

ASCE Conference Proceedings Paper Formatting Instructions

I. M. Author¹ and Charles. O. Author²

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

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

ABSTRACT

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

SUBMISSION DEADLINE AND PAPER LENGTH

Specifically for the 2022 ASCE Earth and Space Conference, the paper length is 6-pages minimum up to 12-pages suggested. A 15-page maximum can be accommodated. Timeline and procedure for submission of full paper or other updates will be posted on the conference website:
Learn.mines.edu/earthspace2022/manuscript

Special Note

ASCE does not publish abstract only submissions or PowerPoint presentations in conference proceedings. Only papers that are peer-reviewed and presented will be included in the conference proceedings.

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FORMAT

Language and Presentation. Official language used during conference is English. All papers must be prepared and presented in English. **Papers that are not presented at conference will be removed from the conference proceedings.**

Length. Paper length as determined by the conference technical chair includes all text, graphics, and appendices. Please limit abstract to first page of paper. Maximum paper length is 15 pages.

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 but not less than 10 point. We recommend selecting a serif text font such as Times Roman. *Italics*, **bold**, and **bold italics** may be used; we recommend sticking to one “family” of typefaces. Avoid the use of Arial fonts as these can be distorted in the conversion to pdf.

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

- Title
- Author(s) – list all authors; group by affiliation
- Abstract
- Paper Content
- Conclusions
- References

Margin settings (see Table 1) must contain *all* elements of the paper that will be reproduced (text, figures, tables, captions). Imagine a “box” whose **width** does not exceed 5.75 in. (146 mm) and **depth** does not exceed 9 in. (229 mm). Short pages are unsightly and waste space; try to fill the imaginary box on each page. See Table 1 for suggested margin settings.

Table 1. Margin Settings.

<i>Margins</i>	<i>Letter (8.5 x 11 in.)</i>	<i>A4 (210 x 297 mm)</i>
Top, first page only	1.50 in.	51 mm
Top	1.00 in.	34 mm
Bottom	1.00 in.	34 mm
Left	1.38 in.	32 mm
Right	1.38 in.	32 mm

Figures and tables. All graphics (photos, line art, and tables) *must* fit within the above margin settings. All graphics should be understandable when printed in black and white. Do not use only color as a distinguishing feature. Use symbols or patterns on line and bar graphs to identify lines and columns. Landscape orientation is acceptable.

Illustrations should be numbered consecutively as they are presented (Figure 1, Figure 2, etc., and Table 1, Table 2, etc.). Each figure should be mentioned or called out before it appears. More than one figure may appear on a page.

PERMISSIONS

If a figure, photograph, or table has been published previously, the **author** must obtain written approval from the original publisher. (See [Permissions Basics](#) for detailed information.)

APPROVALS

It is the author's responsibility to obtain all necessary approvals from the author's employer prior to submission of the paper. Once a paper has been uploaded, reviewed by the author, and officially submitted, it is **not** possible to edit the document.

CONCLUSION

With thanks for your efforts, we look forward to providing a record of this conference that will be useful to you and your colleagues for many years to come.

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