

ASCE Worksheet for Sizing Technical Papers & Notes

Please complete the form and submit it with each new manuscript submission.

Note: The worksheet is designed to automatically calculate the total number of printed pages when published in ASCE two-column format.

Author Full Name:	Manuscript # (if known):
ASCE Journal Name:	

The maximum length of a technical paper is 10,000 words and word-equivalents or 8 printed pages. A technical note should not exceed 3,500 words and word-equivalents in length or 4 printed pages. Approximate the length by using the form below to calculate the total number of words in the text and adding it to the total number of word-equivalents of the figures and tables to obtain a grand total of words for the paper/note to fit ASCE format. Overlength papers must be approved by the editor; however, valuable overlength contributions are not intended to be discouraged by this procedure.

1. Estimating Length of Text

A. Highlight the first number (highlighted in green) and fill in the total number of words, tab to the next highlighted column until all 4 are filled in to obtain the total length of text.

NOTE: Equations take up a lot of space. Most computer programs don't count the amount of space around display equations. Plan on counting 3 lines of text for every simple equation (single line) and 5 lines for every complicated equation (numerator and denominator).

2. Estimating Length of Tables

A. First count the longest line in each column across adding two characters between each column and one character between each word to obtain total characters.

1-column table = up to 60 characters wide	2-column table = 61 to 120 characters wide
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B. Then count the number of text lines (include footnote & titles)

1-column table = up to 60 characters wide by: 17 lines (or less) = 158 word equiv. up to 34 lines = 315 word equiv. up to 51 lines = 473 word equiv. up to 68 text lines = 630 word equiv.	2-column table = 61 to 120 characters wide by: 17 lines (or less) = 315 word equiv. up to 34 lines = 630 word equiv. up to 51 lines = 945 word equiv. up to 68 text lines = 1260 word equiv.
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C. Total Characters wide by Total Text lines = word equiv. as shown in the table above. **Add word equivalents** for each table in the column labeled "**Word Equivalents.**"

3. Estimating Length of Figures

A. First reduce the figures to final size for publication.

Figure type size can't be smaller than 6 point (2mm).

B. Use ruler and measure figure to fit 1 or 2 column wide format.

1-column fig. = up to 3.5 in.(88.9mm) wide	2-col. fig. = 3.5 to 7 in.(88.9 to 177.8 mm) wide
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C. Then use a ruler to check the height of each figure (including title & caption).

1-col fig = up to 3.5 in.(88.9mm)wide by up to 2.5 in.(63.5mm)high=158 wrd equiv up to 5 in.(127mm) high=315 word equiv up to 7 in.(177.8mm)high=473 wrd equiv up to 9 in.(228.6mm) high=630 wrd equiv	2-col fig = 3.5 to 7 in.(88.9-177.8 mm)wide by up to 2.5 in.(63.5mm) high=315 word equiv up to 5 in.(127mm) high=630 word equiv up to 7 in.(177.8mm) high=945 word equiv up to 9 in.(228.6mm) high=1260 word equiv.
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D. Total Characters wide by Total Text lines = word equiv. as shown in the table above. **Add word equivalents** for each table in the column labeled "**Word Equivalents.**"

Total Tables/Figures:	
Total Words of Text:	
Total words and word equivalents:	
printed pages:	

(word equivalents)

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Estimating Length of Text	
Count # of words in 3 lines of text:	
Divided by 3	
Average # of words per line	
Count # of text lines per page	
# of words per page	
Count # of pages (don't add references & abstract)	
Title & Abstract	
Total # references	
Length of Text is	

subtotal
plus headings
Total words
printed pages

Estimating Length of Tables & Figures:			
Tables	Word Equivalents	Figures	Word Equivalents
Table 1		Figure 1	
2		2	
3		3	
4		4	
5		5	
6		6	
7		7	
8		8	
9		9	
10		10	
11		11	
12		12	
13		13	
14		14	
15		15	
Please double-up tables/figures if additional space is needed (ex. 20+21).			16
			17
			18
			19
			20

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