light blue and yellow may disappear completely. Red and other dark colors will appear as solid black. A black-and-white original will give you the best idea of how your manuscript will appear in the book and will give the printer the best chance of accurately reproducing your original.

Layout. The complete book will have a consistent appearance if *all* authors follow the same design. All text must be single-spaced (line spaces above and below headings are acceptable as shown in these instructions). **Justify** the "text blocks."

Margin settings will depend on your word processing program and paper size. Imagine a "box" that would contain *any* element of your paper that should be reproduced (text, figures, tables, captions): the **width** should not exceed 5.75" (14.5

cm) and the **depth** should not exceed 9" (22.5 cm). Short pages are ugly and waste space; try to “fill” your “imaginary box” on each page. Leave at least 1" (3 cm) *top* and *bottom* margins.

Margin Settings

Margins	8.5 x 11 (letter)	A4
Top	1"	3.5cm
Bottom	1"	3.5cm
Left	1.375"	3.25cm
Right	1.375"	3.25cm

Point size and font. Use 12-point type for text, captions, and author contact information. For type within figures or tables, the 12-point size is preferred. Use a serif text font such as Times Roman. *Italics*, **bold**, and **bold italics** may be used. We strongly recommend sticking to one “family” of typefaces.

Page numbers. Number each page of your manuscript, including pages with illustrations that may appear after the text. Page numbers should *not* fall in your “imaginary box” (see **Layout** section). Most word processing programs have options for inserting page numbers as “footers.” Preferred design: center the page number below text; use Arabic numerals.

Style. The paper must be written in best possible technical and grammatical English. Titles should be concise and should describe the content of the paper. If you have a long title, please consider a **Title: Subtitle** format.

Mathematics. All mathematics included in the text should have typed (not handwritten) characters if at all possible. Equations need to be numbered *only* if they are referred to more than once. Stack numerators over denominators and leave one blank line between equations and text, and between two equations. For example:

$$\frac{q_r(C)}{\sigma_{vc}} = \frac{[K_0 + (1 - K_0)A_f] \sin \phi}{1 + (2A_f - 1) \sin \phi} \quad (3)$$

with $A_f = (\Delta u - \Delta \sigma_h) / (\Delta \sigma_v - \Delta \sigma_h)$ since $\Delta \sigma_h = \Delta \sigma_3$

Refer to equations in the text by (3) or Eq. 3. For equations in the text, use single-level expressions, e.g., $m_v = \Delta \varepsilon / \Delta \sigma'_v$, where $\Delta \varepsilon = \Delta e / (1 + e_0)$.

System of units. Each author must use the International System of Units (SI) and units acceptable in SI. Other units may be given in parentheses, dual-unit tables, or an appendix. A complete guide to the SI system and its use, entitled *Standard Practice for Use of the International System of Units (SI) (the Modernized Metric System)*

ASTM E 380, is available from ASCE by calling 1-800-548-2723. Other useful references include the *ANMC Metric Editorial Guide*, 5th Ed., 1992, available from the American National Metric Council, 1735 N. Lynn Street, Suite 950, Arlington, VA 22209-2022; and *Metric Manual*, by Lawrence D. Pedde et al., 1978, available from U.S. Department of the Interior, Bureau of Reclamation, Denver, CO.

Figures and tables. Illustrations should be clean black-and-white originals. Crooked pasteup and poor-quality photocopies (showing cut lines or spatters) will detract from the appearance of a paper.

Captions and legends. Illustrations should be numbered consecutively as they are presented (Figure 1, Figure 2, etc., and Table 1, Table 2, etc.). Callouts for each figure should appear in text. A descriptive caption, including figure number, should be placed directly *below* the illustration. A descriptive legend, including table number, should be placed immediately *above* the table.

Placement. Figures may be placed in text or in a “gallery” at the end of the paper. More than one figure may appear on a page. If figures are placed in text, we recommend placement at the top or bottom of a page (see Figure 1). Do *not* wrap text around the figure, even to save space. “Landscape” orientation is acceptable.

Shading. Do *not* use “shading” or “grayscale” or “screens” in your illustrations, especially *as a background to type*. Shading seldom reproduces well; the printer’s camera cannot “see” the tiny dots that make up the grayscale, so “light gray” areas may completely disappear while “dark gray” areas may appear muddy and uneven.

Photographs should be submitted as black and white glossy prints pasted onto the page where they will appear in the text (or the gallery), with captions placed directly beneath the photograph. Photographs will be reduced, along with the rest of the manuscript. Many authors have submitted original color photographs; most of these have reproduced reasonably well, but the issues noted in the *Text* section about color do apply. Areas that are in shadow (such as beneath bridges or building interiors) or that do not show contrast between dark and light features will lose significant detail. To test how a color photo may reproduce in black-and-white, photocopy the photograph. The photocopy will be cruder than the printer’s halftone, but it will show the areas that will “go dark” and lose detail.

Scans will *not* reproduce as well as original photographs. However, if you must include a scanned image, *grayscale is strongly preferable to color*

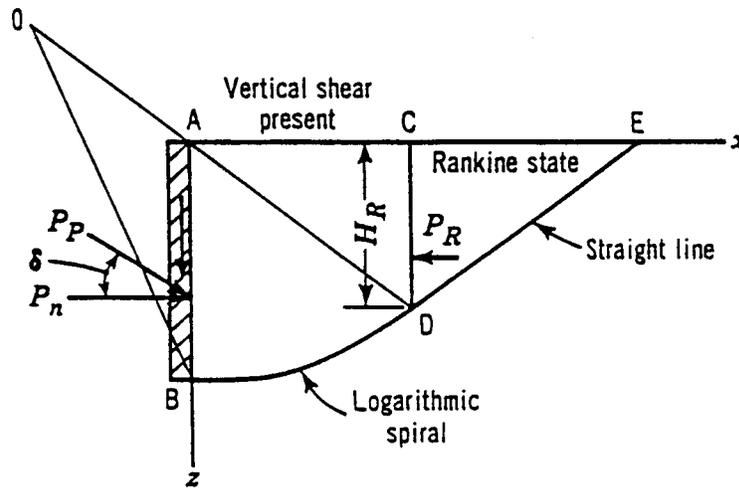


Figure 1. Sample line art illustration; note placement at top of page.

Author contact information. A sample of author contact information is shown on the first page of these instructions. The following information may be provided for any or all authors of the paper: author's full name; Society membership grade; academic degrees or honorifics; current employment affiliation; postal and electronic mailing addresses; telephone and fax numbers.

References. All references should appear together—*single-spaced*—at the end of the paper. References are listed alphabetically by last name of the first author. When two or more references by the same author are listed, year of publication is taken into account, and the earliest work is listed first. Wherever reference is made in the text to an author's work, the author's name and year of publication should appear in parentheses. We strongly recommend that superscripts *not* be used to denote references, as these numbers often appear too small to be read easily when reduced. All listed references must be cited in text. For material that is not cited in text, create a section or an appendix called "Additional Information" or "Related Material."

References

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