Author's Kit

Thank you for participating in the 2023 Fall ASEE Mid Atlantic Section Conference hosted by The College of New Jersey in Ewing, NJ.

This kit is a guide to help you submit and manage all abstracts and papers. For those wishing to present at this conference, papers are optional, but abstracts are required. 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 ASEE is not responsible for papers that are withdrawn because they were incomplete or deadlines were missed.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 wish to run a workshop or convene a panel, please contact Andrea Welker at welkera@tcnj.edu.

If you have any other questions, please contact Dana Wilson at wilsonda@tcnj.edu.

Regards,

Andrea Welker
Conference Timeline

All deadlines occur at 11:59 pm, Eastern Daylight Time on the days listed, see the conference website for the most up to date information.

July 24, 2023 – Abstract submission open
September 5, 2023 – Abstract submission closes
September 10, 2023 – Authors receive abstract decisions
September 10, 2023 – Draft paper submission open
October 5, 2023 – Draft paper submission closes
October 10, 2023 – Authors receive draft paper decisions
October 15, 2023 – Final paper submissions closes
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**
- Acknowledge the Plagiarism Policy
- Acknowledge the Copyright Transfer
- 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**Be advised**, your paper will not be published if you: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 have at least one author registered for the conference by the deadline

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 will withdraw papers that do not have at least one author registered by the deadline.**
- **REMEMBER: If that one author cancels their registration, the paper will subsequently be withdrawn.**

Conditions:

- Peer review occurs for both abstracts and papers. Abstract acceptance does not guarantee acceptance of the paper.
- 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 NeMo system and in accordance with ASEE published deadlines.
• **Plagiarism Policy:** You will be required to acknowledge and accept the plagiarism policy before you can submit your abstract. This policy can be read on Nemo.

• **Copyright Acknowledgements:** You will be required to acknowledge the copyright policy before you submit the abstract. This policy can be read on Nemo.

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 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 or a new user, you must create an account with us.
WELCOME PAGE

Welcome, Andrea L Welker

To submit an abstract, click on The 2023 Annual Conference, and then click on the “Submit an Abstract” button

• You will be taken to your Welcome Page where you will find “Upcoming Conferences” click on that and then click on 2023 Fall Mid Atlantic Conference.
• You can also edit your personal information, as well as manage conference papers and sessions.

Paper procedures

If you have any questions regarding your paper reviews, revisions, accept/reject decision or paper assignments to timeslots you must contact the conference organizers.

For your paper to be published, you must present at the conference. You may choose not to submit a final paper, in which case, your submission through Nemo will end at the abstract phase. All published papers must pass through the entire review process and be accepted as shown below.

Abstract  Author submits abstract
• Conference organizer assigns reviewers
• There is a minimum of one (1) review required for an abstract
• Reviewers read, rank, and comment on abstract
• Conference organizer 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, and sends them to Author if applicable
- Program Chair accepts/rejects papers and revised papers

**Register**
- at least one Author per paper pays registration fee

**Ready to Publish**
- Author submits final paper
- All anonymous indicators removed

To submit abstract select Submit a New Abstract and follow the prompts

See **Appendix B** for guidelines

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2023 Fall Mid Atlantic Conference: Meeting our students where they are and getting them where they need to be

Ewing  October 27 – 28, 2023

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Please be sure that an Author bio is included for each submission

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!**
• Reviewers are assigned as soon as abstracts are submitted. You will NOT be able to make any edits to abstracts once it’s submitted. Therefore, please only submit the abstract text when it is ready to be reviewed.
• Once reviews are in progress, the abstract’s status changes to “Waiting”
• 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 conference organizer decides to accept or reject your abstract.

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

**Draft Paper Submission Process**

• 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!**

• Reviewers are assigned as soon as drafts are submitted. Therefore, do not submit your draft until it is ready to be reviewed.

• Once reviews are in progress, the paper’s status changes to *Waiting*.

• 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*.

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As the program chair you may upload a copy of the paper and continue the process even if the corresponding author has missed the deadline. Please note that 2 reviews are already complete.

If Revisions have been requested, they need to be submitted.

• 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.*

• If you need to upload a different version of the revision, you must contact your conference organizer for assistance. It is at your discretion whether they agree to upload a new version for you or not.

• Edits cannot be made during the “waiting” stage.
Paper Acceptance:

Once the final paper is accepted by the organizer, one author must register and pay for the conference.

**BE ADVISED:** The presenting author must be a registered participant to present their paper at the annual conference.

Finalize Paper:

You will need to finalize your paper by completing the following requirements:

1. Upload the final version of your paper with the anonymous components reinstated, such as name, institution, etc.
2. 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.
3. Submit final version of all author bio/s.
4. 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: The conference organizers will assign papers into the various sessions.
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, corresponding authors will be required to send invitations.
- Co-Author can accept the invitations by clicking on the link in the email notification.
- FCo-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 anonymous. 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 NeMo 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 anonymous. 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.)

References:
The preferred reference style is IEEE - see appendix E

Biographical Information
Biographical information is to be saved in NeMo 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 NeMo. 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.
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. (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 NeMo on the Author/Co-Author page. It will be automatically added to your paper.

References:
The preferred reference style is IEEE - see appendix F

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

**IEE Style**

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**What is IEEE Style?**

The Institute for Electrical and Electronics Engineers (IEEE) is a professional organization supporting many branches of engineering, computer science, and information technology. In addition to publishing journals, magazines, and conference proceedings, IEEE also makes many standards for a wide variety of industries.

IEEE citation style includes in-text citations, numbered in square brackets, which refer to the full citation listed in the reference list at the end of the paper. The reference list is organized numerically, not alphabetically. For examples, see the IEEE Editorial Style Manual.

**The Basics:**

**In-text Citing**  It is not necessary to mention an author's name, pages used, or date of publication in the in-text citation. Instead, refer to the source with a number in a square bracket, e.g. [1], that will then correspond to the full citation in your reference list.

- Place bracketed citations within the line of text, before any punctuation, with a space before the first bracket.
- Number your sources as you cite them in the paper. Once you have referred to a source and given it a number, continue to use that number as you cite that source throughout the paper.
- When citing multiple sources at once, the preferred method is to list each number separately, in its own brackets, using a comma or dash between numbers, as such: [1], [3], [5] or [1] - [5].

The below examples are from Murdoch University's IEEE Style LibGuide.

*Examples of in-text citations:*

"...end of the line for my research [13]."

"This theory was first put forward in 1987 [1]."

"Scholtz [2] has argued that..."

"Several recent studies [3], [4], [15], [16] have suggested that...."

"For example, see [7]."

**Creating a Reference List**  The Reference List appears at the end of your paper and provides the full citations for all the references you have used. List all references numerically in the order they've been cited within the paper, and include the bracketed number at the beginning of each reference.

- Title your list as References either centered or aligned left at the top of the page.
- Create a hanging indent for each reference with the bracketed numbers flush with the left side of the page. The hanging indent highlights the numerical sequence of your references.
- The author's name is listed as first initial, last name. Example: Adel Al Muhairy would be cited as A. Al Muhairy (NOT Al Muhairy, Adel).
- The title of an article is listed in quotation marks.
- The title of a journal or book is listed in italics.

The below examples are from the IEEE Citation Reference Guide and Murdoch University's IEEE Style LibGuide.

*Examples of citations for different materials:*

<table>
<thead>
<tr>
<th>Material Type</th>
<th>Works Cited</th>
</tr>
</thead>
</table>

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<table>
<thead>
<tr>
<th>Reference Type</th>
<th>Author(s)</th>
<th>Title/Presentation Details</th>
</tr>
</thead>
</table>

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