

A reference to its source must accompany all factual material that is not original to you. ASCE books and journals prefer the author-date system of referencing. This system has two parts, the **text citation** and the **reference list**.

- The text citation appears where the material to be cited is presented. The citation refers readers to a source in the reference list by the author's name and the year of publication. Often, the author and date appear in parentheses; a comma is not placed between them.

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

Or: ...yielded varying results (Jones 2005; Marks and Smith 2004a,b).

- Use the first author's name followed by "et al." in citations for publications with three or more authors.
- When the researcher is part of the sentence, the last name does not need to be repeated.

For example: Carson (2006) finds evidence that...

- The reference list appears at the end of each paper or chapter (when chapters are by different authors) or in a separate section at the end of the book.
- References begin with the author's names (s), the last name first for all authors, followed by the year of publication in parentheses.
- References by the same author(s) published in the same year are designated with lowercase letters: 2004a, 2004b.
- Every reference must have a text citation, and every text citation must have a corresponding reference. For publications that will be copyedited (ASCE Press titles, manuals of practice, standards, and journal articles), unmatched references will be queried or deleted by the copy editor.
- For camera-ready books, reference lists should be prepared single-spaced. For typeset books and for journal articles, reference lists should be prepared double-spaced and submitted as word-processed files.

To cite sources in the text, use the author-date method; list the authors' last names, then the year. The formats are as follows: one author (Smith 2004); two authors (Smith and Jones 2004); three or more authors (Smith et al. 2004). Prepare a reference section listing all references alphabetically by the last name of the first author. For anonymous reports and standards, alphabetize by the issuing institution.

Below are samples of correctly formatted and complete references:

Journals:

King, S. and Delatte, N. J. (2004). "Collapse of 2000 Commonwealth Avenue: Punching shear case study." *J. Perf. Constr. Facil.*, 18(1), 54-61.

Double-check the year, journal title, volume and issue numbers, and page numbers. ASCE reference information can be verified using the CE Database at www.pubs.asce.org.

Conference Proceedings and Symposia:

Fwa, T. F., Liu, S. B., and Teng, K. J. (2004). "Airport pavement condition rating and maintenance-needs assessment using fuzzy logic." *Proc., Airport Pavements: Challenges and New Technologies*, ASCE, Reston, Va., 29-38.

Include the sponsor of the conference or publisher of the proceedings and that entity's location; city and state or city and country.

Books:

Feld, J. and Carper, K. (1997). *Construction Failure*, 2nd Ed., Wiley, New York.

Book references must include author, book title, publisher, and the publisher's location. If a specific chapter is being used, list the chapter title and inclusive page numbers. For reports, include the full institution name (not just the acronym) and its location.

Books and Reports:

Same as for books, as above. For reports authored by institutions, spell out the acronym on first use, and follow with the acronym in parentheses, if applicable. If that same institution also wrote subsequent references, use only the acronym. For reports authored by persons, include the full institution name—no acronym—and its location.

Web Pages and Online Material:

Burka, L. P. (2002). "A hypertext history of multiuser dimensions." *MUD history*, <<http://www.ccs.neu.edu>> (Dec. 5, 2003).

"Product overview." (1999). <<http://in-site.bidcom.com.html/overview.html>> (Feb. 3, 2000).

Include an author, if possible, a copyright date, title of "page," the Web address, and the date the material was accessed or downloaded (in parentheses at the end).

CD-ROM:

Liggett, J. A., and Caughey, D. A. (1998). "Fluid statics." *Fluid mechanics* (CD-Rom), ASCE, Reston, Va.

Include authors, copyright date, titles, medium, and producer/publisher, and their location.

Technical Manuals:

American Concrete Institute (1999). *Building Code Requirements for Structural Concrete (ACI 318–99) and Commentary*.

Newspaper:

"Factory liability limits backed." (2000). *Washington Post*, Feb. 3, A7.

Include an author, if possible, a title, the name of the newspaper, and the date and page number.

Unpublished Material:

Unpublished material is not included in the references. It may be cited in the text in the following forms: (John Smith, personal communication, May 16, 1999) or (Jones et al., unpublished manuscript, 2002). An exception to this rule is for articles that are accepted for publication. These may be cited as follows:

Gibson, W. (2003). "Cyberspace: The postmodern frontier." *J. Comp. in Fiction*, in press.

Theses and dissertations

Include authors, copyright date, title, and the name and location of the institution where the research was conducted. Note that some institutions use specific terminology; for example, "doctoral dissertation" rather than "Ph.D. thesis."

Sotiropoulos, S. N. (1991). "Statis response of bridge superstructures made of fiber reinforced plastic." MS thesis, West Virginia Univ., Morgantown, W.Va.

Sample References

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