

American Society of Mechanical Engineers (ASME) Documentation Style

Introduction

This guide summarizes the required documentation style for the American Society of Mechanical Engineers (ASME). The information within this guide has been adapted from information published on ASME's website at <https://www.asme.org/shop/proceedings/conference-publications>.

ASME uses the *Chicago Manual of Style* for reference format. If none of the examples in this handout seems appropriate, or if further explanation is needed, consult the *Chicago Manual of Style* quick guide at http://www.chicagomanualofstyle.org/tools_citationguide.html or the full style manual available in the Writing Center or the library. As always, the consultants on staff will be happy to assist you in the clarification and application of this information.

General Information

Brevity is crucial when writing under ASME guidelines. However, there are some commonly required elements. These elements, and the order in which they should appear, are as follows:

Required Elements

- Title
- Author name(s) and affiliation
- Abstract
- Body of paper, including figures and tables
- *Acknowledgments
- Nomenclature List
- References
- *Appendices

*Included when necessary

Title—The title should be definitive, yet concise. The title should be all uppercase, with the exception of units of measure or specialty terms that are always lowercase. The title should be centered on the page.

Authors' Names and Affiliations—Authors' names should include first name, middle initial, and last name. Affiliation should include company or college, department or division, mailing address (with the state spelled out), country, telephone, fax, and e-mail. Names and affiliations should be centered underneath the title.

Abstract—The abstract should indicate the objective, scope, and results chronicled in the paper, allowing readers to decide if reading the full text will be of use to them. Abstracts cannot exceed 200 words. Keywords for indexing and retrieval should be included on a separate line at the end of the abstract.

Body of the Paper—Headings and subheadings should be used to divide the text into logical sections. Figures should be numbered consecutively and should contain a caption below the figure including the figure number and a brief title. Tables should be numbered consecutively and should contain a caption above the table including the table number and a brief title. SI units of measure should be used in the paper along with U.S. customary units.

***Acknowledgements**—Acknowledgement of contributing individuals or institutions not mentioned elsewhere can be made in this section.

Nomenclature List—The nomenclature list should follow customary usage and should be in alphabetical order.

***Appendices**—Appendices should follow the reference section.

References—A list of references should be provided at the end of the paper, and is described in detail in the following section of this handout. References within the text should be cited in numerical order according to their appearance in the text. The reference number should be enclosed in square brackets [1]. In the case of two citations, separate the numbers by a comma with no space between [1,2]. If more than two consecutive citations appear, separate numbers with a dash [1-4].

Reference List

References should be listed in numerical order based on their occurrence in the text. Each reference begins with the appropriate numeral enclosed in square brackets, flush with the left margin. All lines of the reference begin at the left margin. References are single-spaced within, and double-spaced between entries.

Journal articles or papers in other serial publications—Entries of this type include the name(s) of author(s), year of publication, the full title in quotation marks with first letters capitalized, the full, abbreviated name of the publication (must include all words in the title, but each word can be abbreviated), the volume number (in bold-face), the issue number (in parentheses), and the inclusive page numbers of the article preceded by “pp.”

Basic Format:

[#] Last, F. M., #####, “Title of Article,” *Abbrev. Journ.*, ##(##), pp. #-#.

Examples:

[1] Ning, X., and Lovell, M. R., 2002, “On the Sliding Friction Characteristics of Unidirectional Continuous FRP Composites,” *ASME J. Tribol.*, **124**(1), pp. 5-13.

[4] Barnes, M., 2001, “Stresses in Solenoids,” *J. Appl. Phys.*, **48**(5), pp. 2000-2008.

Textbooks and monographs—Entries include name(s) of author(s), year of publication, title (in italics), publisher, city of publication, page numbers, and chapter number (include “Chap.”).

Basic Format:

[#] Last, F. M., #####, *Book Title*, Publisher, City of Publication, pp. #-##, Chap. ##.

Example:

[1] Jones, J., 2000, *Contact Mechanics*, Cambridge University Press, Cambridge, UK, pp. 148-210, Chap. 6.

Conference papers, compiled proceedings, other collections—Entries include name(s) of author(s), year of publication, title (enclosed in quotation marks with first letters capitalized), paper number (if any), abbreviated publication title (in italics), initials and last name of editors (followed by “eds.”), publisher, city of publication, volume number (bold face; include “Vol.” if relevant), page numbers.

Basic Format:

[#] Last, F. M., #####, “Name of Paper,” ###, *Title*, N. Names, eds., Publisher, City of Publication, #, pp. #-##.

Examples:

[8] Lee, Y., Korpela, S. A., and Horne, R. N., 1982, “Structure of Multi-Cellular Natural Convection in a Tall Vertical Annulus,” *Proc. 7th International Heat Transfer Conference*, U. Grigul et al., eds., Hemisphere, Washington, DC, **2**, pp. 221–226.

[9] Hashish, M., 2000, “600 MPa Waterjet Technology Development,” *High Pressure Technology*, PVP-Vol. **406**, pp. 135-140.

Theses/Dissertations and Technical Reports—Entries include name(s) of author(s), year of publication, title (enclosed in quotation marks with first letters of important words capitalized), report number (if any), publisher or institution name, city and state of publication.

Basic Format:

[#] Last, F. M., #####, "Title of Report," ##, Name of University, City, ST.

Examples:

[7] Tung, C. Y., 1982, "Evaporative Heat Transfer in the Contact Line of a Mixture," Ph.D. thesis, Rensselaer Polytechnic Institute, Troy, NY.

[3] Kwon, O. K., and Pletcher, R. H., 1981, "Prediction of the Incompressible Flow Over a Rearward-Facing Step," Technical Report No. HTL-26, CFD-4, Iowa State University., Ames, IA.