

Author Kit

Sept 8, 2010	System opens for abstract submission (see Appendix A on Page 10 for formatting guidelines)
Oct 8, 2010	Deadline for abstract submission
Dec 3, 2010	Deadline for accepting or rejecting abstracts
Jan 19, 2011	Deadline for submission of draft paper (see Appendix B on page 11 for formatting guidelines)
Jan 12, 2011	Registration and Housing open for all attendees
Feb 25, 2011	Deadline for accepting, rejecting, or accepting with changes draft papers
March 11, 2011	Deadline for submitting final papers or revised draft papers (see Appendix C on Page 12 for formatting guidelines)
March 18, 2011	Deadline for acceptance or rejection of revised draft papers Author Registration Deadline Proceedings Fees & Copyright Transfer Due
Sept 2011	Call for Papers for the 2012 Annual Conference will appear on our website and in PRISM Magazine

All deadlines occur at 5:00 p.m. Eastern Standard Time on the days listed. There are no exceptions or extensions.

Introduction

Thank you for submitting an abstract and paper to the 2011 ASEE Annual Conference and Exposition in Vancouver, British Columbia.

This kit describes how to submit and manage your papers, add co-authors, and ensure that you follow all procedures and deadlines. Because this year will be our first use of a new online system for submitting papers and managing the conference, **we strongly encourage you to read through this entire kit**, even the mundane parts. Let us know immediately if you have any questions or concerns.

Questions? Need help?

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Program Manager
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Author Responsibilities

Each Author who submits an abstract and paper should:

- ï read this kit and follow all of the instructions
- ï submit their abstract or paper and appropriate payments online before all deadlines
- ï check that all information—from the paper file to the spelling of co-authors' names—is correct
- ï contact ASEE staff immediately with any questions or problems
- ï assign someone to manage their paper or pay their fees if they are temporarily unavailable to do so themselves

Potential problems

In past years, some frequent mistakes have prevented authors from having their papers accepted or presented at the conference. Your paper will not be published if you:

- ï fail to submit a final copy of the paper before the deadline
- ï fail to pay the \$75 publication fee, which defrays the cost of producing the proceedings CD
- ï fail to register and pay for the conference by the deadline
- ï fail to assign the paper's copyright to ASEE so it can be published

Other authors have had papers published with embarrassing mistakes. Please don't let any of these happen to you. You will be embarrassed if you:

- ï fail to add co-authors and check the spelling of their names before submitting a final paper
- ï fail to proofread your biography before submitting the final paper
- ï fail to check the uploaded version of the final pdf for formatting and other errors

ASEE has the right to withdraw papers from the 2011 Annual proceedings if fees are not paid. All registration & proceedings fees are final & cannot be refunded after March 18, 2011.

Paper procedures

As decided by the Board of Directors, all divisions are now publish to present. For a paper to be presented at the Annual Conference or included in the Conference Proceedings, it must pass through the entire review process and be accepted:

Abstract	Author submits abstract (see Appendix A on Page 10 for formatting guidelines) Program Chair assigns reviewers Reviewers read, rank, and comment on abstract Program Chair accepts or rejects abstract
Draft	Author submits draft (see Appendix B on Page 11 for formatting guidelines) Program Chair assigns reviewers Reviewers read, rank, and comment on paper Program Chair accepts, accepts pending revisions, or rejects
Final	Author submits final paper or revised paper (see Appendix C on page 12 for formatting guidelines) Program Chair accepts or rejects revised paper Author pays proceedings fee, transfers copyright, and registers Program Chair assigns paper to session

Final requirements

After a draft paper or revised paper has been accepted by the program chair, the following requirements must be met for it to be placed in a session, presented at the conference, placed in the final program and proceedings CD:

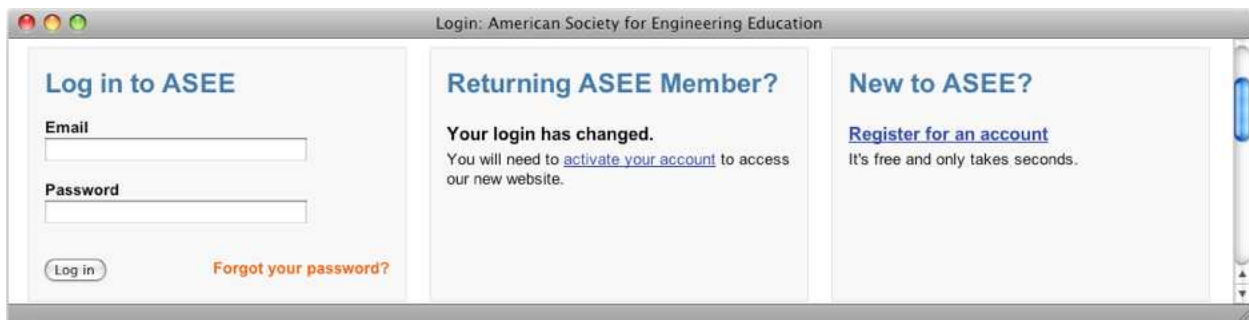
- i The \$75 proceedings fee must be paid by an author, school, or advisor
- ii One author must register for the conference and agree to present the paper.
- iii The authors must transfer the copyright for the paper to ASEE.

All of these requirements must be finalized by March 18th, after which date they are final and cannot be refunded. If any of these requirements are not met, or if the proceedings fee or conference registration is subsequently refunded, the paper will not be assigned to a session, will not be presented at the conference, and will not appear in the final program and proceedings CD.

Logging in



From the ASEE home page (<http://www.asee.org>), click on “log in” in the upper right hand corner.



If you are an ASEE member, former member, or former conference participant, the first time you visit the new site you need to *activate your account*. Otherwise, *register for an account*. If you are an ASEE member, do not try to register for a new account, please contact us for assistance if you are unable to activate your account. When you return on subsequent visits, log in with your email address and the password you chose when activating or registering.

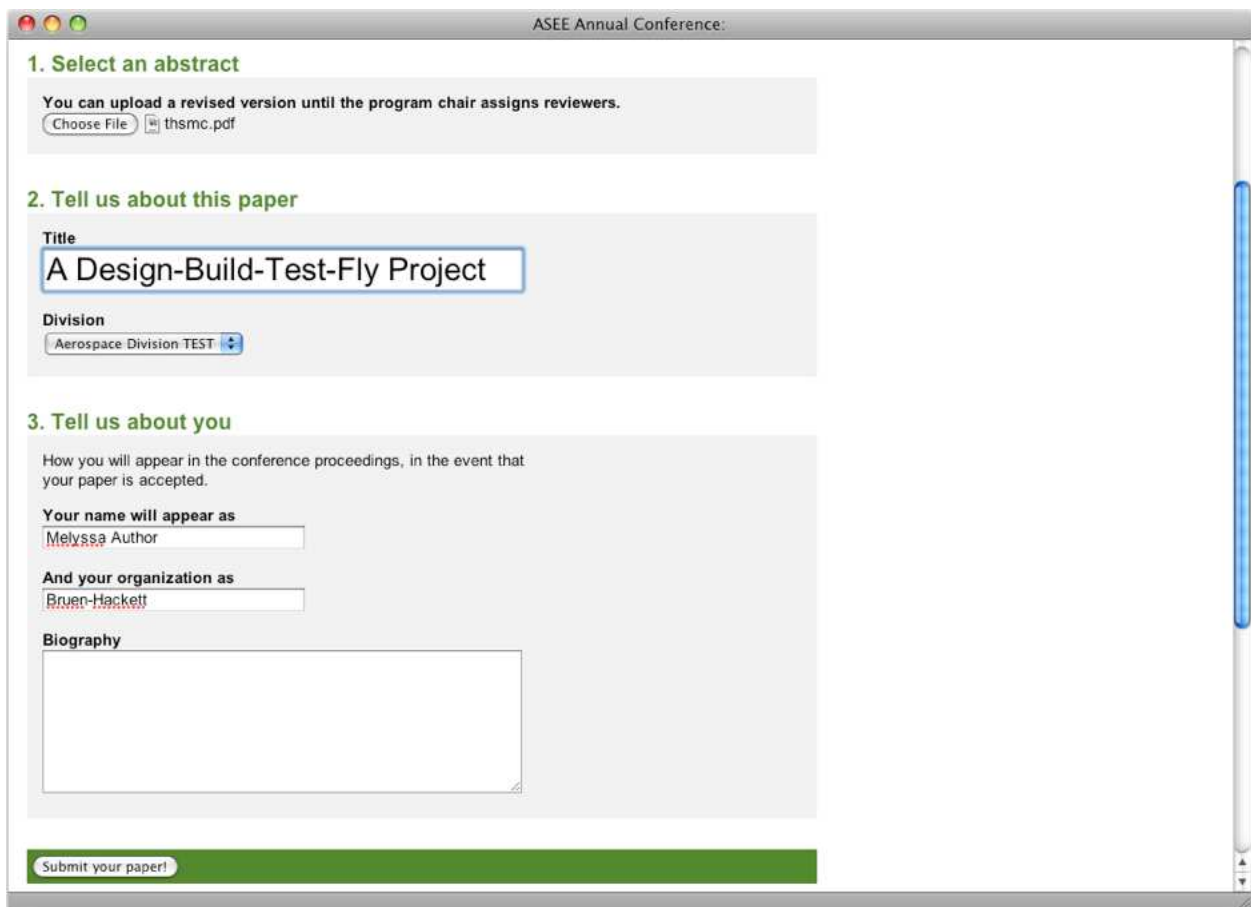


After logging in, you arrive at your personalized ASEE home page. From here you can edit your personal information, renew your membership, or manage conference papers.

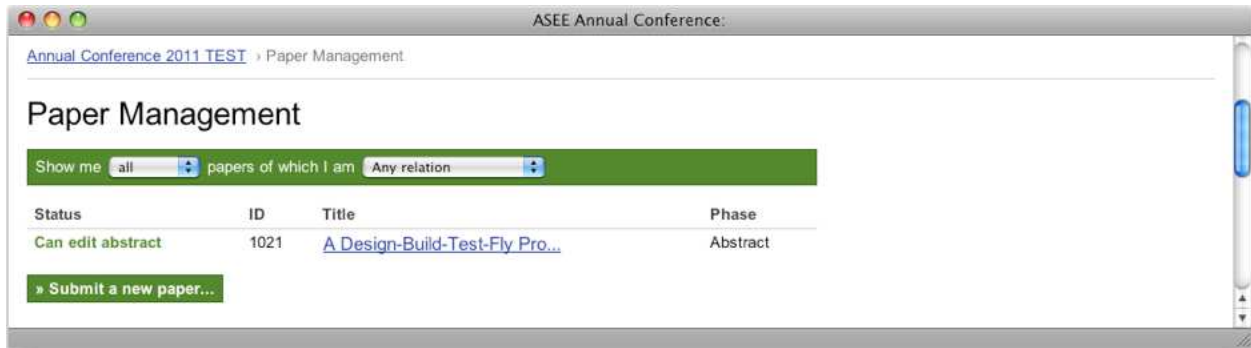
From the paper management screen for this year’s conference, you can see all of the papers you have submitted or have been assigned to review.



Submit paper abstract (September 8–October 8)



To submit an abstract, choose the abstract itself as a pdf file and enter the required information about yourself and the abstract. You can select exactly how your name and institutional affiliation will be printed in the conference proceedings.

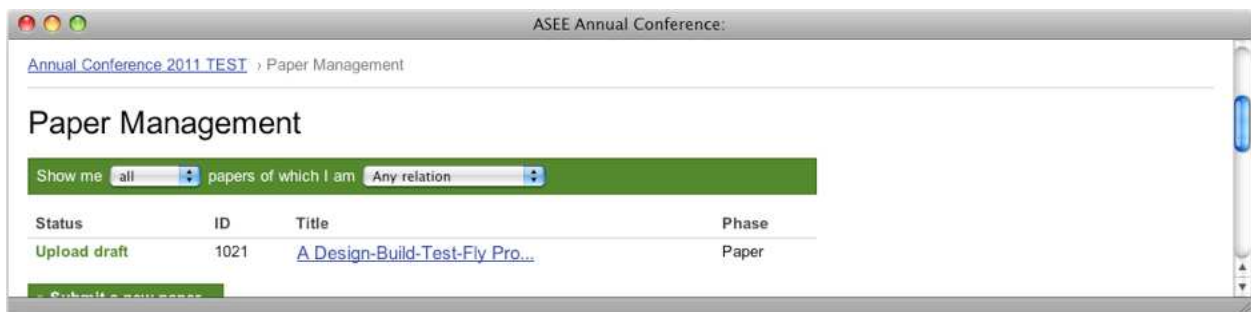


After you submit the abstract, it appears on your paper management screen with the status message *Can edit abstract*. You can continue to make changes to the abstract until the program chair assigns reviewers. Once reviews are in progress, the paper's status changes to *Waiting*.



After the reviews are finished, the program chair decides to accept or reject your abstract.

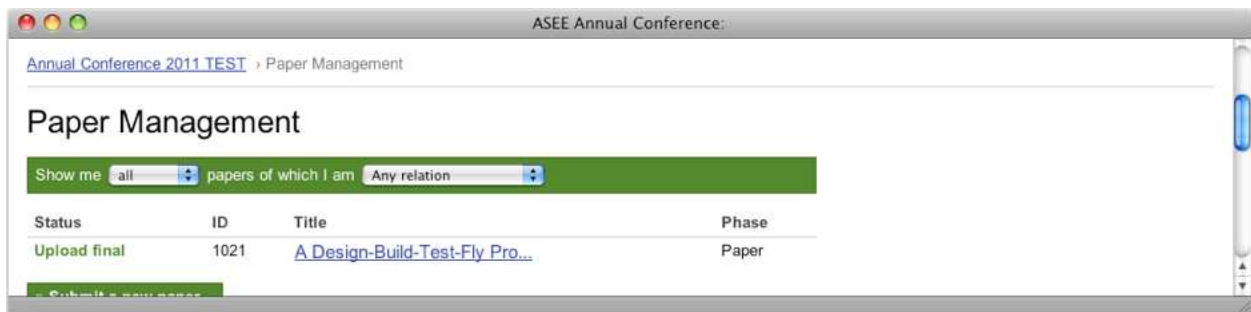
Submit draft (by January 19)



If your abstract is accepted, its status changes to *Upload draft*.



The paper's details page shows comments from reviews as forwarded by the program chair. When the draft version is completed, *Choose file* (as a pdf again) and *Upload draft* to submit it. Again, the paper's draft changes to *Waiting* until the reviews are complete and the program chair has made his or her decision.

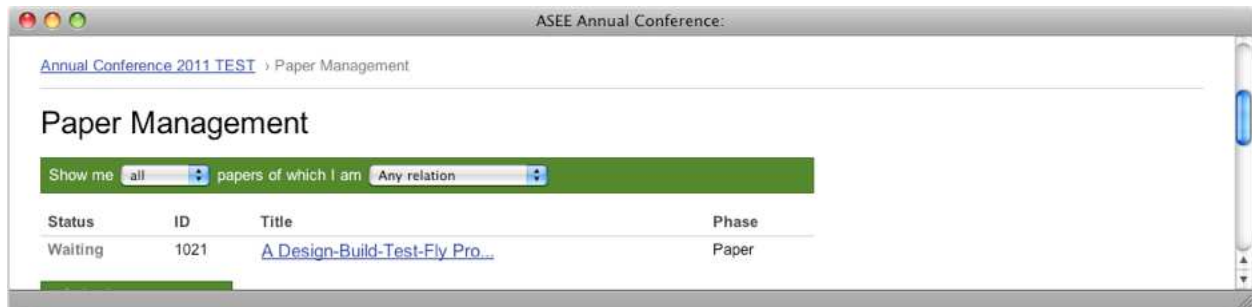


Submit draft revisions or final paper (by March 11)

If the paper is accepted or accepted pending revisions, its status changes to *Upload final* or *Revise draft*.



Again, you can view comments from the reviewers on the paper's details page. When the final version or revised draft is finished, select the pdf file and *Upload*.



If the paper was accepted pending changes, its status changes to *Waiting* until it is accepted or rejected by the program chair.

Once the paper is finally accepted, you will be asked to complete the final requirements: registering for the conference, paying the proceedings fee, and assigning copyright to ASEE. Only then can the paper be finalized.

Adding co-authors

The screenshot shows a web browser window titled "ASEE Annual Conference:". The page is divided into two main sections: "Paper Information" and "Authors".

Paper Information

- Title:** A Design-Build-Test-Fly Project
- Current file:** thsmc.pdf
- Division:** Aerospace Division TEST

Authors

In the event your paper is accepted, these authors will appear in the proceedings in the order below. Also, please select the presenting author.

Name	Status	Presenting
▲ ▼ Melyssa Author	accepted	<input type="radio"/>

[+ Add a co-author](#)

Every paper has one main, or *corresponding* author, who conducts all of the main business previously discussed. If your paper has co-authors, you should invite them so that they can log in and decide how their names, institutions, and biographies will be printed in the paper, in the program and on the conference proceedings. Co-authors can also view the paper's status and download an invoice to pay for its proceedings fee.

In the *Authors* section, *Add a co-author* by searching for a name or institution. If the co-author is an ASEE member or has previously participated in the conference, he or she will appear in the search results.

The screenshot shows a web browser window titled "ASEE Annual Conference:". The page is titled "Invite co-author" and contains the following steps:

- Search by name, email address, or institution**
- Select a person to invite**

Name	Organization	Email
No results found		

Would you like to email asolove@gmail.com and invite them to participate?

If you can't find a co-author by name, try their email address. If we don't have an account for that address, you can *Invite* them by email. The co-author can then create an account and decide how their name, institution, and biography will appear.

Once you have added co-authors, you can place them in order. The ordering you set will be the order they appear in the program guide and on the paper's cover page.

APPENDIX A

ABSTRACT FORMAT GUIDELINES

Title:

1. *Title:* The title must be centered with at least a one and one-half inch margin on the left and right.
2. *Font:* Times New Roman typeface is required, bold faced, 14 point.
3. *Author and Affiliation:* Submissions are done in a double blind. No author or affiliation information is to be included on any abstracts.
4. *Footers:* Do not include any in your abstract.

Body of the Abstract (beginning under title information)

1. *Format:* The document will be in a one-column format with left justification. There must be a 1 inch margin on the left, right, and bottom.
2. *Font:* Times New Roman typeface is required, 12 point, skipping one line between paragraphs.
3. *Length:* Abstracts should generally be between 250 - 500 words.

Biographical Information

Biographical information is to be saved in the SmoothPaper application on the Author/Co-Author page. It will be automatically added to your paper at the end of the process.

Other

Do not include session numbers in any part of the document, unless specifically requested to do so by a call for papers.

Do not include any author or affiliation information in any part of your abstract so that your abstract is able to receive a blind review.

Additional Guidelines and Suggestions:

- As appropriate, include the pedagogical theory or approach being used;
- Indicate the form that your outcome(s) will take as appropriate;
- As applicable, methods of assessment should be made clear;
- A second page may be used to include a graph or image to clarify the nature of your work or to include limited references to indicate a basis for the work undertaken.

Peer review occurs for both abstracts and papers. Abstract acceptance does not guarantee acceptance of the paper. All divisions have a Publish-to-Present requirement and final papers must be written and accepted in order for the work to be presented at the 2011 ASEE Annual Conference in Vancouver. Submission of abstracts and final papers will be via the Monolith system and in accordance with ASEE published deadlines.

APPENDIX B

DRAFT PAPER FORMAT GUIDELINES

Title Page (top part of first page only)

1. *Title of Paper:* The title must be centered with at least a one and one-half inch margin on the left and right.
2. *Font:* Times New Roman typeface is required, bold faced, 14 point.
3. *Author and Affiliation:* Submissions are done in a double blind. No author or affiliation information is to be included on any abstracts or draft papers.
4. *Footers:* These will be automatically added to your papers. Please leave them blank.

Body of the Paper (beginning under the title information on the first page and continuing with all subsequent pages)

1. *First Page:* The paper will be in a one-column format with left justification. There must be a 1 inch margin on the left, right, and bottom.
Font: Times New Roman typeface is required, 12 point, skipping one line between paragraphs.
2. *Second and All Subsequent Pages:* There must be a 1 inch margin all around (top, bottom, right, left) in one column format, left justification, skipping one line between paragraphs.
Font: Times New Roman typeface is required, 12 point, using only standard symbols and abbreviations in text and illustrations.
3. *Abstracts:* Abstracts are not required, but can be included between the title and the body of the paper, but not on a separate page.
4. *Headings:* Headings are not required but can be included. If used, headings must be left justified, lowercase, with the same font and size as the body of the paper. There must be only one blank line between the heading and the paragraph.
5. *Page Numbering:* Do not number the pages.
6. *Length:* There is no set limit for the number of pages a paper can or must be.

Bibliographic Information (following body of paper)

1. *Format:* The bibliography must begin 4 spaces below the body of the paper using the same margins as the body.
2. *Font:* Times New Roman typeface is required, 10 point.
3. *Referencing:* Each reference must be listed and numbered. When referring to them in the text, type the corresponding reference number in superscript form.

Biographical Information

Biographical information is to be saved in the SmoothPaper application on the Author/Co-Author page. It will be automatically added to your paper.

Other

Do not include session numbers in any part of the document, unless specifically requested to do so by a call for papers.

Do not include any author or affiliation information in your draft paper so that your draft paper is able to receive a blind review.

APPENDIX C

FINAL PAPER FORMAT GUIDELINES

Title Page (top part of first page only)

5. *Title of Paper:* The title must be centered with at least a one and one-half inch margin on the left and right.
6. *Font:* Times New Roman typeface is required, bold faced, 14 point.
7. *Author and Affiliation:* No author information is to be included since that is saved in SmoothPaper. Any placeholders used to disguise affiliation in the draft paper (such as “University of _____”) should be replaced with the affiliation information
8. *Footers:* These will be automatically added to your papers. Please leave them blank.

Body of the Paper (beginning under the title information on the first page and continuing with all subsequent pages)

7. *First Page:* The paper will be in a one-column format with left justification. There must be a 1 inch margin on the left, right, and bottom.
Font: Times New Roman typeface is required, 12 point, skipping one line between paragraphs.
8. *Second and All Subsequent Pages:* There must be a 1 inch margin all around (top, bottom, right, left) in one column format, left justification, skipping one line between paragraphs.
Font: Times New Roman typeface is required, 12 point, using only standard symbols and abbreviations in text and illustrations.
9. *Abstracts:* Abstracts are not required, but can be included between the title and the body of the paper, but not on a separate page.
10. *Headings:* Headings are not required but can be included. If used, headings must be left justified, lowercase, with the same font and size as the body of the paper. There must be only one space between the heading and the paragraph.
11. *Page Numbering:* Do not number the pages.
12. *Length:* There is no set limit for the number of pages a paper can or must be.

Bibliographic Information (following body of paper)

1. *Format:* The bibliography must begin 4 spaces below the body of the paper using the same margins as the body.
2. *Font:* Times New Roman typeface is required, 10 point.
3. *Referencing:* Each reference must be listed and numbered. When referring to them in the text, type the corresponding reference number in superscript form.

Biographical Information

Biographical information is to be saved in the SmoothPaper application on the Author/Co-Author page. It will be automatically added to your paper.

Other

Do not include session numbers in any part of the document, unless specifically requested to do so by a call for papers.