



## 2008 ASEE MIDWEST SECTION ANNUAL CONFERENCE

### AUTHOR'S KIT

#### TIMELINE

JUNE 1, 2008	Draft Paper Submission Process Opens
JULY 1, 2008	Draft Papers Due
AUGUST 4, 2008	Review Comments Due
AUGUST 18, 2008	Hotel Room Reservations Due
AUGUST 29, 2008	Final Papers Due Author Registration Deadline

All deadlines occur at 11:59 PM Central Daylight Time on the days listed.

No separate, earlier abstract submission is required.

If you have any questions, please contact  
Dr. Kaveh Ashenayi at [kash@utulsa.edu](mailto:kash@utulsa.edu) or (918) 631-3278.

## **SUBMISSION, PRESENTATION & PUBLICATION REQUIREMENTS**

### *Submission:*

All documents must be submitted online via the ConfMaster system, available at [www.orgs.utulsa.edu/asee/](http://www.orgs.utulsa.edu/asee/). A walkthrough of each phase is found in this kit.

### *Presentation and Publication:*

In order for a paper to be included in the 2008 ASEE Midwest Section Annual Conference, the author of an accepted abstract must submit a draft paper. It must go through the peer review process and be accepted. At least one author must be registered for the conference by August 29, 2008.

## **MAIN AUTHOR RESPONSIBILITIES**

It is the responsibility of the author to submit a draft paper, review three papers, revise the paper with reviewer comments in mind, submit a final paper, and register for the conference by the published deadlines.

## **DRAFT PAPER SUBMISSION**

### **JUNE 1, 2008 through JULY 1, 2008**

1. Paper submission will be done through the ConfMaster program at <http://asee-midwest.confmaster.net> (a link to this is available at the conference website [www.orgs.utulsa.edu/asee/](http://www.orgs.utulsa.edu/asee/)). Once you get to the webpage, follow the link to “Register as a new author.” Fill out the form and click the “Submit” button. A webpage will indicate that you have successfully registered, and an email message will be sent to you with your login information.
2. Prepare a paper according to the formatting directions found in the Appendix of this Author’s Kit. An example of a correctly formatted paper is available on the conference website ([www.orgs.utulsa.edu/asee/](http://www.orgs.utulsa.edu/asee/)). The file must be a pdf file.
3. When you upload your paper, you will be asked to choose at least one keyword. The choices will be
  - Novel Classroom Practices
  - Innovative Curricula
  - Leadership and Project Management
  - Minority and Gender Issues in Engineering
  - Continuing Professional Development
  - Industry Relations
  - Nanotechnology and Micro-manufacturing Education
  - Educational Aspects of Energy Issues and Design for the Environment
  - Global Engineering
  - Student Recruitment and Retention
  - K-12 Outreach Programs
  - Ethics in Engineering Education
  - Other
4. In the ConfMaster program, click on the “Register Paper” link in the left column under Author. Fill in the form with title, keyword(s), abstract, and other author(s) (if any). Choose

whether or not the primary author is a student. Browse to find your file prepared in Step 2 to upload. Click the checkbox to agree to the statement, and click the “Submit” button.

5. You will receive a confirmation page and a confirmation email message if the submission is successful. Your co-authors will also receive a message (and a log-in to ConfMaster).
6. Once you have submitted a paper, you may still make changes to it until July 1, 2008. Click on the “View own papers” link under Author on the left side of ConfMaster. Here you can see each paper that you have submitted.
  - a. You may remove your submission by clicking on the trash can icon.
  - b. You may view and edit the details (title, keywords, authors, author order, etc. by clicking on the magnifying glass icon.
  - c. You may upload a new version of your paper by clicking on the icon of a floppy disk with a red triangle pointing upwards.
  - d. You may download your current paper by clicking on the icon of a floppy disk with a green triangle pointing downwards.

### **OPTIONAL: ENTER REVIEWING PREFERENCES**

#### **JUNE 1, 2008 through JULY 1, 2008**

1. The contact author for each paper will be assigned to review three papers submitted to the conference. You may, if you choose, let us know of papers that you would like to review or papers for which you have a conflict of interest. We will keep these factors in mind as we assign reviewers.
2. Every contact author will be entered manually into ConfMaster as a reviewer. You will not be able to complete the next steps until the conference chairs have done so.
3. In the ConfMaster Program, click on “Apply for papers” under Reviewer in the left column.
4. The default listing shows only papers that meet the keywords you entered when you registered for the site. You may view all of the papers submitted by unclicking the “Use your stored keywords instead” box and clicking “Search”. Or you may limit the papers shown by choosing other keywords.
5. For each paper you may select a new radio button. The default button is “0”, indicating that you are neutral about the paper. “++” indicates that you are very interested, “+” indicates interested, “-“ indicates that you dislike the paper, and the lightning bolt indicates that you have a conflict of interest with an author or his affiliation.
6. You may reset all of your choices with the “Reset” button.
7. You must click the “Submit” button to let us know of your choices and conflicts of interest.

### **DRAFT PAPER REVIEW**

#### **JULY 2, 2008 through AUGUST 4, 2008**

1. By July 2, 2008, you should have been assigned to review three papers if you are a contact author. Find out which papers you are assigned by clicking on “View assigned papers” under Reviewers on the left side of ConfMaster.
2. Download each paper by clicking on the icon of a floppy disk with a green triangle pointing downwards.
3. Prepare your review offline. You will be rating each paper on several factors on a scale from 1 to 10 (1 = bad, 5 = average, and 10 = excellent). You will also give comments to the author(s) and write a summary. You may send confidential comments to the PC members (programming committee) and nominate the paper for best paper. The factors will be

- Evaluation of work and contribution,
  - Significance,
  - Originality and novelty,
  - Relevance to the call for papers,
  - Readability and organization,
  - Quality of graphics,
  - Technical quality,
  - Overall recommendation, and
  - Confidence (your confidence in your ability to review the paper).
4. When you are ready to enter your reviews, repeat Step 1 to get back to your list of papers to review.
  5. Click on the @ to enter your review for a paper.
  6. Click the appropriate radio buttons, enter your comments to the author(s), and enter your review summary. If you wish, add comments to the programming committee and nominate the paper for the best paper award.
  7. Click the “Submit” button when you are finished entering your review.
  8. Repeat Steps 5 – 7 for all of the papers you are assigned to review.

## **DRAFT PAPER STATUS NOTIFICATIONS AUGUST 8, 2008**

After the paper reviews have been completed, the programming committee will review them and make decisions about the papers. You will receive an email message about your submissions from ConfMaster when decisions are made. This email message will also have reviewer comments.

### **PAPER REJECTED**

It is anticipated that all papers submitted will be acceptable for the conference, pending some changes as suggested by reviewers. There may be a few papers that are unacceptable quality, or we may have to limit the number of papers to fit the time and location of the conference. Rejected papers will not be presented at the conference.

### **PAPER ACCEPTED PENDING CHANGES**

If the decision on your paper is accepted pending changes, you must incorporate the revisions required in the email that you will receive from the program chair into the final draft of your paper. Revised papers must be uploaded to the ConfMaster site by Friday, August 29, 2008.

### **PAPER ACCEPTED**

If the decision on your paper is accepted without any changes, you do not have to submit a revised version. You may choose to upload a revised paper to the ConfMaster site by Friday, August 29, 2008.

## **HOTEL ROOM RESERVATION DEADLINE AUGUST 18, 2008**

Please check the conference website at [www.orgs.utulsa.edu/asee/](http://www.orgs.utulsa.edu/asee/) for information on how to reserve your hotel room.

## **FINAL PAPER SUBMISSION**

**AUGUST 8 through AUGUST 29, 2008**

1. Log into ConfMaster.
2. Click “View own papers” under Author.
3. Upload a new version of your paper by clicking on the icon of a floppy disk with a red triangle pointing upwards. Browse to find your new file, and click the “Submit” button to finish.

## **AUTHOR REGISTRATION DEADLINE**

**AUGUST 29, 2008**

Either the main author or one of the co-authors must register for the conference before the paper will be included in the program. Registration details will be available at [www.orgs.utulsa.edu/asee/](http://www.orgs.utulsa.edu/asee/).

## APPENDIX: 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:* Times New Roman typeface is required, bold faced, 12 point. Place the author(s) on the second line below the title. Separate multiple authors by commas. Place the affiliations on the next line.
4. *Footers:* Include the following text, in italicized 10 point Times New Roman font, centered, in the footer of each page: Proceedings of the 2008 Midwest Section Conference of the American Society for Engineering Education

### *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. Leave two blank lines between the title and the abstract.
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.

### *Body of the Paper (beginning under the abstract 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. *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 following paragraph and one blank line between the preceding paragraph and heading. The headings may be bold, underlined, or italicized.
4. *Page Numbering:* Do not number the first page. Number subsequent pages in the upper right header, 10 point Times New Roman font.
5. *Length:* There is no set limit for the number of pages a paper can or must be.

### *Bibliographic Information (following body of paper)*

1. *Format:* The bibliography must begin on the fifth line 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*

1. *Format:* The biographical information must begin on the fifth line below the bibliographic information, using the same margins as the body.
2. *Font:* Times New Roman typeface is required, 10 point.
3. *Content:* Write each author's name in all capital letters. Start the biographical information on the next line. Up to four lines of biographical information are allowed per author. Leave one blank line between authors.

*Other*

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