

Basic Format:

Last, F.M, "Title of Article," *Title of Periodical*, #:# (Month Year), pp. #-#.

Examples:

Koen, Peter A., and Pankaj Kohli, "Idea Generation: Who Comes Up with the Most Profitable Ideas," *Proceedings of the 19th Annual Conference*, American Society for Engineering Management (October 1998), pp. 230-237.

Wasylyshyn, K., "Executive Coaching: An Outcome Study," *Consulting Psychology Journal*, 55:2 (2003). pp. 94-106.

Peterson, Jacob L., and Dennis C. Emmett, "Setting Expectations: A Critical Project Activity," *Engineering Management Journal*, 10:2 (June 1998), pp. 11-15.

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Missouri University of Science and Technology
Writing Center



Missouri S&T Writing Center
113 CSF 341-4436

American Society for Engineering Management (ASEM) Documentation Style

Introduction

This guide is based on the formatting requirements for papers submitted to the Engineering Management Journal (EMJ). The information is drawn from the ASEM web site at <<http://www.asem.org/publications/index.html>>, and articles selected from the EMJ.

This documentation style requires in-text citations of referenced works to be given in the Author-Year format. References are listed alphabetically by author(s) last name(s) in a reference section, titled "References," at the end of the work.

If none of the examples given seems appropriate, or if you have further questions concerning documentation, consult the Missouri S&T Writing Center, 113 CSF. The friendly tutors in the Writing Center will also be happy to assist you in locating information on writing style, journal content, and submission criteria beyond that provided in this handout.

General Formatting Requirements

- Write clearly and simply. Use "I" or "we," not "the authors."
- Data should be rounded to 3 or fewer significant digits.
- There is no maximum length, but "a significant review element will be the paper's length relative to its content."
- Papers should be single spaced, with one-inch margins, and typed using 10-point Times New Roman (or other serif) font.

- Tables and figures (called exhibits) should be numbered consecutively and placed on separate pages, with a text indication of their placement.
- Exhibits, including their titles, should be prepared using Arial (or similar sans serif) font.
- Footnotes are discouraged, but if required should be used in place of endnotes.

Abstract

Papers must include a 100-word nonmathematical abstract suitable for retrieval purposes. The abstract should summarize the purpose, scope, results and conclusions, but should not contain literature citations.

In-Text Citations

The author(s) name(s), or the name of the corporate author, and the year of publication of the referenced work, separated by a comma, are placed in parentheses immediately following the information cited. When a work has three or more authors, the first author's name is given, followed by "et al." (no italics) and the year. Citations must correspond to entries in the reference section.

Basic format:

This is the sentence in the text (Author, Year).

Example:

From a policy perspective and with respect to the size of its budget and the projects it sponsors, it is most similar to the British Alvey program (Dodgson, 1993).

Reference Section

The reference list is placed at the end of the document, and is titled "References." This title and all entries begin on the left margin. Entries are listed alphabetically by author. Reference section entries are single-spaced within and between entries. Second and subsequent lines are indented 3 spaces. Authors are listed by last name, first initial, and middle initial in articles published in the EMJ.

Book: If an entire book is referenced, the entry should include: Author(s), *Italicized Title*, Publisher (Year). If a single chapter in a book of collected works is referenced, the entry should include: Author(s), "Chapter Title Within Quotation Marks," in Editor(s) Name(s) (eds.) *Italicized Title*, Publisher (Year), inclusive page numbers.

Basic Format:

Last, F.M., *Title of Monograph*, Name of Publisher (Year).
 Last, F.M., "Chapter Title," in F.M. Name and I.M. Editor (eds.)
Title of Book, Name of Publisher (Year), pp. #-#.

Examples:

Rogers, C.C., *A Way of Being*, Houghton Mifflin (1980).
 Rosental, T.I., and B.D. Steffek, "Modeling Methods," in F.H. Kanfer and A.P. Goldstein (eds.) *Helping People Change: A Textbook of Methods*, Allyn & Bacon (1991), pp. 34-62.

Periodical: When referencing an article in a periodical, the entry should include: Author(s), "Article Title," *Periodical Title in Italics*, Vol#:Issue# (Month or Quarter and Year), inclusive pages.