

**2009 ASEE MIDWEST SECTION
ANNUAL CONFERENCE**

AUTHOR & REVIEWER KIT

TIMELINE

MAY 1, 2009	Draft Paper Submission Process Opens*
JULY 1, 2009	Draft Papers Due
AUGUST 3, 2009	Review Comments Due
AUGUST 10, 2009	Final Paper Submission Starts
AUGUST 28, 2009	Hotel Room Reservations Due
AUGUST 28, 2009	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. Dennis Schulte at dschulte1@unl.edu or (402) 472-3930



SUBMISSION, PRESENTATION AND PUBLICATION REQUIREMENTS

Submission:

All documents must be submitted online via the ConfMaster system, available through <http://conferences.unl.edu/asee/#submissions> or via at <http://asee-midwest.confmaster.net>. An explanation of each phase is found in this kit. Specific paper format guidelines are given on pages 5-6 of this document.

Presentation and Publication:

In order for a paper to be included in the 2009 ASEE Midwest Section Annual Conference, the author of must submit a draft paper. It must go through the peer review process and to be accepted. First authors may be expected to participate in the paper review process as well, by reviewing up to two other papers. At least one author must be registered for the conference by August 28, 2009.

MAIN AUTHOR RESPONSIBILITIES

It is the responsibility of the author to submit a draft paper, possibly review up to two other 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

MAY 1, 2009 through JULY 1, 2009

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: <http://conferences.unl.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 (<http://conferences.unl.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 and Practices
 - Innovative Curricula
 - Leadership and Project Management
 - Minority and Gender Issues in Engineering
 - Continuing Professional Development, Lifelong Learning, Library Practices
 - Industry Relations
 - Nanotechnology, Biomedical, Other Emerging Engineering Education Programs
 - Educational Aspects of Energy Issues, Economic and Environment Sustainability
 - Global Engineering
 - Student Recruitment and Retention
 - K-12 Outreach Programs
 - Communications and 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 log-in information for ConfMaster).

6. Once you have submitted a paper, you may still make changes to it until July 1, 2009. 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 or revised version of your paper by clicking on the icon of a floppy disk with a red triangle pointing upwards at your current version. Do not submit a revision as a new paper!
 - 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

MAY 1, 2009 through JULY 1, 2009

1. The contact author for each paper will be assigned to review up to two 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, 2009 through AUGUST 3, 2009

1. By July 2, 2009, you should have been assigned to review up to two 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 NOTIFICATION

AUGUST 10, 2009

After the paper reviews have been completed, the program committee will make final 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 ACCEPTED

If your paper is accepted without any changes, it does not have to resubmitted. However, if you choose to make minor changes a revised paper needs to be uploaded to the ConfMaster site by August 28, 2009.

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 28, 2009.

PAPER REJECTED

It is hoped that all papers submitted will be acceptable for the conference, pending some changes as suggested by reviewers. But, 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.

HOTEL ROOM RESERVATION DEADLINE

AUGUST 28, 2009

Please check the conference website at <http://conferences.unl.edu/asee/> for information on how to reserve your hotel room.

FINAL PAPER SUBMISSION

AUGUST 10 through AUGUST 28, 2009

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. Do not submit your revised paper as a new paper!

AUTHOR REGISTRATION DEADLINE

AUGUST 28, 2009

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: <http://conferences.unl.edu/asee/>

ASEE Conference Paper Template and Guide
Paper Title Centered
1.25 Inch Margins with a 1 Inch Top Margin
Use Times New Roman, Bold, 14 Point Font

Author 1, Author 2, ... Times New Roman Bold 12 Point Centered
Affiliation 1, Affiliation 2, ...Times New Roman Bold 12 Point Centered

Abstract

An abstract must be included between the title and the body of the paper. It must not be on a separate page. It must be Times New Roman, 12 point. The format must be one-column with left justification and a 1 inch margin on the left and right. Leave two blank lines between the title and the abstract. Skip one line between paragraphs. The abstract should generally be between 250 and 500 words.

Body of the Paper

The paper must be in a one-column format, and the text must be left-justified. There must be a one inch margin all around (top, bottom, left, and right). The only exception is the title block of the paper on the first page. The text must be in Times New Roman, 12 point. Between each paragraph, skip one line.

Do not number the title page. Number subsequent pages using an upper right header, 10 point Times New Roman. There is no set limit for the number of pages a paper can or must be. Use only standard symbols and abbreviations in the text, tables, figures, and illustrations. Headings, subheadings, graphs, figures, and tables may be included in the body of the paper.

Each citation (reference) in the body of the paper must be numbered in superscript¹ form.

Headings

Headings are not required but may be included. There must be one blank line between the preceding paragraph and the heading. There must be one blank line between the heading and a following paragraph.

Headings must be left justified, lowercase and Times New Roman, 12 point as the body of the paper. Major headings should be bold. Subheadings may be underlined or italicized and can be set into the beginning of a paragraph.

All headings and subheadings must be in left-justified, and cannot be all capitalized.

Place Copyright Notice in Footer

Include the current year ASEE copyright notice shown below in the footer of every page, including the title page.

Page Numbers

Include page numbers in the upper right header of the second and subsequent pages. Do not number the title page.

Graphs, Tables, Figures, Appendices

Graphs, tables and figures can be integrated into the body of the paper using text wrapping or other layout procedures so long as the page margins (1 inch) are not violated. Fonts should match the body of the text when reasonable. Appendices must fit within the margins (one inch all around) and match the paper font format (when reasonable).

Titles are preferably to be placed above the figures and tables. Titles may include ancillary information to clarify content if needed.

References within Text

When including a reference in the text, a superscript numeral¹ must be inserted for the reference as listed in your List of References. Do not include footnotes, instead use endnotes.

List of References

1. The reference list itself must be in 10 point Times New Roman.
2. The heading "List of References" must be in 12 point Times New Roman
3. It heading must begin four spaces below the body of the paper.
4. The margins of the bibliography must be the same as the rest of the paper.
5. Every reference must be listed and numbered.
6. When referred to in the text, a superscript numeral¹ must be used.

Biographical Information

AUTHOR 1

Give up to four lines of biographical information about Author 1 using Times New Roman 10 point font. Each AUTHOR'S NAME should be in CAPITAL Letters. Leave one blank line between authors and use the same margins as the body of the paper. The heading "Biographical Information" should be Times New Roman 12 point.

AUTHOR 2

Same guidelines for AUTHOR 2, 3, ... as for Author 1.

Other

Your paper must be uploaded to Conference Master as a .pdf file. Do not include conference session numbers in the title, body, or references.