## Author's Kit

### 2013 ASEE Annual Conference Timeline

<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
</tr>
</thead>
</table>
| Aug. 1, 2012 | System opens for abstract submission  
*See Appendix A on Page 12 for formatting guidelines*          |
| Sept. 21, 2012 | Deadline for abstract submission                                                   |
| Oct. 5, 2012 | **Program Chair Deadline:** Authors notification of accepted or rejected abstracts |
| Jan. 7, 2013 | Registration and Housing open for all attendees                                   |
| March 7, 2013 | Deadline for submission of FINAL draft paper  
*See Appendix B on page 13 for formatting guidelines  
This includes all requested revisions from reviewers and/or Program Chair. All "pending changes” must be completed by this date* |
| Mar. 15, 2013 | **Program Chair Deadline:** Authors notification of accepted or rejected draft papers. |
| Mar. 29, 2013 | Deadline for submitting Completed Final Version of Paper (i.e., replacing blind review components)  
*See Appendix C on Page 14 for formatting guidelines*  
Deadline to submit cover page for Completed Final Version of Paper  
Deadline for Author Registration  
Deadline to Accept Proceedings Fees & Copyright Transfer Due |
| Apr. 1, 2013 | Early Bird Registration Closes                                                   |
| Apr. 19, 2013 | **Program Chair Deadline:** All Papers to be assigned to Sessions by this date. |
| Sept. 2013 | Call for Papers for the 2014 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.* |
Introduction

Thank you for participating in the 2013 ASEE Annual Conference and Exposition in Atlanta, Georgia.

This kit describes how to submit and manage your papers, add co-authors, and is a guide to help you follow all procedures and deadlines. You are responsible for following the procedures and meeting the deadlines in this kit. We strongly encourage you to read through this entire kit, and let us know if you have any questions or concerns.

Regards,

Patti Greenawalt
Conference Director

Questions? Need help?

Please contact

Na’ilah Metwally
Meetings Coordinator
202.649.3829
n.metwally@asee.org
Author Responsibilities

Each Author who submits an abstract and paper should:

- Read this kit and follow all of the instructions (this is extremely important)
- Submit their abstract and paper (as a PDF ONLY) and make appropriate payments online before all deadlines
- Check that all information—from the paper file to the spelling of co-authors’ names—is correct
- Contact ASEE staff immediately with any questions or problems
- Assign someone else to manage your paper or pay your fees if you are unavailable to do so yourself

Potential problems

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

- fail to submit a final copy of the paper before the deadline
- fail to pay the $100 publication fee
- fail to register for the conference by the deadline
- fail to assign the paper’s copyright to ASEE so it can be published

Other authors have had papers published with unfortunate mistakes. Please don’t let any of these happen to you:

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

ASEE has the right to withdraw papers from the 2013 Annual Conferences proceedings if fees are not paid. All registration & proceedings fees for authors are final & cannot be refunded after Friday, March 29, 2013.

Please note: all papers with a faculty member (even papers with student authors) as an author/co-author must have at least one full paid registrant.

For information on all the rates please visit: http://www.asee.org/conferences-and-events/conferences/annual-conference/2013/registration/registration-fees. In addition, ASEE conference registrations are non-transferrable.
2013 ASEE ANNUAL CONFERENCE & EXPOSITION
COPYRIGHT TRANSFER FORM

Title of Paper: _______________________________________________________

Author(s): ___________________________________________________________

Publication: ASEE Annual Conference Proceedings  Session #: _____________

PART A

The undersigned, desiring to publish the above paper in a publication of ASEE or co-sponsored by ASEE, hereby transfers their copyrights in the above paper to the American Society for Engineering Education, known as ASEE.

In return for these rights, ASEE hereby grants the above author(s), and the employers for whom the work was performed, permission to:

- Reuse portions of the above paper in other works.
- Reproduce the above paper for personal or internal use, provided that (a) the source and ASEE copyright are indicated, (b) the copies are not used in a way that implies ASEE endorsement of product or service of an employer, and (c) the copies are not offered for sale.

In exercising its rights under copyright, ASEE will make all reasonable efforts to act in the interests of the authors or their employers as well as in its own interest. In particular, ASEE requires that:

- The consent of the first-named author is sought as a condition in granting republication permission by others.
- The consent of the authors or their employers be obtained as a condition in granting permission to others to reuse a portion or all of the paper for promotion or marketing purposes.

Name: ____________________________  Title: ____________________________

Signature: _________________________ (if not author, then relationship to author)

Employer: __________________________  Date Form Signed: ________________

PART B

(For U.S. Government Employees Only)

This will certify that all authors of the above paper are employees of the U.S. Government and performed this work as part of their employment.

Name: ____________________________  Title: ____________________________

Signature: _________________________ (if not author, then relationship to author)

Govt. Organization: ______________________ Date Form Signed: _____________

Copyright Transfers may be sent via fax or mail using the following:

ASEE - Convention & Seminar Corporation
1818 N Street NW, Suite 600
Washington, DC 20036
ATTN: Copyright Transfer Form

Fax: (202) 265-8504

Questions? Call (202) 649-3829
Paper procedures

ASEE Executive Board mandate for publishing papers
For all conferences, including ASEE-affiliated conferences, a paper that is published at one conference cannot be accepted for another ASEE conference. This does not include papers explicitly labeled as “reprints” as would be the case for best paper competitions, etc.

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, request revisions (if any)
Authors complete all requested revisions (if any) by March 7 deadline
Program Chair accepts or rejects

Final
Author adds back components of blind review that were removed in the draft process
See Appendix B on page 13 for formatting guidelines
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:

- The $100 proceedings fee must be paid by an author, school, or advisor
- One author must register for the conference and agree to present the paper.
- The authors must transfer the copyright for the paper to ASEE.

All of these requirements must be completed by March 29th, 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.
Paper procedures using Monolith

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 Monolith 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.
**Paper procedures** using Monolith

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 (August 1 – September 21)

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 7)**

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 7)

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: resubmitting removed blind review components (name, institution, etc.), submitting author bio, registering for the conference, paying the proceedings fee, and assigning copyright to ASEE. Only then can the paper be finalized.
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.

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 Monolith 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 division have a Publish-to-Present requirement and final papers must be written and accepted in order for the work to be presented at the 2013 ASEE Annual Conference in Atlanta, GA. 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 Monolith 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 Monolith. 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 Monolith 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.