Author's Kit

Thank you for participating in the 2018 ASEE Zone IV Conference in Boulder, CO.

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 ASEE is not responsible for papers that are withdrawn because they were incomplete or deadlines were missed. No draft or final paper submission is required for posters, works-in-progress, or workshops, but abstracts for these must be submitted.

Questions regarding the abstract and paper submission can be directed to the program chairs, Afsaneh Minaie (minaieaf@uvu.edu) and/or Reza Sanati-Mehrizy (sanatire@uvu.edu).

For more details about the conference, please check the conference website: http://www.colorado.edu/conference/aseezoneiv2018/.
2018 ASEE Zone IV Conference Timeline

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

<table>
<thead>
<tr>
<th>Date</th>
<th>Event Details</th>
</tr>
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<tbody>
<tr>
<td>Sept. 15, 2017</td>
<td><strong>All Authors:</strong> Monolith opens for abstract submission - See Appendix B for formatting guidelines.</td>
</tr>
<tr>
<td>Oct. 30, 2017</td>
<td><strong>Author Deadline:</strong> All abstracts must be submitted by this date.</td>
</tr>
<tr>
<td>Nov. 13, 2017</td>
<td><strong>Abstract Decision Deadline:</strong> Author notified whether abstract is accepted.</td>
</tr>
<tr>
<td>Jan. 15, 2018</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>Feb. 9, 2018</td>
<td><strong>Draft Decision Deadline:</strong> Program Chair Deadline: Author notified of any requested revisions.</td>
</tr>
<tr>
<td>Feb. 23, 2018</td>
<td><strong>Author Deadline:</strong> All blind revised papers with requested revisions must be submitted by this date.</td>
</tr>
<tr>
<td>Mar. 2, 2018</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 conference.</td>
</tr>
<tr>
<td>Mar. 2, 2018</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. <strong>No changes to papers will be accepted after this date.</strong></td>
</tr>
</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

Conditions:

- Peer review occurs for both abstracts and papers. Abstract acceptance does not guarantee acceptance of the paper.
- 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.
Logging into the System

- From the home page ([http://www.asee.org](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 conferenes@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 PAGE
- You will be taken to your Welcome Page where you will find “Upcoming Conferences” click on that and then click on the “Manage Papers” link under the 2018 Zone IV Conference.
Paper procedures

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

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

The ASEE Zone IV Conference is publish to present. For a full paper to be presented at the conference or included in the Conference Proceedings, it must pass through the entire review process and be accepted as shown below. **Note:** Posters and works-in-progress are not included in the conference proceedings.

**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
- Program Chair accepts/rejects papers and revised papers

**Register**  Author pays registration fee

**Finalized**  Author submits final paper

**Submit abstract (Sept. 15, 2017 – Oct. 30, 2017)**

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.
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.

Paper Management

<table>
<thead>
<tr>
<th>Status</th>
<th>Paper</th>
</tr>
</thead>
<tbody>
<tr>
<td>Finalized</td>
<td>Engineering Camp: a residential experience designed to build academic...</td>
</tr>
<tr>
<td></td>
<td>ID: 9336</td>
</tr>
<tr>
<td>Waiting</td>
<td>Building a Student-Generated Instructional Video Library for Thermody...</td>
</tr>
<tr>
<td></td>
<td>ID: 6972</td>
</tr>
</tbody>
</table>

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, Jan. 15, 2018)**

Paper Management

<table>
<thead>
<tr>
<th>Status</th>
<th>Paper</th>
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<tbody>
<tr>
<td>Revise</td>
<td>ASSESSMENT USING FLEMING AND MILLS PRINCIPLES</td>
</tr>
<tr>
<td></td>
<td>ID: 8429</td>
</tr>
<tr>
<td></td>
<td>Architectural Division</td>
</tr>
<tr>
<td></td>
<td>Phase: Rewrite</td>
</tr>
<tr>
<td>Upload draft</td>
<td>ASSESSMENT OF COLLABORATIVE LEARNING STYLES</td>
</tr>
<tr>
<td></td>
<td>ID: 8430</td>
</tr>
<tr>
<td></td>
<td>Aerospace Division</td>
</tr>
<tr>
<td></td>
<td>Phase: Draft</td>
</tr>
<tr>
<td>Upload draft</td>
<td>ASSESSMENT OF INFORMATION PROCESSING TECHNIQUES</td>
</tr>
<tr>
<td></td>
<td>ID: 8431</td>
</tr>
<tr>
<td></td>
<td>Biological &amp; Agricultural Div...</td>
</tr>
<tr>
<td></td>
<td>Phase: Draft</td>
</tr>
</tbody>
</table>

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”*
  - 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

If Revisions have been requested, they need to be submitted (by Feb. 23, 2018).

- 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

- 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 March 2, 2018.

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 March 29th deadline. To register, go to the Conference website: http://www.colorado.edu/conference/aseezoneiv2018/.
- The presenting author must be a registered participant in order to present their paper at the annual conference.

**Finalize Paper:**
By March 2, 2018 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
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.
8. Graphs, Tables, Figures, Appendices: Graphs, tables, figures and appendices must fit within the margins (one inch all around) and match the font format (when possible). Tables and figures should be included in the main text, as close to the point of their introduction as possible. Figure and table numbering should be independent.
9. References: When you include a reference in the text, a superscript numeral\(^1\) must be inserted for the reference as listed in your bibliography.
10. Bibliography:
   - The bibliography must begin four spaces below the body of the paper.
   - The margins of the bibliography must be the same as the rest of the paper.
   - The bibliography must be in Time New Roman, 10 point.
   - Every reference must be listed and numbered.
   - When referred to in the text, a superscript numeral must be used.

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: 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.
8. Graphs, Tables, Figures, Appendices: Graphs, tables, figures and appendices must fit within the margins (one inch all around) and match the font format (when possible). Tables and figures should be included in the main text, as close to the point of their introduction as possible. Figure and table numbering should be independent.
9. References: When you include a reference in the text, a superscript numeral\(^1\) must be inserted for the reference as listed in your bibliography.
10. Bibliography:
   - The bibliography must begin four spaces below the body of the paper.
   - The margins of the bibliography must be the same as the rest of the paper.
   - The bibliography must be in Time New Roman, 10 point.
   - Every reference must be listed and numbered.
   - When referred to in the text, a superscript numeral must be used.

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