ASEE 2017 International Forum

Author's Kit

Contents

Introduction

Thank you for participating in the 2017 ASEE International Forum in Columbus, Ohio.

This kit describes how to submit and manage your papers and is a guide to help you follow all procedures and deadlines. Authors are responsible for following the procedures and meeting all deadlines and requirements in the paper submissions 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 ASEE is not responsible for papers that are withdrawn because they were incomplete or deadlines were missed.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,

Patricia Greenawalt, CMP
Director of Meetings & Conferences
American Society for Engineering Education

Questions? Need help?

Please contact:

Denisha Hedgebeth
Program Assistant, External Affairs
American Society for Engineering Education

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d.hedgebeth@asee.org

Important Dates and Deadlines

October 14,	2016	Abstract submission open (see Appendix A for formatting guidelines)
January 22,	2017	Deadline for abstract submission
February 17,	2017	Authors notified
March 12,	2017	Deadline for submission of draft paper – accepted only (see Appendix B for formatting guidelines)
April 1,	2017	Deadline for accepting or rejecting draft papers, or accepting draft papers pending changes
April 8,	2017	Final authors are notified
April 29,	2017	Author registration deadline **Presenting authors must be a registered participant in order to present their paper at the International Forum.**
April 29,	2017	Deadline for submitting final papers (see Appendix B for formatting guidelines)

All deadlines occur at 4:59 p.m. Eastern 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) before all deadlines
- Check that all submission information is correct
- 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 staff immediately with any questions or problems: d.hedgebeth@asee.org

Please note that it is required that all papers must have at least one paid registrant. For information on the registration fees please visit: http://www.asee.org/InternationalForum.

ASEE International Forum registrations are non-transferrable.

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 this 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

Paper Procedures

For a paper to be presented at the 2017 International Forum or included in the Proceedings, it must pass through the review process and be accepted:

Abstract	**Author** submits abstract (**see Appendix A for formatting guidelines**)
	Track Chair reads, and comments on abstract
	Track Chair accepts or rejects abstract
Draft	**Author** submits draft (**see Appendix B for formatting guidelines**)
	Track Chair reads, and comments on paper
	Track Chair accepts, accepts pending revisions, or rejects
Final	**Author** submits final paper or revised paper (**see Appendix B for formatting guidelines**)
	Track Chair accepts or rejects revised paper
	Author transfers copyright and registers
	Program Chair assigns paper to a session

Final requirements

After a draft paper or revised paper has been accepted, the following requirements must be met for it to be placed in a session, presented at the forum, placed in the final program and proceedings:

- One author must register for the forum and agree to present the paper in Columbus, OH on June 28, 2017.
- The authors must transfer the copyright for the paper to ASEE (**see Appendix C**) via the Paper Management System.

Please be advised that papers that are approved can either be selected as a track session presentation or as a poster presentation.

Paper Management System

Logging In

From the ASEE home page (*http://www.asee.org*), click on "log in" in the upper right hand corner.
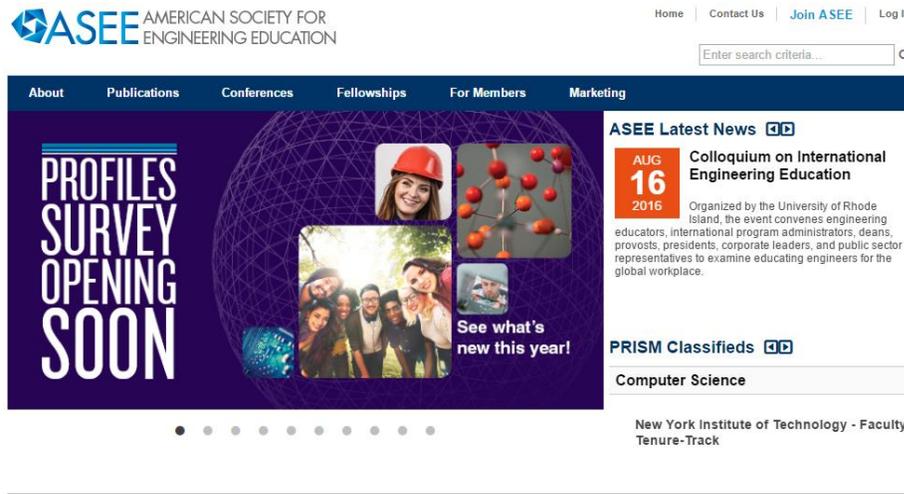
If you are an ASEE member, former member, or former conference participant, the first time you visit Monolith you need to *activate your account*. Otherwise, *register for an account*. If you are an ASEE member, do not try to register for a new account, please contact us for assistance if you are unable 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.
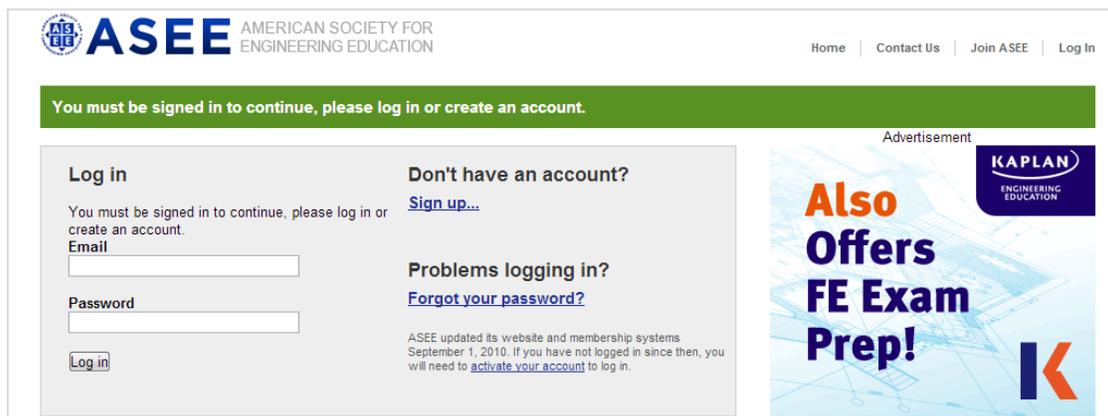
After logging in, you arrive at your personalized ASEE home page. From here you can edit your personal information, renew your membership, register for upcoming conferences, manage papers, etc.

To submit your paper for the International Forum, look under "Upcoming Conferences" for a grey box labeled "2017 ASEE International Forum" (you might need to scroll down your screen) and click "Manage Papers" inside that box. Be sure to select International Forum and **NOT** ASEE Annual Conference or other upcoming conference.

From the paper management screen, you can submit new abstracts, see all of the papers you have submitted, check reviews comments, etc.

Submitting an Abstract

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 proceedings.

2. 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.

3. Tell us about this paper

Title

Primary Division

Alternate Divsions
If you're not sure what division a paper belongs to, select the best answer above and check off any possible alternates below.

☐ Global Activities Showcase (Poster Session)

☐ Main Forum (Podium Presentation)

☐ Virtual Presentation

☐ I would like this to be presented as a poster

Please note: un-checking the box does not guarantee your paper will be selected for a track session

Tags

Separate each tag with a comma

☐ This paper is a work in progress

For descriptions of each track, please visit www.asee.org/InternationalForum. 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 track chair starts the review process.
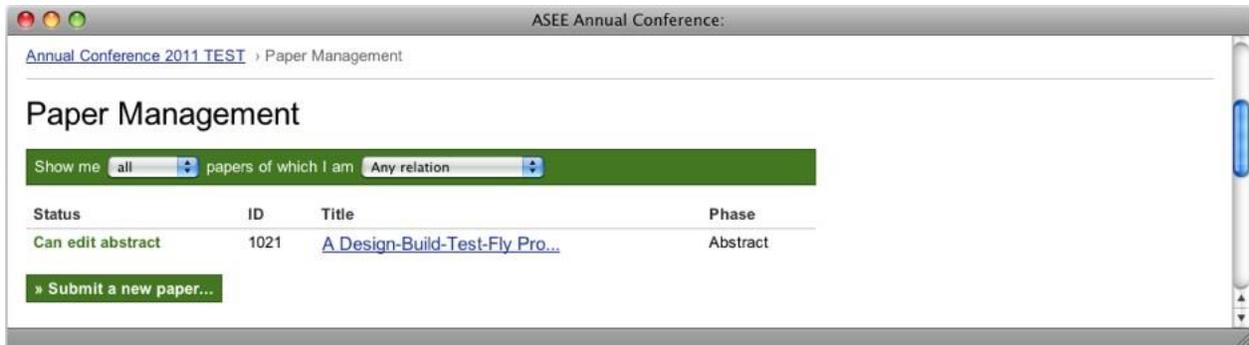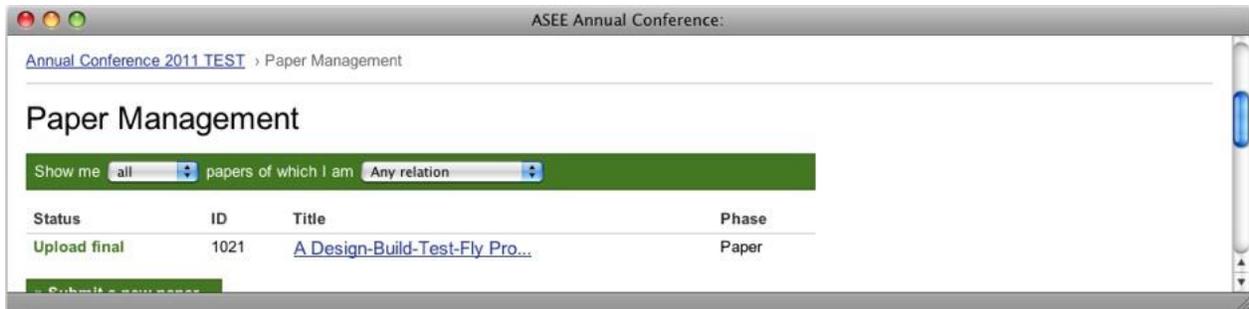
Submitting a Draft Paper

If your abstract is accepted, its status changes to *Upload draft*.
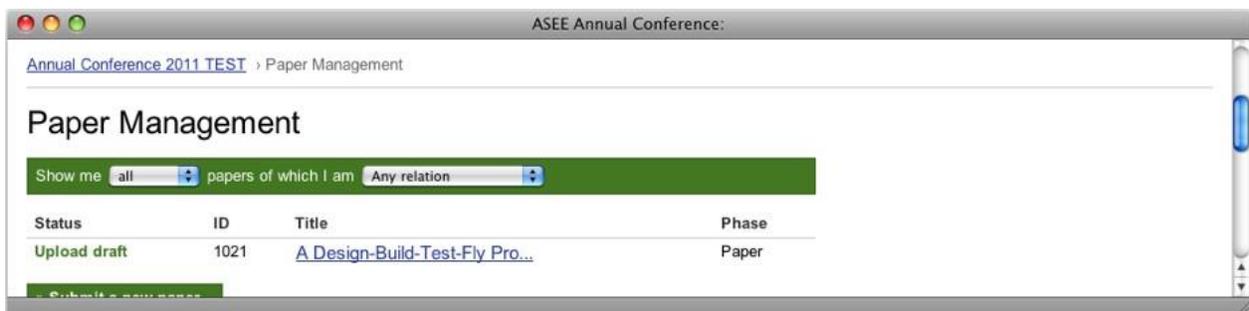
The paper's details page shows comments from the track chair. When the draft version is completed, *Choose file* (as a PDF again) and *Upload draft* to submit it. Again, the paper's draft changes to *Waiting* until the review is complete and the track chair has made his or her decision.

Submitting Draft Revisions or Final Paper

If the paper is accepted or accepted pending revisions, its status changes to *Upload final* or *Revise draft,* respectively.

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: registering for the forum, and assigning copyright to ASEE. Only then can the paper be finalized.

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 they can log in and decide how their names, institutions, and biographies will be printed in the paper, in the program and on the 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.
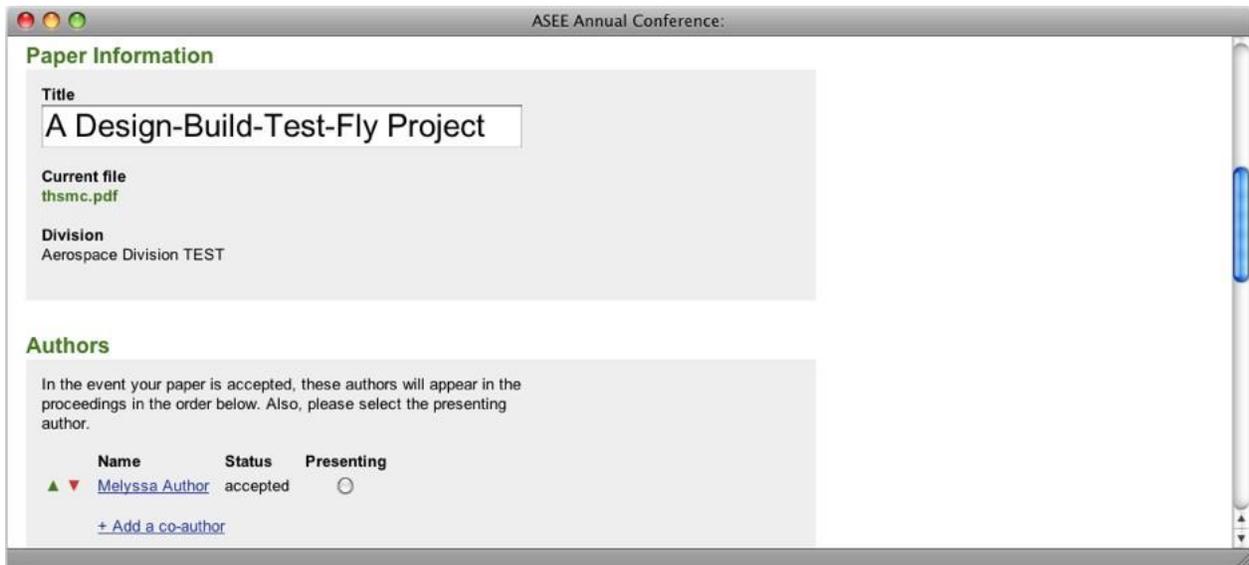
If you can't find a co-author by name, try their email address. If we don't have an account for that address, you can *Invite* them by email. The co-author can then create an account and decide how their name, institution, and biography will appear.

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.

Appendix A: Abstract Formatting Guidelines

Title

- **Title:** The title must be centered with at least a one and one-half inch margin on the left and right.
- **Font:** Times New Roman, bold faced, 14 point.
- **Author and Affiliation**: No author information is to be included since that is saved in Monolith.
- **Footers:** Do not include any in your abstract.

Body of the Abstract (beginning under title information)

- **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.
- **Font:** Times New Roman, 12 point, single spaced, skipping one line between paragraphs.
- **Length:** Abstracts should not exceed 1 page.

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.

Appendix B: Draft and Final Paper Formatting Guidelines

Title Page (top part of first page only)

- **Title of Paper:** The title must be centered with at least a one and one-half inch margin on the left and right.
- **Font:** Times New Roman, bold faced, 14 point.
- **Author and Affiliation:** No author information is to be included since that is saved in Monolith.
- **Footers:** Do not include any in your paper.

Body of the Paper (beginning under the title information on the first page and continuing with all subsequent pages)

- **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, single spaced, skipping one line between paragraphs.
- **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, 12 point, using only standard symbols and abbreviations in text and illustrations.
- **Abstracts:** Abstracts are not required, but can be included between the title and the body of the paper, but not on a separate page.
- **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.
- **Page Numbering:** Do not number the pages.
- **Length:** Full papers should not exceed 8 pages.

Bibliographic Information (following body of paper)

- **Format:** The bibliography must begin 4 spaces below the body of the paper using the same margins as the body.
- **Font:** Times New Roman, 10 point.
- **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.

Appendix C: Copyright Transfer Form

2017 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 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 submitted on line through Monolith

Questions? Call (202) 331-3531