

**AUTHOR'S GUIDELINE  
AND RESOURCES FOR  
SUBMITTING A  
JOURNAL ARTICLE /  
PAPER**

## Parts of a Journal Article

Guidelines for preparing technical papers and technical notes are described in this section. Also see Final Submission of Accepted Papers for information on formatting your manuscript and including all required supporting materials.

- Article title
- Author byline and affiliations
- Abstract
- Text
- Tables (optional)
- Figures (optional)
- Mathematics (optional)
- Conclusions
- Acknowledgments (optional)
- Appendixes (optional)
- References

### Article Title

- Article title should be concise yet descriptive of the content of the paper.
- The title contains should contain about 150 characters, including spaces between words.

### Author Byline and Affiliations

- The author byline should contain the full name of each author.
- Affiliation information should appear as a footnote at the bottom of the first page of the manuscript. The affiliation footnote(s) should contain each author's present title, current affiliation, email address (optional), and complete mailing address.

### Abstract

- The abstract length should be approximately 150 to 250 words.
- The abstract should contain the purpose of the work, the scope of the effort, the methods used to execute the work, main findings, and key conclusions.

- Do not include jargon, equations, figure callouts, table callouts, or reference citations in the abstract.

## **Text**

- Writing Style inclusive language, abbreviations, mandatory use of SI units, and referring to figures and tables within text.
- Use terminology, standard definitions, and symbols.

## **Preparing Figures for Journal Articles**

Graphs, flow charts, diagrams, drawings, maps, and photographs should be thoughtfully designed / selected to show a relationship of ideas, data, or objects

Illustrations—must be submitted electronically with the final manuscript.

### Figure Style

- All illustrations are identified using the word “Figure.”
- Figures must be numbered sequentially.
- Figures should have a brief caption describing what is being presented.
- Figures should use the same system of units as the accompanying text; that is, generally, figures should be prepared using SI units.

## **Preparing Tables for Journal Articles**

### Table Style

- Tables must be consecutively numbered (Table 4, Table 5, etc.).
- Tables should have a brief title describing what is being presented in the table; the table number and title appear above the table text.
- Table text should be arranged so that the rows outnumber the columns and that each column contains similar material.

### Table Preparation

- Tables are best prepared in *Word* or *Excel*. Do not create tables in drawing or graphics programs and then paste them into a *Word* file. Tables will be copyedited in *Word*.
- If you create tables in *Word*, use the Table feature that sets up tables using cells for rows and columns.
- If you create tables in *Excel*, be sure that the actual data is embedded in the file you submit, and not cross-referenced to *Excel* files that you will not be submitting.

- Tables may be included at the end of the text or in separate Word files.

## **Conclusions**

- Include a section under the heading "Conclusions" or "Summary and Conclusions" that presents the significant implications of the information presented in the body of the manuscript.

## **Acknowledgments**

- Include a section under the heading "Acknowledgments" if you wish to recognize any advisory or financial help you received.

## **Appendixes**

- Use appendixes to record details and data that are of secondary importance or that are needed to support assertions in the text.
- Make sure the text contains a reference to each appendix.
- Include any references cited in the Appendixes in the reference list at the end of your paper.

## **References**

- Include a section under the heading "References" that contains a reference list with the complete bibliographical citation for each reference mentioned in the text, tables, figures, and appendixes.

All factual material that is not original with you must be accompanied by a reference to its source. We prefer the author–date system of referencing.

*For example:* One recent report (Carson 2006) finds evidence that...

- Use the first author's surname followed by "et al." in citations for publications with three or more authors.
- The reference list appears at the end of each paper for journal articles, or chapter (when chapters are by different authors) or in a separate section at the end of the book.
- References begin with the names of the author(s), last name first for all authors, followed by the year of publication in parentheses. See the Quick Guide to Common Types of Referenced Materials for guidance on punctuation and formatting.
- References by the same author(s) published in the same year are designated with lowercase letters: 2004a, 2004b.

## Common Types of Referenced Material

### ➤ Journal References

Stahl, D. C., Wolfe, R. W., and Begel, M. (2004). "Improved analysis of timber rivet connections." *J. Struct. Eng.*, 130(8), 1272-1279.

### ➤ Conference Proceedings and Symposiums

Garrett, D. L. (2003). "Coupled analysis of floating production systems." *Proc., Int. Symp. on Deep Mooring Systems*, ASCE, Reston, VA, 152-167.

### ➤ Books

Zadeh, L. A. (1981). "Possibility theory and soft data analysis." *Mathematical frontiers of the social and policy sciences*, L. Cobb and R. M. Thrall, eds., Westview, Boulder, CO, 69-129

### ➤ Reports; same as for books.

### ➤ Unpublished Material

Unpublished material is not included in the references but may be cited in the text as follows: (John Smith, personal communication, May 16, 1983) or (J. Smith, unpublished internal report, February 2003).

### ➤ In Press Articles

Dasgupta, G. (2008). "Stiffness matrix from isoparametric closed form shape functions using exact integration." *J. Aerosp. Eng.*, in press.

In press articles should be updated to include the actual publication information whenever possible.

### ➤ Web Pages

Burka, L. P. (1993). "A hypertext history of multi-user dimensions." *MUD history*, <<http://www.ccs.neu.edu>> (Dec. 5, 1994).

### ➤ CD-ROM

Liggett, J. A., and Caughey, D. A. (1998). "Fluid statics." *Fluid mechanics* (CD-ROM), ASCE, Reston, VA, Section 3.1, Chapter 2, 167-177.

### ➤ Theses and dissertations

Sotiropulos, S. N. (1991). "Statis response of bridge superstructures made of fiber reinforced plastic." M.S. thesis, West Virginia Univ., Morgantown, WV.

## **Author's Guide for Writing**

### **Active versus Passive Voice**

Wherever possible, use active verbs that demonstrates what is being done and who is doing it.

### **Direct versus Indirect Statements**

Whenever possible use direct statements.

### **Use of “I” and “We”**

- If you are the sole author, use “I” to indicate your actions or opinions.
- If you are working with coauthors, use “we” to refer to your collective actions or opinions. Use last names to refer to the actions or opinions of individual coauthors.

### **Inclusive Language**

### **Acronyms and Abbreviations**

- Abbreviations and acronyms in text must be spelled out the first time that they appear in each chapter or paper, with the shortened form appearing immediately in parentheses. Thereafter, the shortened form should be used throughout the chapter.

### **SI versus Customary Units**

We use System International (SI) units.

### **Figures, Tables, and Other Supporting Materials**

- If a figure or table has parts, a capital or lowercase letter is used to identify the parts: Fig. 9-1A, Fig. 9-1B...; Fig. 1(a), Fig. 1(b)...
- Tables and figures must be numbered in the order in which they are discussed in text so that call-outs also appear in numerical order.

## **Length of Journal Submissions**

For most journals, the suggested maximum number of words and word-equivalents is as follows:

- Maximum 8,000 words for papers
- Maximum 2,500 words for notes
- Maximum 1,500 words for discussions

The journal editor may waive these guidelines to encourage papers on topics that cannot be treated within these limitations.