



## Guidelines for Draft Paper Upload

**The deadline for draft paper submission is Friday, July 5, 2018.**

Due to the overwhelming response to the conference and the lengthy Proceedings preparation process, we do not expect to be able to extend this deadline. *You must submit your draft paper by the 5<sup>th</sup> of July.*

### FIRST, YOUR PAPER MUST BE FORMATTED PROPERLY

Your draft paper must be based on the ASCE Proceedings Paper template available at: <http://ascelibrary.org/userimages/ContentEditor/1452004406712/author%20formatting%20instructions.docx>

- **Style:** ASCE follows the Chicago Manual of Style.
- **Paper Length:** Technical papers should be between 6-10 pages and Case Histories should be between 12-15 pages. (*On rare occasions, and subject to the approval of the Program Committee, 1-2 extra pages may be allowed for special circumstances.*) Please send requests for pre-approval of an overlength paper to Caitlin Galietti ([cgalietti@asce.org](mailto:cgalietti@asce.org)).
- Additional information for authors about publishing with ASCE is available at: <http://ascelibrary.org/page/authorservicesbooks>

### NEXT, UPLOAD YOUR PAPER

1. Upload your draft paper on the first tab, “**Upload Draft Paper.**”
2. Review all paper data on the tab “**Submission Information.**”

Make sure the paper title in the database matches the title on your uploaded paper. Titles should be formatted according to the Chicago Manual of Style and they should not be entered in either all lower case or all upper case. If you are unsure, this site will format the title for you: <https://capitalizemytitle.com>. Click on the tab for ‘Chicago’ and paste your title in the provided field to have the system capitalize it properly.

3. Review all author data on the tab “**Author Information.**”

Make sure you provide the full formal names of all authors, along with their credentials and employer/affiliation. We also require student status, email address, and country data. For country data, provide the country according to your primary mailing address, or the country from which you will travel to the conference. Update as needed to ensure accuracy: this is the information that will be used in the final program.

4. Review all data on the tab “**Copyright Transfer Agreement.**”

Review the information previously provided for transferring your copyright to ACSE on the tab “Copyright Transfer Agreement.” Update as needed by clicking [**Edit**] in the lower right corner.

5. Click on [**Save**] to preserve the work you have completed so far, but be sure to click on [**Submit**] when you have finished. Without the click on [**Submit**], the database will not



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recognize that your entry has been completed, and your paper will not be considered for review.

6. Bookmark this link: <https://catalyst.omnipress.com> to return to the CATALYST site as needed. Record your login information for your return.

For more information about uploading your paper, see the CATALYST Guide at:

[https://docs.omnibooksonline.com/assets/CATALYST/Collection\\_Documents/CATALYST\\_GUIDE.pdf](https://docs.omnibooksonline.com/assets/CATALYST/Collection_Documents/CATALYST_GUIDE.pdf)

## WHAT HAPPENS NEXT?

Draft papers will be scored by primary reviewers on: 1) your treatment of the subject, 2) how well your paper conforms to the required ASCE format, and 3) overall quality. Each of these topics has a number of sub-questions on which your paper will be ranked on a scale of 1 = poor to 5 = excellent. Then, taking the primary reviews into account, the session chair will make a decision about whether or not to invite the authors to submit a final paper to the conference.

When the decision messages are sent to the authors, we

Due to programming limitations, we will not be able to automatically send you the full review screen, but you will receive the total score, reviewer comments, and a copy of any marked-up paper your primary reviewer may have uploaded. (Note, a marked-up version of the paper is optional for reviewers.)

## QUESTIONS?

- ***For technical support related to the CATALYST submission system:*** click on Support on the top left segment of the screen.
- ***For all other issues:*** Contact Caitlin Galietti of the Geo-Institute at [cgalietti@asce.org](mailto:cgalietti@asce.org)