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.
- 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 an indication in the text of their location.
- 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 non-mathematical abstract suitable for retrieval purposes. The abstract should summarize the purpose, scope, results and conclusions, but 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 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. Individual entries are single-spaced, but there are two spaces between entries. Second and subsequent lines are indented three spaces. Authors are listed by last name, first initial, and middle initial.

Book: When a citation refers to an entire book, the entry should include: Author(s), *Italicized Title*, Publisher (Year). If the citation refers to a single chapter in a book of collected works, 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:


Periodical: When citing 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.

Basic Format:

Last, F.M, “Title of Article,” *Title of Periodical*, #:# (Month Year), pp. #–#.
Examples:

