Author's Kit

Introduction

Thank you for participating in the 2015 ASEE Annual Conference and Exposition in Seattle, Washington.

This kit is a guide to help you submit and manage all abstracts and papers and will assist you with all procedures and deadlines. Authors are responsible for following the procedures and meeting all deadlines and requirements in the paper submission process. ASEE is not responsible for papers that are withdrawn because they were incomplete or deadlines were missed.

**We strongly encourage you to read through this entire kit,** and let us know if you have any questions or concerns.

Regards,

Patti Greenawalt
Director Meetings & Exhibits

Questions? Need help?

Please contact

Monique Ayala
m.ayala@asee.org
2015 ASEE Annual Conference Timeline

*All deadlines occur at Midnight, Eastern Standard Time on the days listed*

- **Sep. 2, 2014**
  - **All Authors:** System opens for abstract submission - [See Appendix A on Page 11 for formatting guidelines](#)

- **Oct. 19, 2014**
  - **Author Deadline:** All abstracts must be submitted by this date

- **Nov. 2, 2014**
  - **Program Chair Deadline:** All authors will be notified of accepted or rejected abstracts by this date

- **Jan. 5, 2015**
  - **All Attendees:** Registration and Housing open for all attendees

- **Feb. 2, 2015**
  - **Author Deadline:** All draft paper must be submitted by this date - [See Appendix B on Page 12 for formatting guidelines](#)

- **Mar. 9, 2015**
  - **Program Chair Deadline:** Author notified of any requested revisions

- **Mar. 15, 2015**
  - **Author Deadline:** All blind papers with requested revisions must be submitted by this date

- **Mar. 29, 2015**
  - **Program Chair Deadline:** Authors notification of accepted or rejected draft papers.

- **Apr. 6, 2015**
  - **ALL Authors:**
    - Deadline to remove all blind indicators and upload Final Paper including cover page - [See Appendix C on Page 13 for formatting guidelines](#)
    - Deadline for Author Registration
    - Deadline for Proceedings Fees - [Has been Waived](#)
    - Deadline to accept Copyright Transfer
    - Early Bird Registration Closes

- **Apr. 13, 2015**
  - **Program Chair Deadline:** All Completed Papers must be assigned to Sessions by this date.

- **May 3, 2015**
  - **Program Chair Deadline:** Final Session Details must be completed by this date

- **July 2015**
  - **Call for Papers for the 2016 Annual Conference will appear on our website and in PRISM Magazine**
    - *All deadlines occur at Midnight, Eastern Standard Time on the days listed*
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 Has been Waived
• 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:

• failure to add co-authors and check the spelling of their names before marking your paper as finalized
• failure to proofread your biography before submitting the final paper
• failure to check the uploaded version of the final PDF for formatting and other errors

ASEE has the right to withdraw papers from the 2015 Annual Conferences proceedings if fees are not paid. All registration & proceedings fees for authors are final & cannot be refunded after Monday, April 6, 2015.

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/2015
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 11 for formatting guidelines
Program Chair assigns reviewers
Reviewers read, rank, and comment on abstract
Program Chair accepts or rejects abstract based on reviewer’s comments and rankings

Draft

Author submits draft
See Appendix B on Page 12 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 Mar. 9 deadline
Program Chair accepts or rejects

Final

Author adds back components of blind review that were removed in the draft process
See Appendix C on page 13 for formatting guidelines
Author pays proceedings fee has been waived, transfers copyright, and registers
Program Chair assigns paper to session

Note: The Program Chair can assign an accepted paper to a technical session (oral presentation) or a poster session at their discretion.

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 and placed in the final program and proceedings:

* The $100 proceedings fee must be paid by an author, school, or advisor. One fee per paper. Has been waived
  * 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 April 6, 2015, 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.
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.

Welcome, Yvette Deale

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.
Submit paper abstract (September 2 - October 19)

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.

Please be sure that an Author Bio is included for each submission.
Paper procedures using Monolith

Paper Management

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.

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 and cannot be edited*.

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

Draft Paper Submission Process (Draft upload deadline, February 2, 2015)

If your abstract is accepted, the status changes to *Upload draft.*
The paper’s details page provides a link to read 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. You can upload your draft paper as often as needed until the program chair assigns the draft paper to be reviewed. Again, the paper’s status changes to Waiting until the reviews are complete and the program chair has made his or her decision. Edits cannot be made during the “waiting” period.

Submit requested revisions (by Mar 9, 2015)

If the paper is accepted, its status changes to upload final.

Creation of a Global Student Hardware Design Contest through the Industry-Academia Cooperation

As with abstracts, you can view comments from the reviewers on the paper’s details page. If the paper is accepted with revisions, its status changes to Revise. When the requested revisions are ready, select the PDF file and Upload.
When requested revisions for the paper are uploaded, its status changes to *Waiting* until it is accepted or rejected by the program chair. Editing cannot be done when the paper is in the “waiting” stage.

Once the final paper is accepted by the chair, you will be asked to complete the final requirements:

Which include

1. Uploading a final version of the paper with the blind components reinstated, such as name, institution, etc.
2. Make sure all co-authors have been invited to a paper, accepted the invitation, and have completed their info - see instructions for adding co-authors on page 10
3. Submit final version of author bio
4. Register for the conference
5. Pay the proceedings fee
6. Accept copyright transfer agreement (on-line form in Monolith)

All of the above requirements must be completed by the deadline in order to publish the paper. Please be advised, your paper will be withdrawn if any of the requirements are not completed
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, accept the invitation and confirm 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. Also the default is for the corresponding author to be the one presenting the paper so if that is not correct, please select from the list of co-authors who will be the presenting author by selecting the radio button next to the co-author.
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 2014 ASEE Annual Conference in Indianapolis, IN. In addition, the Program Chair has the sole discretion to assign the accepted paper to a technical session (for oral presentation) or a poster session.

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.
7. Pages can be landscape to accommodate graphics if necessary, all other requirements above still apply.

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.
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)
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: 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
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 space 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.
7. Pages can be landscape to accommodate graphics if necessary, all other requirements above still apply.

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
Paper procedures using Monolith

Do not include session numbers in any part of the document.