



**Paper Formatting Example with Title of Paper Given  
Here in  
12-Point Bold Times Roman Font**

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**ABSTRACT:** The abstract should be 150 to 250 words long; it should never exceed the first page, or contain artwork or references. The abstract should present a concise statement of the scope, principal findings, and conclusions of the paper. All text for the manuscript is 12-point font Times Roman with 14-point line spacing (i.e., single-spaced). If using a standard American Letter size paper format (i.e., 8½” by 11”), then the page setup should be established with 1-inch top and bottom margins and 1.375-inch left and right margins. If using international A4 type paper, use 3.5 cm for the top and bottom margins and 3.25 cm for the left and right margins. Use bold UPPERCASE for the ABSTRACT, INTRO, and all major headings.

## **INTRODUCTION**

The title of the paper should be centered on a line located 2.5 inches from the very top of the page, which will be 1.5-inches from the top margin. The title should be in bold 12-point Times Roman (TR) font, and not overly long (i.e., less than 150 characters (including spaces)). If the title takes up more than one line, it should be broken up over the two lines so that it looks aesthetic on the page. Drop 2 lines and put the names of the author(s) in normal 12-pt Times Roman font, with their professional registration and ASCE affiliation (if any), as applicable. Use superscript numbering for each author. Drop two lines and provide professional contact details, including each author’s title, current affiliation, mailing address (even if affiliation and address are the same for some or all authors), and email address.

In the main body of the manuscript, Times 12 point size font and 14 point line spacing (i.e., single spacing) should be used when preparing the paper. Indent the first line of each paragraph by 0.15 inches (0.38 cm). Section headings and subheadings should be formatted following the guidelines outlined in the “Author’s Guide to Preparing Papers”. Reference should be author-date method for in-text references, whereby the source reads as the last names of the authors, then the year (e.g., Smith 2004 or Smith and Jones 2004).

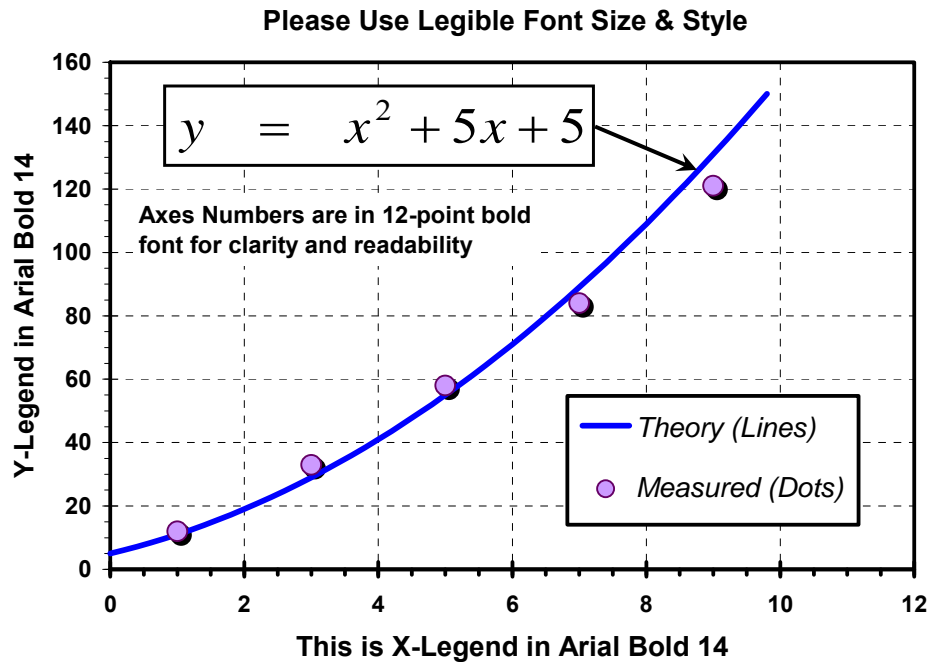
Tables should be embedded within the text using the same font styles and given a title at the top. Number the tables in sequence as they are introduced, per example. Figures (i.e., photographs, illustrations, data plots, etc.) should be inserted into the text document as separate image files. Leave one (or two) line spaces between headings and text, as well as tables and figures. Arrange the paper layout so that the

figures, text, graphics, and photos all look nice and balanced. Equations should be formatted and numbered consecutively following the guidelines outlined in the “Author’s Guide to Preparing Papers”.

**Table 1. Format and Layout of Tables in Papers**

<b>Title of Entry</b>	<b>Value of Pens (\$)</b>	<b>Pen Width (mm)</b>	<b>Mass of Each (g)</b>
Blue Pens	0.25	2.01	0.21
Red Pens	0.77	3.49	0.71

Paste figures, photos, and graphics directly into the text at the appropriate places where mentioned and add a (**bold Times Roman**) caption beneath the figure. When referring to a figure in-line in the text, a ref to (Fig. 1) is appropriate. At the beginning of a sentence, the full word should be used, for example: Figure 1 shows some very interesting results.



**FIGURE 1. Representative figure embedded within the example paper. Single-line figure captions should be centered beneath the figure (which is also centered), and multi-line figure captions should be justified.**

## CONCLUSIONS

A nice paper has been prepared by the authors using these formatting guidelines. In the references, a hanging paragraph format is used with a 0.3 inch (0.76 cm) offset.

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**REFERENCES**

- Stahl, D. C., Wolfe, R. W., and Begel, M. (2004). "Improved analysis of timber rivet connections." *J. Struct. Eng.*, 130(8), 1272-1279.
- Garrett, D. L. (2003). "Coupled analysis of floating production systems." *Proc., Int. Symp. on Deep Mooring Systems*, ASCE, Reston, VA, 152-167.