

ASEE PSW 2019 Conference

April 4-6, 2019, Los Angeles, CA

Author's Kit

Thank you for participating in the ASEE PSW Conference 2019 in Los Angeles, CA.

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 ASEE is not responsible for papers that are withdrawn because they were incomplete or deadlines were missed.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 Conference program chairs, Jane Dong (jdong2@calstatela.edu) and/or the program co-chairs Gustavo Menezes (gmeneze@exchange.calstatela.edu) and Nick Langhoff (langhoffn@smccd.edu).

For more details about the conference, please check the conference website:
<http://aseepsw2019.calstatela.edu>

2019 ASEE PSW Conference Timeline

All deadlines occur at 23:59 PST on the days listed.

- Oct. 1, 2018 Monolith opens for abstract submission - See **Appendix B** for formatting guidelines.
- Nov. 9, 2018 Abstract Upload Deadline: All abstracts must be submitted by this date
- Dec. 1, 2018 Abstract Decision Deadline: Author notified whether abstract is accepted Jan. 15, 2018
- Jan. 15, 2019 Draft Papers Submission Deadline - See **Appendix C** for formatting guidelines.
- Jan. 31, 2019 Draft Decision Deadline: author notified of paper acceptance and any requested revisions
- Feb. 10, 2019 Draft Revision Upload Deadline: revised papers with requested revisions must be submitted by this date
- Feb. 18, 2019 Revision Decision Deadline
- Mar. 2, 2019 Final Paper Upload Deadline: 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.

- Mar. 2, 2019 Author Registration Deadline: 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.

No changes to papers will be accepted after this date.

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

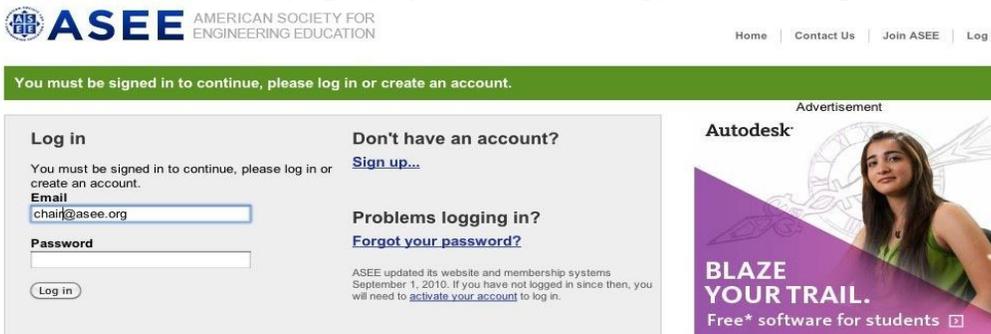
Conditions:

- 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>), 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 **ASEE PSW 2019 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 (Oct. 1, 2018 – Nov. 9, 2018)

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.



Paper Management

Status	Paper
There are no papers associated with you for the 2015 AC Test	

» [Submit a new abstract...](#)
Abstracts can be submitted Jun 8–Sep 9



Help
[Author's Kit \[pdf\]](#)
[Email Conferences staff for assistance](#)

1. Author Agreement

ASEE Plagiarism Policy

Preamble

Policy on Plagiarism and Duplicate Publication

American Society for Engineering Education May 31, 2013; Revised October 2, 2014

The American Society for Engineering Education serves the engineering and technology communities by offering professional conferences, networking opportunities, and support of research in the various fields of

NOTE You must read to the bottom of the plagiarism policy in order to accept

I have read and accept the above terms and notices

2. Provide your abstract

Please paste the text of your abstract below.

3. Tell us about this paper

Title

Primary Division

▼

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

Pacific Southwest Section

➤ **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

Status	Paper
Can edit abstract	Building a Student-Generated Instructional Video Library for Thermodyn... ID: 9972 Chemical Engineering Divis... Phase: Abstract

» [Submit a new abstract...](#)
 Abstracts can be submitted Jun 9–Oct 23

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

Status	Paper
Finalized	Engineering Camp: a residential experience designed to build academic... ID: 9936 K-12 & Pre-College Engine... Phase: Final
Waiting	Building a Student-Generated Instructional Video Library for Thermodyn... ID: 9972 Chemical Engineering Divis... Phase: Abstract

Help

- [Author's Kit \[pdf\]](#)
- [Email Conferences staff for assistance](#)

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, 2019)

Paper Management

Status	Paper
Revise	ASSESSMENT USING FLEMING AND MILLS PRINCIPLES ID: 8429 Architectural Division Phase: Rewrite
Upload draft	ASSESSMENT OF COLLABORATIVE LEARNING STYLES ID: 8430 Aerospace Division Phase: Draft
Upload draft	ASSESSMENT OF INFORMATION PROCESSING TECHNIQUES ID: 8431 Biological & Agricultural Div... Phase: Draft

Help

- [Author's Kit \[pdf\]](#)
- [Email Conferences staff for assistance](#)

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

Status	Paper
Upload final	Creation of a Global Student Hardware Design Contest through the Indu... ID: 8468 College Industry Partnershi... Phase: Final

Help

[Author's Kit \[pdf\]](#)
[Email Conferences staff for assistance](#)

Creation of a Global Student Hardware Design Contest through the Industry-Academia Cooperation

Your draft has been accepted.

Because of complaints about file conversion in past years, we now only accept pdf files. [Instructions for creating pdfs from Word and other documents.](#)

Please upload the final paper by April 30, 2017

No file selected.

If you are satisfied with the current version of your paper you may use it for the final version.

» [Back to Paper Management](#)

» [Read chair and reviewer comments](#)

Previous versions

[Draft Open - Dec 22, 2013 9:10 AM](#)
[Abstract Open - Sep 23, 2013 11:12 AM](#)

If Revisions have been requested, they need to be submitted (by Feb. 10, 2019).

- 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

Status	Paper
Waiting	Visual Demonstration of Multicore Programming Concepts ID: 8447 Electrical and Computer Div... Phase: Draft

Help

[Author's Kit \[pdf\]](#)
[Email Conferences staff for assistance](#)

- **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, 2019.

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 2 deadline.** To register, go to the Conference website: <http://aseepsw2019.calstatela.edu>
- **The presenting author must be a registered participant in order to present their paper at the annual conference.**

Finalize Paper:

By March 2, 2019 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**

APPENDIX A

Adding co-authors

The screenshot shows a web browser window titled "ASEE Annual Conference:". The main content area is divided into two sections:

Paper Information

Title: A Design-Build-Test-Fly Project

Current file: thsmc.pdf

Division: Aerospace Division TEST

Authors

In the event your paper is accepted, these authors will appear in the proceedings in the order below. Also, please select the presenting author.

Name	Status	Presenting
Melyssa Author	accepted	<input type="radio"/>

+ Add a co-author

- 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.

The screenshot shows a web browser window titled "ASEE Annual Conference:". The main content area is titled "Invite co-author" and contains the following form:

1. Search by name, email address, or institution

asolove@gmail.com

2. Select a person to invite

Name	Organization	Email
No results found		

Would you like to email asolove@gmail.com and invite them to participate?

- 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

Page limit -- 15 pages including figures, tables, and Bibliography.

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. Pages can be landscape to accommodate graphics if necessary, all other requirements above still apply.
7. *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.
8. *References:* When you include a reference in the text, a superscript numeral¹ must be inserted for the reference as listed in your bibliography.
9. *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

Page limit -- 15 pages including figures, tables, and Bibliography

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 Monolith. 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 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. Pages can be landscape to accommodate graphics if necessary, all other requirements above still apply.
7. *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.
8. *References:* When you include a reference in the text, a superscript numeral¹ must be inserted for the reference as listed in your bibliography.
9. *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.