Author's Kit

Thank you for participating in the 2016 ASEE Annual Conference and Exposition in New Orleans, Louisiana.

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 ASEE is not responsible for papers that are withdrawn because they were incomplete or deadlines were missed.

If after reading through this kit, you should have any questions, please contact the ASEE Conferences Staff at Conferences@asee.org or 202-350-5720.

Regards,

Patti Greenawalt
Managing Director
2016 ASEE Annual Conference Timeline

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

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sep. 1, 2015</td>
<td>All Authors:</td>
<td>System opens for abstract submission - See Appendix B for formatting guidelines</td>
</tr>
<tr>
<td>Oct. 19, 2015</td>
<td>Author Deadline:</td>
<td>All abstracts must be submitted by this date</td>
</tr>
<tr>
<td>Nov. 2, 2015</td>
<td>Program Chair Deadline:</td>
<td>All authors will be notified of accepted or rejected abstracts by this date</td>
</tr>
<tr>
<td>Jan. 5, 2016</td>
<td>All Attendees:</td>
<td>Registration and Housing open for all attendees</td>
</tr>
<tr>
<td>Feb. 1, 2016</td>
<td>Author Deadline:</td>
<td>All draft paper must be submitted by this date - See Appendix C for formatting guidelines</td>
</tr>
<tr>
<td>Mar. 7, 2016</td>
<td>Program Chair Deadline:</td>
<td>Author notified of any requested revisions</td>
</tr>
<tr>
<td>Mar. 21, 2016</td>
<td>Author Deadline:</td>
<td>All blind papers with requested revisions must be submitted by this date</td>
</tr>
<tr>
<td>Mar. 28, 2016</td>
<td>Program Chair Deadline:</td>
<td>Authors notification of accepted or rejected draft papers.</td>
</tr>
<tr>
<td>Apr. 4, 2015</td>
<td>ALL Authors:</td>
<td>One author must be selected to present and register for the conference</td>
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<td></td>
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<td>Please note the Proceedings Fee has been eliminated</td>
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<tr>
<td>Apr. 25, 2016</td>
<td>Program Chair Deadline:</td>
<td>All Completed Papers must be assigned to Sessions by this date.</td>
</tr>
<tr>
<td>May 2, 2016</td>
<td>Deadline to remove all blind indicators and upload Final Paper including cover page - See Appendix D for formatting guidelines</td>
<td></td>
</tr>
<tr>
<td>May 2, 2016</td>
<td></td>
<td>Add all authors</td>
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<td>May 2, 2016</td>
<td></td>
<td>Update all author bios</td>
</tr>
<tr>
<td>May 2, 2016</td>
<td></td>
<td>Accept copyright for paper</td>
</tr>
<tr>
<td>July 2016</td>
<td>Program Chair Deadline:</td>
<td>Final Session Details must be completed by this date</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Call for Papers for the 2016 Annual Conference will appear on our website and in PRISM Magazine</td>
</tr>
</tbody>
</table>

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 TEXT ONLY and make appropriate payments online before all deadlines
- Check that all information; from the paper file to the spelling of co-authors’ name/s, is correct
- Indicate who is presenting the paper
- Pay the registration fee
- Assign someone else to manage your paper or pay your fees if you are unavailable to do so yourself
- Contact ASEE Conferences Staff at conferences@asee.org with any questions or problems

Potential problems

Errors have prevented authors from having their papers accepted or presented in the past. Your paper will not be published if you:

- Fail to submit a final copy of the paper before the deadline
- 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 TEXT ONLY for formatting and other errors

PLEASE NOTE:

- ASEE has the right to withdraw papers from the 2016 Annual Conferences proceedings if registration fees are not paid.
- All registration for authors is final & cannot be refunded after the Monday, April 4, 2016 deadline.
Logging into the System

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

MEMBERS
• If you are an ASEE member, do not try to register for a new account, please contact us at conferences@asee.org 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.

NON-MEMBERS
• If you are non-ASEE member, you must create an account with us.

WELCOME PAGE
• You will be taken to your Welcome Page where you will find “Upcoming Conferences” click on that and then click on 2016 ASEE Annual Conference & Exposition.
• You can also edit your personal information, renew your membership, as well as manage conference papers and sessions.
Welcome, Patti M. Greenawalt

- Your ASEE Membership

- Upcoming Conferences
  - 2016 ASEE Annual Conference & Exposition
    New Orleans, June 26 - 29, 2016
    Manage papers, Manage sessions, Conference homepage
  - 2015 George Washington D.C. Area
    Arlington, July 1 - Aug 23, 2015
    Registration
  - Engineering Disruption: Frameworks for Global Cooperation and Competition in Engineering Education Practice, Innovation, and Research
    Arlington, September 26 - 28, 2015
    Registration
  - 2015 Engineering Technology Leadership Institute
    Atlanta, October 9, 2015
    Registration
Paper procedures

If you have any questions regarding your paper reviews, revisions, accept/reject decision or paper assignments to timeslots; you must contact your Program Chair directly.

Program chairs contact information is located on the Manage Papers page.

As mandated by the ASEE Board of Directors, all divisions are 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 as shown below.

Abstract  Author submits abstract
  • Program Chair assigns reviewers
  • There is 1 review required for an abstract.
  • Reviewers read, rank, and comment on abstract
  • Program Chair accepts or rejects abstract

Draft  Author submits draft
  • Program Chair assigns reviewers
  • Three (3) reviews are required for a draft paper
  • Reviewers read, rank, and comment on paper
  • Program Chair receives reviewers requested revisions, consolidates revisions and sends them to Author if applicable
  • Program Chair accepts/rejects papers and revised papers

Register  Author pays registration fee

Finalized  Author submits final paper

Submit paper abstract (September 1 - October 19)

NEW THIS YEAR: To submit an abstract, enter the text in the box indicated 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.

You can also indicate if this paper is a “Work in Progress”

Authors please note:
  • Some divisions do not accept “Works in Progress” so please be sure to read the Call for Papers closely for this information.
Submit a paper for 2016 ASEE Annual Conference & Exposition

1. Provide your abstract

Please paste the text of your abstract below. For information on formatting guidelines please refer to the Author's Kit [pdf].

You'll be able to modify the abstract until the program chair assigns reviewers.

2. Tell us about this paper

Title

[Webpage content]
Please be sure that an Author bio is included for each submission.

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*.

**Please note!**
- 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 1, 2016)

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, make sure that the PDF file you upload doesn’t include your name or initials.
- 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” stage.

Submit requested revisions (by Mar 21, 2016)
If the paper is accepted, its status changes to *upload final*.

- 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.
  - Edits cannot be made during the “waiting” stage.

**Paper Acceptance:**
Once the final paper is accepted by the chair, you will need to complete the following by April 4, 2016

1. Select one author as Presenter
   a. Please note only 1 author can be listed in the system as a “Presenter” but any and all authors can attend and/or present
   b. If a specific author is not selected the corresponding author will be selected as the presenting author by default
2. One author must register and pay for the conference.

- **Be advised** that papers cannot be assigned to a session until the registration is complete

**BE ADVISED:**
- Your paper will be withdrawn if registration is not completed by the April 4 deadline
Session Assignments:
1. Program chairs are scheduled to have all papers assigned to sessions by April 25, 2016. You can go to [www.asee.org/osl](http://www.asee.org/osl) to confirm session slot assignment.

2. Papers are assigned by preferred order by the Program Chair

3. If you have any issues with any session assignments, you must contact the program chair directly.
   a. ASEE HQ cannot re-assign papers, that is only done by the Program Chair

Finalize Paper:
By May 2, 2016 you will need to finalize your paper by completing the following requirements:
1. Upload a final version of the paper with the blind components reinstated, such as name, institution, etc.

2. Accept the Copyright

3. Make sure all co-authors have been invited to a paper, accepted the invitation, and have completed their information.
   a. See instructions for adding co-authors below

4. Submit final version of all author bio/s
APPENDIX A

Adding co-authors

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

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 B
ABSTRACT FORMAT GUIDELINES

BE ADVISED: ABSTRACTS ARE SUBMITTED VIA TEXT BOX. HOWEVER, IF YOU ARE CUTTING AND PASTING FROM A WORD DOCUMENT, PLEASE USE THE BELOW FORMAT INSTRUCTIONS AS A GUIDE

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. Make sure that when you save and upload your PDF file you do not use your name or initials as the document title.

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;

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 2016 ASEE Annual Conference in New Orleans, LA. 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 C
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.
APPENDIX D
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
Do not include session numbers in any part of the document.