

ASME Style Guide
APSU Writing Center Handout

ASME Formatting Guide

Use 9–10 pt Times Roman (or an equivalent typeface).

Single-space the text.

Justify all text.

Maintain consistent formatting throughout the document.

Abstract

Place the abstract at the beginning of the paper.

Limit the abstract to 250 words (ASME requirement).

State the objective, scope, methods, key results, and main conclusions.

Help readers determine whether the paper is relevant.

Body

Organize the paper into clear sections.

Follow this general structure:

- State the purpose of the study.
- Describe the problem.
- Explain the methods or solution approach.
- Present results clearly and logically.
- Provide the author(s)' conclusions.

Headings

Use headings and subheadings to divide major sections.

Emphasize key elements with clear section titles.

Number sections if desired.

Do not number paragraphs.

Elements of a Paper

Your paper must include the following elements in this order:

- Title
- Author Names and Affiliations
- Abstract
- Body of Paper
- Acknowledgment
- Funding Data
- Conflict of Interest
- Data Availability Statement
- Nomenclature
- Appendices
- References
- Figures and Tables
- Supplemental Material

Paper Length

A research paper should not exceed 12,000 words.

To estimate figures and tables:

- 1 journal page = 1000 words
- Half-journal page or a single column = 500 words
- Half-column = 250 words
- Quarter column = 125 words.

SI Units

All papers must include SI units.

If you use U.S. customary units, include SI equivalents in parentheses (or vice versa).

Equations

Number equations consecutively starting with (1), including those in appendices.

Place the number in parentheses, flush right, on the same line as the equation.

Refer to equations in the text as Eq. (1). At the beginning of a sentence, write Equation (1).

Use the equation number when referencing it.

Figures

Number figures consecutively (Fig. 1, Fig. 2, etc.).

Include a brief caption with each figure.

Refer to figures in numerical order as they appear.

Use Fig. 1 in a sentence and Figure 1 at the beginning of a sentence.

Include a separate list of figure captions at the end of the paper (for production only).

Accepted formats: .tif and .eps.

Use TIFF for images and EPS for vector graphics.

Keep files under 15 MB when possible.

Tables

Number tables consecutively.

Provide a short caption for each table.

Refer to tables in numerical order.

Place tables near their first mention in the text (unless in an appendix).

Include a separate list of table captions at the end of the paper (for production only).

References

Note: ASME primarily uses the Chicago Manual of Style for bibliography format, not footnotes.

Cite sources in numerical order based on first appearance in the text.

Enclose citation numbers in brackets (e.g., [1]).

Separate two citations with a comma (e.g., [1,2]).

Separate three or more consecutive citations with a dash (e.g., [5–7]).

Include a DOI for all references when available.

Reference List

List all references at the end of the paper.

Arrange references in numerical order.

Include all authors' last names followed by initials.

Example:

[2] Wayne, John “John Cowboy Videos 2009,” YouTube video, 7:00, November 13, 2009, <http://www.youtube.com/watch?v=aBcDeFgH9yz>.

Citing ASME Journal Titles

To improve the accuracy of citation data collection, ASME is standardizing on the following abbreviations for the titles in the ASME Journal Program. Authors should use these abbreviations for ASME titles in their references:

- **Applied Mechanics Reviews:** Appl. Mech. Rev.
- **ASME Letters in Translational Robotics:** ASME Lett. Trans. Robot
- **Journal of Computing and Information Science in Engineering:** J. Comput. Inf. Sci. Eng.
- **Journal of Mechanical Design:** J. Mech. Des.
- **Journal of Mechanisms and Robotics:** J. Mech. Robot.
- **Journal of Medical Devices:** J. Med. Devices
- **Journal of Micro and Nano-Manufacturing:** J Micro Nano-Manuf.
- **Journal of Thermal Science and Engineering Applications:** J. Therm. Sci. Eng. Appl.
- **Journal of Tribology:** J. Tribol.
- **Journal of Turbomachinery:** J. Turbomach.
- **Journal of Vibration and Acoustics:** J. Vib. Acoust.

For more abbreviations read the ASME guide on: <https://www.asme.org/publications-submissions/journals/information-for-authors/journal-guidelines/writing-a-research-paper>

Citing Journal Articles Format

[Last name, First name. "Article Title." Journal Name Vol. # No. # (year published): pp.#. DOI. URL.

Example:

[1] Ning, Xiang and Lovell, Mary Rose. "On the Sliding Friction Characteristics of Unidirectional Continuous FRP Deposits." ASME Journal of Tribology Vol. 48 No. 5 (2002): pp. 2000-2008. DOI.

Conference Proceedings Format

[Citation number] Last name, First name. "Paper Title." Conference Proceedings Title. Paper #: pp. Conference City, State, Conference Dates, Year. DOI. Abstract URL.

Example:

[1] Wions, Thomas and Mills, Christopher D. "Structural Dynamics in Parallel Manipulation." Proceedings of the ASME IDETC/CIE. DETC2005-99532: pp. 777-798. New Orleans, LA, September 10-13, 2005. DOI. Abstract URL.

Technical Report Format

[Citation number] First name, Last name. "Report Title." Technical Report No. University/Institution, City, State (or Country, if outside US). Year of Completion. DOI.

Example:

[1] Watson, David. "Evaporative Heat Transfer in the Contact Line of a Mixture." Technical Report No. HTL-26, CFD-4. Iowa State University, Ames, IA. 1982. DOI. URL.

Bibliography

The American Society of Mechanical Engineers. (2026). *References*.

<https://www.asme.org/publications-submissions/journals/information-for-authors/journal-guidelines/references>

University of Missouri (2025, Jul 17). *Mechanical & Aerospace Engineering: ASME Citation*

Guide. <https://libraryguides.missouri.edu/mae/asmecitation>