Author's Kit

Thank you for participating in the 2017 ASEE Annual Conference and Exposition in Columbus, Ohio.

This kit is a guide to help you submit and manage all abstracts and papers. 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 ASEE is not responsible for papers that are withdrawn because they were incomplete or deadlines were missed.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 you have any questions, please contact the ASEE Conferences Staff at Conferences@asee.org or 202-350-5720.

Regards,

Patti Greenawalt
Managing Director
### 2017 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>
</tr>
</thead>
<tbody>
<tr>
<td>Sep. 6, 2016</td>
<td><strong>All Authors:</strong> Website opens for abstract submission - See Appendix B for formatting guidelines.</td>
</tr>
<tr>
<td>Oct. 16, 2016</td>
<td><strong>Author Deadline:</strong> All abstracts must be submitted by this date.</td>
</tr>
<tr>
<td>Nov. 6, 2016</td>
<td><strong>Program Chair Deadline:</strong> All authors will be notified of accepted or rejected abstracts by this date.</td>
</tr>
<tr>
<td>Feb. 6, 2017</td>
<td><strong>All Attendees:</strong> Registration and Housing open for all attendees.</td>
</tr>
<tr>
<td>Feb. 5, 2017</td>
<td><strong>Author Deadline:</strong> All blind draft papers must be submitted by this date - See Appendix C for formatting guidelines.</td>
</tr>
<tr>
<td>Mar. 5, 2017</td>
<td><strong>Program Chair Deadline:</strong> Author notified of any requested revisions.</td>
</tr>
<tr>
<td>Mar. 19, 2017</td>
<td><strong>Author Deadline:</strong> All blind revised papers with requested revisions must be submitted by this date.</td>
</tr>
<tr>
<td>Mar. 26, 2017</td>
<td><strong>Program Chair Deadline:</strong> Authors notification of accepted or rejected draft papers.</td>
</tr>
<tr>
<td>Apr. 9, 2017</td>
<td><strong>ALL Authors:</strong> One author must have registered for the conference by this date. Be advised that presenting authors must be a registered participant in order to present their paper at the annual conference.</td>
</tr>
<tr>
<td>Apr. 30, 2017</td>
<td>Deadline to remove all blind indicators and upload Final Paper including cover page - See Appendix D for formatting guidelines. Add all authors. Update all author bios. Accept copyright for paper.</td>
</tr>
<tr>
<td>Apr. 30, 2017</td>
<td><strong>No changes to papers will be accepted after this date.</strong></td>
</tr>
<tr>
<td>May 7, 2017</td>
<td><strong>Program Chair Deadline:</strong> Final Session Details must be completed by this date. Call for Papers for the 2018 Annual Conference will appear on our website and in PRISM Magazine.</td>
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</tbody>
</table>

*All deadlines occur at 23:59 EST 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 as a TEXT ONLY and their draft as a PDF ONLY
- Check that all information; from the paper title 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 or 202.350.5720 with any questions or problems

Potential problems

Be advised, 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 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 paper for formatting and other errors

BE ADVISED!
- ASEE has the right to withdraw papers from the 2017 Annual Conferences proceedings if registration fees are not paid.
- All registration for authors is final & cannot be refunded after the Sunday, April 9, 2017 deadline.

Conditions:

- 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 2017 ASEE Annual Conference.

- 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.
- **Plagiarism Policy:**
  - Please be sure to familiarize yourself with ASEE Plagiarism Policy. All authors are expected to comply with this policy. The policy can be found [here](http://www.asee.org).

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 a non-ASEE member, you must create an account with us.
Welcome, Patricia Greenawalt

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 your 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 a minimum of one (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
Register Author pays registration fee

Finalized Author submits final paper

Submit abstract (September 6 - October 16)

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”.

BE ADVISED!

- Some divisions do not accept “Works in Progress” so please be sure to read the Call for Papers closely for this information.
Please be sure that an Author bio is included for each submission.

**BE ADVISED!**
- You will be prompted to acknowledge the ASEE Plagiarism Policy before you can submit your abstract.

Paper Management

From the paper management screen, 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*.

**BE ADVISED!**
- You can continue to make changes to the abstract until the program chair assigns reviewers. HOWEVER,
- Once reviews are in progress, the abstract’s status changes to “Waiting”
  - Therefore, please only submit the abstract text when it is ready to be reviewed.
• If you need to revise your abstract after it’s assigned to a reviewer, you must contact your program chair for assistance. It is at your chairs’ discretion whether they will update the abstract for you or not.

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

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

**Draft Paper Submission Process (Draft upload deadline, February 5, 2017)**

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 only) 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.

**BE ADVISED!**

• You can continue to make changes to the draft until the program chair assigns reviewers.
• Once reviews are in progress, the paper’s status changes to *Waiting*”
  o Therefore, we strongly advise that you only upload a draft when it’s ready to be reviewed.
• If you need to revise your draft after it’s assigned to a reviewer, you must contact your program chair for assistance. It is at your chairs’ discretion whether they agree to upload a new version of the draft for you or not.
If the paper is accepted as is, its status changes to *upload final*.

**Paper Management**

<table>
<thead>
<tr>
<th>Status</th>
<th>Paper</th>
</tr>
</thead>
<tbody>
<tr>
<td>Upload</td>
<td>Creation of a Global Student Hardware Design Contest through the Industry-Academia Cooperation</td>
</tr>
</tbody>
</table>

If Revisions have been requested, they need to be submitted (by Mar 19, 2017).

- 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.

**BE ADVISED!**

- If you have been requested to make revisions, the system automatically assigns the revision to a reviewer as soon as it is uploaded. **Therefore, you will only be able to upload ONE VERSION of a revision, so please be sure it is the correct one.**
- If you need to upload a different version of the revision, you must contact your program chair for assistance. It is at your chairs’ discretion whether they agree to upload a new version for you or not.
- ASEE HQ Staff cannot upload any attachments for you. That is done only by the Chair.

**Paper Management**

<table>
<thead>
<tr>
<th>Status</th>
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</tr>
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<tbody>
<tr>
<td>Waiting</td>
<td>Visual Demonstration of Multicore Programming Concepts</td>
</tr>
</tbody>
</table>

- 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 9, 2017.

1. Select one author as Presenter.
   a. Please note only one (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!
- Your paper will be withdrawn if at least one author is not registered by the April 9 deadline.
- The presenting author must be a registered participant in order to present their paper at the annual conference.

Finalize Paper:
By April 30, 2017 you will need to finalize your paper by completing the following requirements:
1. start 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.
   b. Check for correct spelling of co-authors names.
4. Submit final version of all author bio/s.
5. Review paper prior to final submission for formatting errors or concerns.

BE ADVISED!
- Papers cannot be assigned to a session until the paper is finalized

Session Assignments:
1. Program chairs are scheduled to have all papers assigned to sessions by May 7, 2017. You can go to www.asee.org/osl to confirm session slot assignment after this date.
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 staff cannot re-assign papers. That is only done by the Program Chair.
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.

**BE ADVISED!**

- Only *corresponding authors* can upload attachments and only *corresponding authors* can assign that designation to a different co-author.

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. If that is not correct, please select the presenting author from the list of co-authors. This can be done using the radio button next to the co-author.
APPENDIX B
ABSTRACT FORMAT GUIDELINES

BE ADVISED: ABSTRACTS ARE SUBMITTED VIA TEXT BOX ONLY. PLEASE NOTE THE FOLLOWING:

Title:
   1. Title: The title must be included
   2. Author and Affiliation: Submissions are done in a double blind. No author or affiliation information is to be included on any abstracts.
   3. Footers: Do not include any in your abstract.

Body of the Abstract (beginning under title information)
   1. 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.

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.
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 one 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. (Please note, even though there is no current limit for the number of pages, reviewers as well as readers of your work appreciate conciseness.)
7. Pages can be landscape to accommodate graphics if necessary, all other requirements above still apply.

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 one 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 one 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.
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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. (Please note, even though there is no current limit for the number of pages, reviewers as well as readers of your work appreciate conciseness.)
7. Pages can be landscape to accommodate graphics if necessary, all other requirements above still apply.

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