American Society for Engineering Education
Spring 2016 Mid-Atlantic ASEE Conference
April 8-9, 2016
The George Washington University
Washington DC 20052

Author’s Kit

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All deadlines occur at 5:00 p.m. Eastern Daylight Time on the days listed.

If you have any questions, please contact:
ASEE2016@gwu.edu
202-994-5411
**Publication:**
All final accepted papers will be archived on a memory stick and distributed to all conference attendees. In order for a paper to be included, the author of a submitted paper must agree to have the paper distributed (this is not a copyright release, only an agreement to distribute). Either the main author or one of the co-authors must be registered for the conference by March 10, 2016. All documents must be submitted online in PDF format via the conference website:

http://ASEE2016.seas.gwu.edu/

**Presentation:**
In order to schedule a presentation slot, at least one author (preferably the presenting author) from each accepted paper must register for the conference no later than March 10, 2016, which is the Author Registration deadline. If no author for an accepted paper has registered by March 10, 2016, the paper will be removed from the conference proceedings.

**Author Responsibilities**
Any person may submit to this conference, whether or not he/she is an ASEE member. The author who submits the abstract and paper is responsible for adhering to all deadlines. Abstract/paper information can only be edited and updated by the person who submits it.

**Abstract Notification: February 8, 2016**
By February 8, 2016, you will be notified whether your abstract was accepted or rejected. If you do not receive a notification email by February 9, 2016, please contact David Dolling at dolling@gwu.edu. If your abstract is accepted, you must submit a full paper between February 15 and March 4, 2016. One of the authors must register for the conference by March 10, 2016.

**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, and at least a one inch margin on the top. Put a single space between the title and Author/Affiliation
2. *Author and Affiliation:* On the final accepted paper, author and affiliation information should be included. Put a single space between this information and the paper abstract. Unlike the ASEE SmoothPaper process, you must include this information directly on the paper.
3. *Title Font:* Times New Roman typeface is required, bold faced, 14 point.
4. *Footers:* Please add the following footer to all pages of the paper (such as shown on this document):

Spring 2016 Mid-Atlantic ASEE Conference, April 8-9, 2016 GWU
Body of the Paper (beginning under the title/author information on the first page and continuing with all subsequent pages)

1. **First Page**: The paper should be in a one-column format with left justification. There should 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. **Abstracts**: Abstracts are required, and 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.

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

1. **Format**: The bibliography must begin 4 spaces 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**

Please do not include any biographical information other than author affiliation.

**Other**

Figures, images and graphs may be included as long as they fit within the page margins.

**FINAL SUBMISSION FORMAT**

The final format for the paper is PDF.

**SAMPLE TEMPLATE**

A template is shown on the following page.
Title of Paper – Note that 1.5” Margins are Required on the Left and Right Sides

Author and Affiliation

The abstract goes here. Abstracts are required, and can be included between the title and the body of the paper, but not on a separate page.

I. Heading title

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.

The font size is 12pt Times New Roman, single-spaced, skipping one line between paragraphs. The paper should be in a one-column format with left justification. There should be a 1 inch margins on all sides. Only standard symbols and abbreviations are allowed in text and illustrations. Do not number the pages. There is no set limit for the number of pages a paper can or must be. Please do not include any biographical information other than author affiliation. Please submit the final paper as a pdf.

Figures, images and graphs may be included as long as they fit within the page margins. To refer to a figure in the text use the abbreviation “Fig.”, as in noticing that Fig. 1 shows a rectangle. If the figure reference is the first word in a sentence, then use the entire word “Figure”. Figure 1 shows a rectangle. To refer to a table (e.g., Table 1), the entire word “Table” is used regardless of whether it is at the beginning or end of the sentence. Note that figure captions use sentence case whereas tables use title case. Do not split tables between 2 pages unless it cannot be avoided.

![Figure 1. A rectangle.](image-url)