

BASIC REQUIREMENTS FOR MANUSCRIPTS

This Journal represents an effort by the Society to deliver information to the reader with the greatest possible speed. To this end the material herein has none of the usual editing required in more formal publications.

Original papers and discussions of current papers should be submitted to the Manager of Technical Publications, ASCE. Authors should indicate the technical division to which the paper should be referred. The final date on which a discussion should reach the Society is given as a footnote with each paper. Those who are planning to submit material will expedite the review and publication procedures by complying with the following basic requirements:

1. Titles should have a length not exceeding 50 characters and spaces.
2. A 50-word summary should accompany the paper.
3. The manuscript (a ribbon copy and two copies) should be double-spaced on one side of 8½-in. by 11-in. paper. Papers that were originally prepared for oral presentation must be rewritten into the third person before being submitted.
4. The author's full name, Society membership grade, and footnote reference stating present employment should appear on the first page of the paper.
5. Mathematics are reproduced directly from the copy that is submitted. Because of this, it is necessary that capital letters be drawn, in black ink, ⅛-in. high (with all other symbols and characters in the proportions dictated by standard drafting practice) and that no line of mathematics be longer than 6½-in. Ribbon copies of typed equations may be used but they will be proportionately smaller on the printed version.
6. Tables should be typed (ribbon copies) on one side of 8½-in. by 11-in. paper with a 6½-in. by 10½-in. invisible frame. Small tables should be grouped within this frame. Specific reference and explanation should be made in the text for each table.
7. Illustrations should be drawn in black ink on one side of 8½-in. by 11-in. paper within an invisible frame that measures 6½-in. by 10½-in.; the caption should also be included within the frame. Because illustrations will be reduced to 69% of the original size, the capital letters should be ⅛-in. high. Photographs should be submitted as glossy prints in a size that is less than 6½-in. by 10½-in. Explanations and descriptions should be made within the text for each illustration.
8. Papers should average about 12,000 words in length and should be no longer than 18,000 words. As an approximation, each full page of typed text, table, or illustration is the equivalent of 300 words.

Further information concerning the preparation of technical papers is contained in the "Technical Publications Handbook" which can be obtained from the Society.

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