



CUREE

Consortium of Universities for Research in Earthquake Engineering

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The Consortium of Universities for Research in Earthquake Engineering (CUREE) is a non-profit organization devoted to the advancement of earthquake engineering research, education, and implementation.

The CUREE Style Guide

The CUREE Style Guide provides guidance to authors who are submitting reports and papers to the Consortium of Universities for Research in Earthquake Engineering.

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Preferred Word Processing Program

The preferred word-processed form of papers and articles is MSWord (for either Macintosh or PC). The electronic version can be submitted to CUREE via e-mail attachment or on either a ZIP disk or CD.

Electronic Templates Available

Electronic templates are available for Macintosh or PC computers for Microsoft Word. The 2001 version of the program is maintained by CUREE; earlier versions are generally convertible by CUREE. Contact the CUREE Publications Coordinator for assistance.

Mock-up of Paper Format

The attached “Mock-up to Illustrate the CUREE Style Guide” provides the information necessary to format papers. It shows by example the following as well as providing other format rules.

- ❑ **paper size:** 8 1/2 in by 11 in
- ❑ **margins:** one inch sides and top; 1/2 inch between bottom of footer and bottom of page
- ❑ **body text font:** 12 pt Times*
- ❑ **table and figure call-outs in the text:** 12 pt Times Boldface *
- ❑ **table, figure, and footer formats:** (see mock-up example)
- ❑ **table text font:** 10 pt Times*
- ❑ **reference call-outs in the text:** (see mock-up)
- ❑ **form of citation in references section:** (see mock-up)
- ❑ **headings:*** spacing above and below: one 12 pt space
title: 18 pt bold Helvetica centered
first-level: 14 pt bold Helvetica centered
second-level: 12 pt bold Helvetica flush left
third-level: 12 pt italic Helvetica flush left

* *Note: PC-users may substitute the following font types: “New Times Roman” for “Times” and “Arial” for “Helvetica”.*

Spelling, Usage of Some Common Words, and Punctuation

The rules below solve several inconsistency problems that commonly arise.

Capitalization

Capitalize the names of particular earthquakes, for example “the 1994 Northridge Earthquake.” Names of specific faults are capitalized, as in “San Andreas Fault.”

Hyphens

“Woodframe” and “shearwall” are not hyphenated, following the rule that as previously hyphenated words become commonly used, they tend to lose their hyphens. “Lateral-force-resisting” is hyphenated. Generally, use hyphens sparingly but always when needed to make the meaning clear.

Parentheses

Punctuation goes inside the parentheses only if the punctuation mark pertains to the phrase inside the parentheses, as in: “This was explained above. (See also the Conclusions section.)” In that case, the period applies only to the sentence inside the parentheses. In the following, the punctuation goes outside the parentheses because the period pertains to the entire sentence, not just the parenthetical phrase: “This was explained above (see also the Conclusions section).”

American English vs. British English Spelling

Use American English spelling, such as “story” not “storey,” and “behavior” not “behaviour.”

Use of SI (Metric) Units

Authors are encouraged to use the metric system, which means the International System of Units, (Système International d'Unités, abbreviated as SI), or to use both metric and traditional English units. The precise units should be listed first, followed in parentheses by the converted or in some cases rounded off units. For example: "Specimen A was sheathed with sheets of plywood 1 in (25 mm) thick by 4 ft (1200 mm) by 8 ft (2400 mm)..." Abbreviations of units are not followed by periods; "5 in" or "254 mm" are examples. For most building construction measurements of length, the preferred metric unit is the millimeter, and fractions of a millimeter are not usually necessary. With that convention, a general note on drawings or in tables can state "all units are in millimeters unless otherwise noted," and then dimension numbers alone without the "mm" can be used. Use of meters in describing building dimensions, as in "diaphragm spans over 50 m are beyond the scope of this report," connotes an approximate measurement. **Table 1** lists some metric units that are frequently used in civil engineering, architecture, and construction, along with their approximate conversion factors.

**Table 1:
Metric Conversion Factors**

quantity	to convert English units	into metric units	multiply by
length	in (inch)	mm (millimeter)	25.4
	ft (foot)	mm	304.8
	yd (yard)	m (meter)	0.914
	mi (mile)	km (kilometer)	1.609
area	sq in (square inch)	mm ² (square millimeter)	645.16
	sq ft (square foot)	m ² (square meter)	0.093
	sq mi (square mile)	km ² (square kilometer)	2.590
	acre	ha (hectare, 10,000 m ²) (not officially SI)	0.405
volume	cu in (cubic inch)	mm ³ (cubic millimeter)	16,387
	cu ft (cubic feet)	m ³	0.028
	cu yd (cubic yard)	m ³	0.765
	100 board feet	m ³	0.236
	gal (gallon)	L (liter, 1000 cm ³ or square centimeters)	3.785
mass	lb (pound)	kg (kilogram)	0.453
	ton	t (metric ton, = 1000kg)	0.907
mass per unit length	plf (pound per linear foot)	kg/m (kilogram/meter)	1.488
mass per unit area	psf (pound per square foot)	kg/m ² (kilogram/square meter)	4.882
mass per unit volume	pcf (pound per cubic foot)	kg/ m ³ (kilogram/cubic meter)	16.019
force	lb	N (newton, 1 kg accelerated 1 m/ s ²)	4.448
	kip	kN (kilonewton)	4.448
force per unit length	plf (pound per linear foot)	N/m	14.594
force per unit area	psi (pound per square inch)	Pa (pascal) (= N/ m ²)	6894.8
	psi	kPa (kilopascal)	6.8948
	psf (pound per square foot)	Pa	47.880
	ksi (kip per square inch)	MPa (megapascal)	6.8948
	ksi	kPa (kilopascal)	6894.8
moment	in-lb (inch-pound)	N-mm	112.98
	ft-lb (foot-pound)	N-m (newton-meter)	1.356
	ft-kip (foot-kip)	kN-m (kilonewton-meter)	1.356
moment of inertia	lb-ft ²	kg m ²	0.042
section modulus	in ³	mm ³	16,387
acceleration	ft/sec ²	m/ s ² (s, not sec, for seconds)	0.305
velocity	ft/sec	m/s	0.305
temperature	F°	C° (degrees Celsius)	5/9 (F° –32)

The metric or typical international convention is to use spaces rather than commas in separating three-digit units in numerals, for example “10 000 kg” not “10,000 kg.” Commas are used instead of a period as a decimal point marker. For example, use “10,5 MPa” to mean 10 and one-half MPa, not “10.5 MPa.” At the present time, these changes in the use of the comma, space, and period are not as important as the other aspects of the use of metric units referred to here, and the intent of this Style Guide is to be helpful rather than onerous to authors. **Table 2** provides reference information on typical English-unit and metric-unit construction modules and component sizes.

**Table 2:
Typical Construction Sizes Using English and Metric Units**

quantity	typical construction in English units	typical construction in metric units
drawing scale	1/8 in = 1 ft (1:96) 1/4 in = 1 ft (1:48) 1 in = 1 ft (1:12)	1:100 1:50 1:10
paper size	36 in x 48 in 24 in x 36 in 18 in x 24 in 11 in x 17 in 8.5 in x 11 in	A0: 841mm x 1189 mm (46.8 x 33.1 in) [A0 area = 1 m ² ; A1: 594mm x 841mm (33.1 x 23.4 in) height/width for A2: 420 mm x 594 mm(23.4 x 16.5 in) all A sheets A3: 297mm x 420mm (16.5 x 11.7 in) = $\sqrt{2}$] A4: 210 mm x 297mm (11.7 x 8.3 in)
reinforcing steel area		equivalent area in mm ² of US bar sizes:
#3 (3/8 in diameter)	0.11 in ²	71 mm ²
#4 (4/8 in ")	0.20 "	129 "
#5 (5/8 in ")	0.31 "	200 "
#6 (6/8 in ")	0.44 "	284 "
#7 (7/8 in ")	0.60 "	387 "
#8 (8/8 in ")	0.79 "	510 "
#9 (9/8 in ")	1.00 "	645 "
#10 (10/8 in ")	1.37 "	819 "
#11 (11/8 in ")	1.56 "	1006 "
#14 (14/8 in ")	2.25 "	1452 "
#18 (18/8 in ")	4.00 "	2581 "
building layout module	4 in, 16 in, 2 ft	600 mm
woodframe stud spacing	16 in c-c	400 mm (1200 mm common width for sheathing panels)
wallboard sheets	4 x 8 ft	1200 x 2400 mm
door size	3 ft x 6 ft 8 in	900 x 2100 mm (950 x 2150 mm in Canada)
ceiling grid	2 x 2 ft, or 2 ft x 4 ft	600 x 600mm, or 600 x 1200 mm
brick	3 5/8 x 2 1/4 x 7 5/8 in, (with 3/8 in joint)	90 x 57 x 190 mm
block	standard 8-in block	194 x 194 x 397 mm, 190 x 190 x 390 mm
site plan contour	ft	1, 0.5, or 0.25 m
concrete strength	2,500 psi 3,000 " 3,500 " 4,000 " 4,500 " 5,000 "	17.23 MPa (20 MPa usually specified) 20.67 " (25 ") 24.12 " (25 ") 27.56 " (30 ") 31.01 " (35 ") 34.45 " (35 ")

Mock-up to Illustrate the CUREE Style Guide: Title in 18 pt Bold Helvetica Centered

Name of Author in 12 pt Helvetica Centered

Affiliation of Author (Name of Organization/Company) in 10 pt Times Centered
City, State in 10 pt Times Centered

Name of Co-author in 12 pt Helvetica Centered

Affiliation of Author (Name of Organization/Company) in 10 pt Times Centered
City, State in 10 pt Times Centered

Summary (in 14 pt Bold Helvetica Centered)

Use the heading “Summary,” not “Executive Summary.” Body text is justified, single spaced, Times, 12 point, as shown here. One 12-point line of space between paragraphs. No indent at paragraph beginnings.

All of the following is Dummy Text that merely represents how the text should look. More and more Dummy Text that merely represents how the text should look, and more Dummy Text that merely represents how the text should look, and more Dummy Text that merely represents how the text should look, and more Dummy Text that merely represents how the text should look, and more Dummy Text that merely represents how the text should look, and more Dummy Text that merely represents how the text should look, and more Dummy Text that merely represents how the text should look.

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The Summary fits on the first page and ends with a page break.

1st-level Subhead in 14 pt Bold Helvetica Centered

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Citations are called out in the text the following way. Refer to the work of Doe (1994a, p. 346):

A quotation is indented 1/2 inch each side, single spaced, if, as in this case, it runs for three or more lines. Dummy Text etc. just to show how it would look. Dummy Text etc. just to show how it would look. Dummy Text etc. just to show how it would look.

In another case, Doe (1994b, p. 25) noted that “the results were very interesting and merit further research.” This was corroborated by the interim findings of the Commission (Smith et al., 1995, pp. 106-109). See **Figure 1**.

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1. Numbered lists are indented 1/2 inch followed by a half-inch tab. The second and following lines within each numbered item are indented one inch, so that the text lines up at left. The text is justified.
2. Numbered lists are indented 1/2 inch followed by a half-inch tab. The second and following lines within each numbered item are indented one inch, so that the text lines up at left. The text is justified.

Bullets should be used sparingly. Use a simple style, preferably as in the following example:

- First bullet
- Second bullet
- Third bullet

As shown in **Table 1**, the test results were inconclusive. More and more Dummy Text that merely represents how the text should look, and more Dummy Text that merely represents how the text should look. More Dummy Text that merely represents how the text should look. More and more Dummy Text that merely represents how the text should look. Further testing is needed (see **Table 1**). Additional testing was conducted on Specimen 2 (see **Table 2**).

Table 1:
Small Table That Can Fit Into The Text
12 pt Helvetica Bold Centered

Test	Deflection	Comments
Wall A (10 pt Times)	10 mm (10 pt Times)	elastic behavior observed (10 pt Times)
Wall B (10 pt Times)	20 mm	elastic behavior observed
Wall C (10 pt Times)	50 mm	inelastic behavior observed

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Figure 1:
A Small Figure That Fits In The Text
12 pt Helvetica Bold Centered

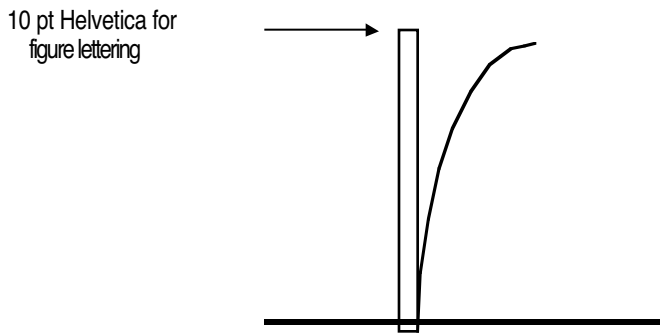


Figure and table captions are in 10 pt italic Times beneath the figure. The figure caption text is otherwise the same as regular text. Numbered notes to figures are formatted as shown in the example for tables below.

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**Table 2:
A Large Table On Its Own Page**

	A	B	C	D	E	F	G
Test 1	3.1416	23.1416	33.1416	43.1416	53.1416	63.1416	73.1416
Test 2	103.1416	3.1416	103.1416	3.1416	103.1416	3.1416	103.1416
Test 3	2033.141	103.1416	2033.141	103.1416	2033.141	103.1416	2033.141
Test 4	2033.141	103.1416	2033.141	103.1416	2033.141	103.1416	2033.141
Test 5	3.1416	23.1416	3.1416	23.1416	3.1416	23.1416	3.1416
Test 6	103.1416	3.1416	103.1416	3.1416	103.1416	3.1416	103.1416
Test 7	2033.141	103.1416	2033.141	103.1416	2033.141	103.1416	2033.141
Test 8	2033.141	103.1416	2033.141	103.1416	2033.141	103.1416	2033.141
Test 9	3.1416	23.1416	3.1416	23.1416	3.1416	23.1416	3.1416
Test 10	103.1416	3.1416	103.1416	3.1416	103.1416	3.1416	103.1416
Test 11	2033.141	103.1416	2033.141	103.1416	2033.141	103.1416	2033.141
Test 12	23.1416	2033.141	23.1416	2033.141	23.1416	2033.141	23.1416
Test 13	3.1416	23.1416	3.1416	23.1416	3.1416	23.1416	3.1416
Test 14	103.1416	3.1416	103.1416	3.1416	103.1416	3.1416	103.1416
Test 15	2033.141	103.1416	2033.141	103.1416	2033.141	103.1416	2033.141
Test 16	23.1416	2033.141	23.1416	2033.141	23.1416	2033.141	23.1416
Test 17	3.1416	23.1416	3.1416	23.1416	3.1416	23.1416	3.1416
Test 18	3.1416	3.1416	3.1416	3.1416	3.1416	3.1416	23.1416
Test 19	3.1416	3.1416	3.1416	23.1416	3.1416	3.1416	3.1416
Test 20	2033.141	103.1416	2033.141	103.1416	2033.141	103.1416	2033.141

The table caption is in 10 pt italic Times, as shown here. The caption text is formatted the same as regular text except for the italics, as shown here, whereas numbered notes to a table are formatted as shown below.

1. *These notes are flush left but ragged right, 10 point Times italic, indented one-half inch so lines of text line up at left, with one 10-pt line of space between the notes.*
2. *An example of another table note.*
3. *And still another example of a table note.*

3rd-Level Subhead in 12 pt Italic Helvetica Flush Left

More and more Dummy Text that merely represents how the text should look, and more Dummy Text that merely represents how the text should look, and more Dummy Text that merely represents how the text should look, and more Dummy Text that. This is shown in **Table 2**. Merely represents how the text should look, and more Dummy Text that merely represents how the text should look, and more Dummy Text that merely represents how the text should look. More and more Dummy Text that merely represents how the text should look.

References (in 14 pt Bold Helvetica Centered)

- Doe, Jane, 1994a. "Earthquake Engineering," *Journal of Earthquake Engineering*, vol. 23, April, no. 4, pp. 2041-2056.
- Doe, Jane, 1994b. "Seismic Engineering," *Journal Seismic Engineering*, vol. 23, June, no. 5, pp. 702-715.
- Smith, John, et al., 1995. *Interim Report of the Commission on Research: A Preliminary and Tentative Investigation of Research and International Benefits Thereto Appertaining*, Miscellaneous Report No. 95-2, National Institute for Research, Washington, DC.
- Wong, Sharon, Li, George H., and Wong, Stephen T., 1999. *Engineering Manual*, McGraw-Hill, New York.