

## 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 <http://www.tandfonline.com/action/authorSubmission?journalCode=uemj20&page=instructions&>.

EMJ follows the style guidelines from the Publication Manual of the American Psychological Association, 6th edition. 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.

### General Formatting Requirements

- Papers should be double-spaced, with one-inch margins, and typed using 12-point Times New Roman font.
- Tables and figures (called *exhibits*) should be numbered consecutively and placed on separate pages, with an indication in the text of their location.
- Footnotes are not allowed.

### Abstract

Papers must include an abstract suitable for retrieval purposes. The abstract should be no longer than 100 words, and it should summarize the purpose, scope, results and conclusions. The abstract should not contain citations.

### In-Text Citations

The author(s) name(s), or the name of the corporate author, and the year of publication, separated by a comma, are placed in parentheses immediately following the information cited. When a work has three to five authors, all of the authors' names are given for the first reference, but subsequent references list the first author followed by *et al.* (no italics) and the year. When a work has six 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).

Examples:

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).

The majority of dogs with NOAI have primary AI (Hanson et al., 2015).

## Reference Section

The reference list is placed at the end of the document, and is titled *References*. This title should be centered at the top of the page. All reference entries begin on the left margin, and second and subsequent lines are indented three spaces. Entries are listed alphabetically by author. Authors are listed by last name, first initial, and middle initial. Like the body of the document, the reference page should be double-spaced.

### Books

Entire Book

*Basic format:*

Author, A. A. (Year). *Title of Book*, Location: Publisher.

*Example:*

Duke, J. A. (2001). *Handbook of phytochemical constituents of GRAS herbs and other economic plants*. Boca Raton, FL: CRC Press.

Chapter in a Book

*Basic format:*

Author, A. A., & Author, B. B. (Year). Title of chapter or entry. In A. Editor, B. Editor, & C. Editor (Eds.), *Title of book* (pp.xxx-xxx). Location: Publisher.

*Example:*

Haybron, D. M. (2008). Philosophy and the science of subjective well-being. In M. Eid & R. J. Larsen (Eds.), *The science of subjective well-being* (pp. 17-43). New York, NY: Guilford Press.

### Journal Articles

*Basic format:*

Author, A. A., Author, B. B., & Author, C. C. (Year). Title of article. *Title of Periodical*, xx, pp.-pp. doi: xx.xxxxxxxxxx

*Example:*

Herbst-Damm, K. L., & Kulik, J. A. (2005). Volunteer support, marital status, and the survival times of terminally ill patients. *Health Psychology, 24*, 225-229. doi: 10.1037/0278-6133.24.2.225

## **Dissertations/Theses**

*Basic format:*

Author, A. A. (Year). *Title of doctoral dissertation or master's thesis* (Doctoral dissertation or master's thesis). Retrieved from Name of Database (Accession or Order No.)

*Examples:*

McNiel, D. S. (2006). *Meaning through narrative: A personal narrative discussing growing up with an alcoholic mother* (Master's thesis). Retrieved from ProQuest Dissertations and Theses database. (UMI No. 1434728)

Adams, R. J. (1973). *Building a foundation for evaluation of instruction in higher education and continuing education* (Doctoral dissertation). Retrieved from <http://www.ohiolink.edu/etd/>

## **Conference Presentations**

*Basic format:*

Presenter, A. A. (Year, Month). *Title of paper or poster*. Paper or poster session presented at the meeting of Organization Name, Location.

*Example:*

Alfermann, D., & Gross, A. (1997, January). *Coping with career termination: It all depends on freedom of choice*. Paper presented at the 9th Annual World Congress on Sport Psychology, Netanya, Israel.

## **Webpages**

*Basic format:*

Author, A. A., & Author, B. B. (Date of publication). *Title of document*. Retrieved from [http://](http://Web address)  
Web address

*Example:*

United States Census Bureau. (2014). *American housing survey: 2013 detailed tables*. Retrieved from <http://www.census.gov/newsroom/press-releases/2014/cb14-tps78.html>

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