



2010 ASEE GLOBAL COLLOQUIUM ON ENGINEERING EDUCATION

AUTHOR'S KIT

TIMELINE

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|------------------------------|---|
| April 5 – July 16, 2010 | Abstract Submission |
| April 5 – July 30, 2010 | Abstract Review |
| July 30 2010 | Abstract Decisions Notification Deadline (Accepted or Rejected) |
| August 2 – September 3, 2010 | Paper Submission Phase |
| September 3, 2010 | Paper Submission Deadline |
| September 10, 2010 | Author Registration Deadline |

All deadlines occur at 5:00 p.m. Eastern Standard Time on the days listed.
No exceptions or extensions will be made.

If you have any questions, please contact:

Conferences@asee.org

(202) 331-3500

SUBMISSION, PRESENTATION & PUBLICATION REQUIREMENTS

All authors are invited to submit to the 2010 ASEE Global Colloquium on Engineering Education at the Marina Bay Sands Hotel, Singapore October 17-21, 2010.

Submission:

Please consult the Calls for Papers (available on the 2010 GCEE website) to determine which category best suits the content of your submission.

All documents must be submitted online via SmoothPaper, available at www.asee.org/SmoothPaper.

Presentation:

In order for a presentation slot in the poster presentation sessions, to be guaranteed, at least one author from each accepted paper must register for the colloquium no later than Friday, September 10, 2010, which is the Author Registration deadline.

If no author for an accepted paper has registered by Friday, September 10, 2010, the paper will be removed from the colloquium proceedings. Presentation slots still available after the Author Registration deadline will be assigned on a first come, first serve basis.

Please note: all papers will be presented during the Contributed Poster Presentation Session occurring Tuesday, October 19th. **Published papers will be presented in a poster format only.**

Publication:

In order for a paper to be included in the 2010 ASEE Global Colloquium on Engineering Education Proceedings, the author of an accepted abstract must submit a draft paper. It must go through the peer review process and be accepted. Either the main author or one of the co-authors must be registered for the conference by Friday, September 10, 2010.

AUTHOR RESPONSIBILITIES

Any person may submit to this colloquium, whether or not he/she is an ASEE member. A non-member can create a SmoothPaper account by clicking on the [Register Now](#) link on the login page: www.asee.org/SmoothPaper/.

The author who submits the abstract and paper is responsible for adhering to all deadlines. The deadlines as set forth cannot be extended and no allowances will be made if they are not met.

Abstract/paper information can only be edited and updated by the person who submits it.

ABSTRACT FORMAT GUIDELINES

Title Page (top of first page only)

1. **Author and Affiliation:** No author or affiliation information is to be included on any abstracts. The double-blind review process ensures impartiality: author information must be entered into SmoothPaper, where it will be used to generate a cover sheet once the paper is accepted and finalized.
2. *Title:* The title must be centered with at least a one and one-half inch margin on the left and right.
3. *Font:* Times New Roman typeface is required, bold faced, 14 point.
4. *Footers:* Do not include any in your abstract.

Body of the Abstract (beginning under the 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 entered into the SmoothPaper application on the Author/Co-Author page. It will be automatically added to your paper.

Keywords Section:

Please include a set of three to five keywords after the body of the abstract to help us group your presentation with others of similar content.

PAPER FORMAT GUIDELINES

Title Page (top part of first page only)

1. **Author and Affiliation:** No author or affiliation information is to be included on any papers. The double-blind review process ensures impartiality: author information must be entered into SmoothPaper, where it will be used to generate a cover sheet once the paper is accepted and finalized.
2. *Title of Paper:* The title must be centered with at least a one and one-half inch margin on the left and right, and at least a one inch margin on the top.
3. *Font:* Times New Roman typeface is required, bold faced, 14 point.
4. *Footers:* These will be automatically added to your papers. 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.

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 entered into the SmoothPaper application on the Author/Co-Author page. It will be automatically added to your paper.

Other

Figures, images and graphs may be included as long as they fit within the page margins.

ABSTRACT SUBMISSION

APRIL 5 – JULY 16, 2010

Abstract submission must take place through www.asee.org/SmoothPaper/.

1. Follow formatting directions on the third page of the [Author's Kit](#).
2. Log into SmoothPaper and click the [Author](#) tab
3. Go to the [Submit Abstract to 2010 Global Colloquium](#) bar
4. Enter the [Document Title](#)
5. If you are submitting a document written in English, please select the [Division](#) to which you would like to submit the abstract:
 - [Practice Track](#)
 - [Practice Track](#)
 - [Quality Assurance Track](#)
6. Browse for the abstract – the file must be either a Word document (.doc), PDF, or Rich Text File (.rtf) (**PLEASE DO NOT USE DOCX**)
7. Click [Submit Abstract](#)
8. You should now see the [Author: Co-Author](#) page
9. To add a co-author to the paper, do a search for the person by last name
10. If the co-author appears in the list of results, select the name and click [Save](#)
 - a. If the co-author does not appear in the search results, click [Add a New Person](#)
 - b. Enter the co-author's full information as you wish it to appear on the final paper if published
11. Enter the [Biography](#) – this will be placed on the final paper cover sheet
12. Click [Save](#) – the co-author will receive a confirmation email
13. To edit your own biography, click [Hide/Show Author Biographies](#) (to the right of the document title)
14. Enter the biography and click [Save](#)
15. On the [Author](#) page, all of the documents that you have submitted will be listed
16. You will receive a confirmation email for each document uploaded – if you do not receive these emails, check that your email address listed in the [My Account](#) section of SmoothPaper is correct.

To upload another document, scroll down to the [Submit Abstract to the 2010 Global Colloquium](#) bar at the bottom of the page.

Under your Author tab, you will see your document listed. In the [Actions](#) row under the title and [Division](#) to which it was submitted, you can [Edit Title](#), [View PDF](#), [Edit/View Co-Authors & Biographies](#), or [Withdraw](#) the document from the colloquium.

You will see a row called [Last](#): this indicates the last action taken on the document. The [Next](#) row will contain information on what must happen next, and (if available) the option to upload a revised version of the document currently stored in the system. This option is available as long as no reviewers have been assigned to your document.

ABSTRACT NOTIFICATIONS

July 30, 2010

By July 30, 2010, you will be notified whether your abstract was accepted or rejected.

If you do not receive a notification email, you can log into SmoothPaper, and view the status of your abstract there.

You can verify that your email address is correct in SmoothPaper by clicking on [My Account](#) in the top right corner, and checking in the [Change Email Address](#) box.

If your abstract is accepted, you must submit a full paper between August 2 and September 3, 2010. One of the authors must register for the conference by 10 September 2010, before a presentation slot is guaranteed. **There are no exceptions.**

Further instructions will be emailed to authors of accepted abstracts.