

American Society of Civil Engineers

Author Guidelines for Supplemental Data

Supplemental Data is considered to be data too large to be submitted comfortably for print publication (e.g., movie files, audio files, animated .gifs, 3D rendering files, as well as color figures, data tables, and text (e.g., appendices) that serve to enhance the article, but are not considered vital to support the science presented in the article. A complete understanding of the article does not depend upon viewing or hearing the supplemental file.

Supplemental Data must be submitted for inclusion in the online version of any ASCE journal via Editorial Manager at the time of submission.

Decisions about whether to include Supplemental Data will be made by the relevant Journal Editor as part of the article acceptance process. Supplemental files will be uploaded as supplied. They will not be checked for accuracy, copyedited, typeset, or proofread. The responsibility for scientific accuracy and file functionality remains with the authors. A disclaimer will be displayed to this effect with any supplemental material published. ASCE does not provide technical support for the creation of supplemental material.

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PLEASE NOTE: Supplemental materials must be briefly described in the manuscript with direct reference to each item, such as Figure S1, Table S1, Protocol S1, Audio S1, and Video S1 (numbering should always start at 1, since these elements will be numbered independently from those that will appear in the printed version of the article). Each supplemental item that is posted online should be listed in the manuscript before the Reference section and under the heading "Supplemental Material" and should include a brief descriptive title. Text of supplemental materials such as in legends, footnotes, and protocols must follow Journal style. Links to web sites other than a permanent public repository are not an acceptable alternative because they are not permanent archives.

Video Submissions

Peer reviewed video submitted to ASCE is accepted in the form of a digital video file. Acceptable file formats include QuickTime Non-Streaming (.qt or .mov), MPEG (.mpg), and DV (.dv). The preferred formats are .mov and .mpeg. Details about each of these file formats are outlined below.

Video files should be named [filename.xxx]. For example, the file for the article's first supplemental video would be called "Video S1.mpg".

In addition, either a representative "still" image taken from the video or a text caption is required for use as a placeholder for the video file in PDFs and print. These are not intended to convey meaning about the content of the video; rather they will be used as static representations of the video files and be linked to the video files. If an image is used, care should be taken to extract it from the video so it has reasonable clarity of fine lines and details. Acceptable file formats for still images are PS (.ps), EPS (.eps), and TIFF (.tif). If the placeholder image is in color, it will appear in color online but in black and white in print unless the author specifically requests and pays for color printing. Still images should be named [filename.xxx].

Audio Submissions

Audio files may also be submitted to ASCE. Acceptable file formats include PCM (.pcm), WAV (.wav), AIFF (.aif), and MP3 (.mp3) at 128 Kbs or greater. Audio files should be named [filename.xxx]. For example, the file for the article's first supplemental audio item would be called "audio S1.wav".

General Guidelines for all Supplemental Data

At this time, ASCE has not specified a maximum file size for submission; however authors are strongly encouraged to adhere to the following guidelines during file preparation:

- The acceptable file formats outlined above are playable using standard media players such as QuickTime and Windows Media Player. Media players should be used to check file properties and image/sound quality prior to submission. For video submissions, fonts, lines, and image details should be of sufficient size and weight to be visible when played at half size.
- Attention should be paid to the file size to make download time reasonable since streaming formats are *not* acceptable for submission at this time. A recommended target size for each multimedia file is 3-5 Mb.
- Authors are encouraged to use one of the accepted compression codecs to minimize file sizes.
- Animations must be formatted into a standard video file.

Descriptive Elements

When submitted, information about the media file will be requested. A caption or description of the media file content (similar to a typical figure caption) will be required, and metadata (outlined in the table below) will be optional.

Metadata Elements

Name	Description
Caption/ Description	Textual caption/ description of media object content. <i>Required.</i>
Type	The nature or genre of media content, such as video or audio. <i>Optional.</i>
Format	Media filetype description, such as Quicktime, AVI, DV, MPEG, PCM, or WAV. <i>Optional.</i>
Duration	The duration of media object playing time (in seconds). Applicable to video or audio media. <i>Optional.</i>
Frame size	For video only (not still images): Video image size (height x width, in pixels). <i>Optional.</i>
Producer	Information about the software used to create the media object. It should include software name and version (e.g. Adobe Premiere Elements v. 2.0). <i>Optional.</i>

Supplemental Data Detailed Specifications

Acceptable Archival Video File Formats

- QuickTime Non-Streaming (.avi, .qt or .mov)
 - 24 Bit (Millions) Color
 - Video Compressor/Codec
 - Uncompressed/None
 - Animation
 - Motion JPEG (MJPEG)
 - DV – NTSC
 - DV – PAL
 - Audio
 - 48,000 samples per second
 - 16 bit
 - Uncompressed/PCM
 - Stereo or Mono
- MPEG
 - Video Compressor/Codec
 - MPEG2 (.mpg)
 - MPEG4 (.mpg or .mp4)
 - Video data rate 6Mbs or greater
 - Audio
 - 48,000 samples per second
 - 16 Bit
 - Uncompressed (PCM) or MPEG Audio at 224Kbs or greater
- DV (.dv)
 - DV NTSC
 - DV PAL

NTSC Video Parameters

- Image size (H:V) 720:480 pixels
- Frame Rate 29.97 frames per second

PAL Video Parameters

- Image size (H:V) 720:576 pixels
- Frame Rate 25 frames per second

Acceptable Supplemental Audio File Formats

- PCM, WAV, AIFF, MP3 (at 128 Kbs or greater)
 - Audio Parameters
 - 44,100 or 48,000 samples per second
 - 16 Bit
 - Stereo or Mono