Author's Kit

Thank you for taking part in the 2019 ASEE First Year Programs Division (FPD) First Year Engineering Experience (FYEE) Conference hosted by Penn State University, University Park, Pennsylvania July 28-30, 2019.

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. FYEE is not responsible for papers that are withdrawn due to incomplete compliance with guidelines or missed deadlines.

If you have any questions, please contact me at sbrophy@purdue.edu.

Regards,

Sean Brophy
Program Chair

2019 FYEE Conference Timeline
All deadlines occur at Midnight, Eastern Standard/Daylight Time on the days listed

Friday, January 7, 2019
- Full & Work-in-Progress (WIP) Paper abstracts submission open
- Workshop Applications Open
- Great Ideas for Teaching, and Talking with, Students (GIFTS) applications open

Monday, February 25, 2019
- Workshop proposals due
- Paper Abstract and GIFTS application submission closed
- Draft Papers can be submitted as soon as Abstracts are Accepted

Friday, February 29, 2019
- Full & WIP Paper Abstract review deadline
- Workshop & GIFTS application review deadline

Friday, March 15, 2019
- Full & WIP Paper Abstract Accept or Reject notification to author deadline
- Workshop & GIFTS Accept or Reject notification to applicant deadline
- Conference Housing and Registration open

Monday, April 8, 2019
- Full, WIP, Workshop & GIFTS Draft Paper submission deadline

Thursday, April 11, 2019
- Peer Reviewers assigned

Friday, April 12, 2019
- Workshop submission due

Monday, April 29, 2019
- Blind Draft Paper Reviews from Reviewers due to Program Chair

Friday, May 3, 2019
- Consolidated Reviewer Comments and Revision Requests to Author

Monday, June 3, 2019
- Authors Upload Final Paper with All Blind Indicators Removed

Tuesday, June 18, 2019
- Author Registration Deadline
- Authors Accept the Copyright Transfer, Add all Co-Authors, Update all Author Bios & Select Who is "Presenting" in Monolith System on asee.org
- NO CHANGES of any kind for any papers will be accepted after this date

Tuesday-Thursday, July 28-30, 2019
- FYEE Conference

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
- 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
- Accept the copyright transfer
- 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, a paper will not be published if an author:
- Fails to submit a final copy of the paper before the deadline
- Fails to register for the conference by the deadline
- Fails 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

BE ADVISED!
- **ASEE has the right to withdraw papers from the 2019 FYEE Conference proceedings if registration fees are not paid.**
- **All registration for authors is final & cannot be refunded after the June 18, 2019 deadline.**

Conditions:
- Peer review occurs for both abstracts and papers. Abstract acceptance does not guarantee acceptance of the paper. FYEE has a Publish-to-Present requirement and final papers must be written and accepted for the work to be presented at the 2019 FYEE Conference.
- In addition, the Program Chair has the sole discretion to assign the accepted paper to a technical session (for oral presentation).
- Submission of abstracts and final papers will be via the Monolith system and in accordance with ASEE published deadlines.
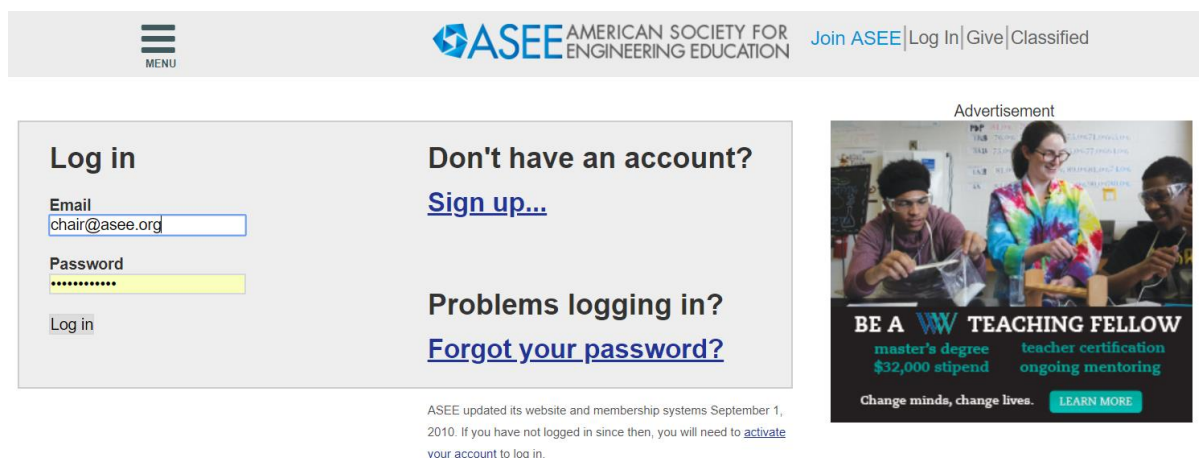
Plagiarism Policy:

- o Authors will be required to acknowledge and accept the plagiarism policy before they can submit their abstract. The plagiarism policy can also be found in Appendix E

Logging into the System

- From the home page (http://www.asee.org), click on "Login" 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 can find "Upcoming Conferences" – Click on this title and then click on the 2019 FYEE Conference.
- You will also be able to edit your personal information, renew you membership, and manage conference papers and sessions.
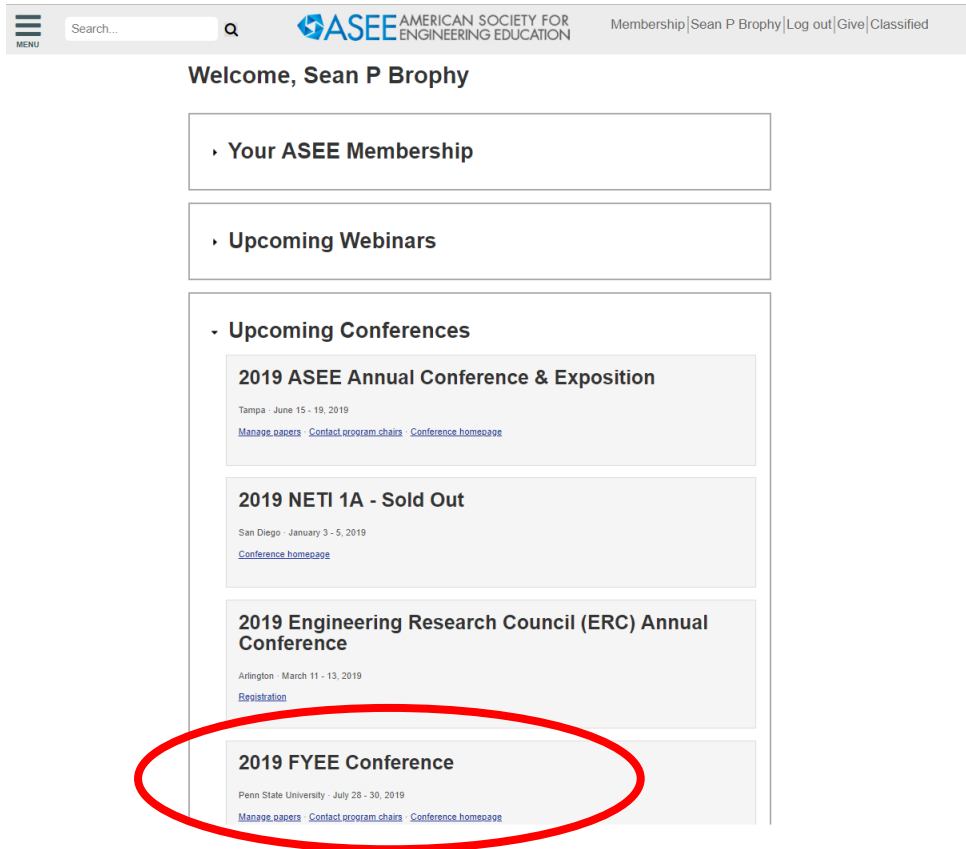
Paper Procedures

If you have any questions regarding you paper reviews, revisions, accept/reject decision or paper assignments to timeslots, then you must contact your Program Chair Directly.

Program chare contact information is located on your Manage Papers page.

As mandated by the FYEE Steering Committee, all papers are published to present. For a 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.

Abstract: Author submits abstract
- Program Chair assigns reviewers
- At least one (1) review is needed for an abstract
- Reviewers read, rand and comment on abstract
- Program Chair accepts or rejects abstracts

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, combines revisions and sends them to the contact Author if applicable
- Program Chair accepts/rejects papers and revised papers.

Register: Author pays registration fee

Ready to Publish: Author readies document for final submission to appear in proceedings

- Author removes all blind indicators
- Authors addresses reviewers' comments and submits final paper

Submit abstract between January 7, 2019 – February 25, 2019

To submit an abstract, enter the text in the box indicated an enter the required information about the lead author and the abstract. Authors can select exactly how their name and institutional affiliation will be printed in the conference proceedings.

Authors should also indicate in the first sentence if the paper is a Work in Progress, Workshop Proposal or Great Ideas for Teaching, and Talking, with Students.

Full papers should start with a clear statement about the focus of the paper and the problem it addresses. For example, research statements can start with a statement of the major findings, current problem being address, the research questions, and then move into a description of the study. Evaluation studies can present current challenges for learning and instruction, theories that shape the approach for instruction and then the study.

Please feel free to contact the Program Chair if you have questions presenting a topic and methods.

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Paper Management

Status	Paper
There are no papers associated with you	

» **Submit a new abstract...**
Abstracts can be submitted Jun 8–Sep 9

Help

Author's Kit [pdf]
Email Conferences staff for assistance

Submit a paper for 2016 ASEE Annual Conference & Exposition

1. Provide your abstract

Please paste the text of your abstract below. For information on formatting guidelines please refer to the Author's Kit [pdf]

You'll be able to modify the abstract until the program chair assigns reviewers.

2. Tell us about this paper

Title

---

2. Tell us about this paper

Title

Division

☐ This paper is a work in progress

3. Tell us about you

How you will appear in the conference proceedings, in the event that your paper is accepted.

My name will appear as

Salutation	First name	Middle name	Last name	Suffix
Ms.	Patti	M.	Greenawalt	

And your organization as

American Society for Engin

Biography

Submit your paper!

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⬚ <u>**Please be sure that an Author bio is included for each submission.**</u>

<mark>**BE ADVISED!**</mark>

⬚ <mark>**You will be prompted to acknowledge the AEIPlagiarism Policy before you can submit your abstract.**</mark>

Paper Management

Status	Paper	
Can edit abstract	**Building a Student-Generated Instructional Video Library for Thermodyn...** ID: 9972 Chemical Engineering Divis... Phase: Abstract	» <u>**Submit a new abstract...**</u> 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!
- **Reviewers are assigned as soon as abstracts are submitted. You will NOT be able to make any edits to abstracts once it is 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 the Program Chair for assistance. It is at the chairs' discretion whether they will update the abstract for you or not.**

Paper Management

Status	Paper			Help
Finalized	Engineering Camp: a residential experience designed to build academic...			Author's Kit [pdf]
	ID: 9936	K-12 & Pre-College Engine...	Phase: Final	Email Conferences staff for assistance
Waiting	Building a Student-Generated Instructional Video Library for Thermodyn...			
	ID: 9972	Chemical Engineering Divis...	Phase: Abstract	

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, April 8, 2019)

Paper Management

Status	Paper			Help
Revise	ASSESSMENT USING FLEMING AND MILLS PRINCIPLES			Author's Kit [pdf]
	ID: 8429	Architectural Division	Phase: Rewrite	Email Conferences staff for assistance
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	

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 sent 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 does not 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 is assigned to a reviewer, you must contact your Program Chair for assistance. It is at the 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

Browse...   No file selected.   Upload final paper

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

Promote current version to final

» **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 June 18, 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. <u>Therefore, you will only be able to upload ONE VERSION of a revision, so please be sure it is the correct one.</u>**

1. **If you need to upload a different version of the revision, you must contact the Program Chair for assistance. It is at your chairs' discretion whether they agree to upload a new version for you or not.**
2. **ASEE HQ Staff cannot upload any attachments for you. That is done only by the Chair.**

Paper Management

Status	Paper	Help
Waiting	Visual Demonstration of Multicore Programming Concepts ID: 8447 Electrical and Computer Div… Phase: Draft	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 June 18, 2019.

1. One author must register and pay for the conference.

BE ADVISED!

3. **Your paper will be withdrawn if at least one author is not registered by the June 18 deadline.**
4. **The presenting author must be a registered participant in order to present their paper at the conference.**

Finalize Paper:

By June 18, 2019 you will need to finalize your paper by completing the following requirements:
1. Upload the final version of your paper 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**

Session Assignments:
1. The Program Chair will have all papers assigned to sessions by <u>May 30, 2019</u>. You can go to https://sites.asee.org/fyee/ to confirm session slot assignment after this date.
2. Papers are assigned by preferred order by the Program Chair.
3. If you have any issues with any session assignments, you must contact the Program Chair directly.
   a. ASEE HQ staff cannot re-assign papers. That is only done by the Program Chair.

On-site Presenter Guidelines

- **<u>Presenter</u>**
  You have been assigned to present your paper at the FYEE Conference in University Park, PA. If you cannot present or feel you got the request in error, contact the corresponding author directly.
- **<u>Registration</u>**
  Be advised, that you must **<u>BE REGISTERED</u>** to present your paper at the FYEE Conference.
- **<u>Technical Issues</u>**
  If you are having technical difficulty accessing the paper through the website, contact ASEE Conferences at conferences@asee.org or 202-350-3720
- **<u>Session Issues</u>**
  If you have any questions regarding the session content, please contact the Program Chair directly.

To access your paper
1. Log into www.asee.org
2. Click on Upcoming Conferences
3. Click on 2019 FYEE Conference
4. Click on Manage Papers

Presenter Responsibilities
1. Each session is 75 minutes long
2. The presentations are distributed evenly among the 75 minutes, including Q&A
3. The Program Chair has determined the timeslot and order that papers will be presented. If you have any issues with scheduling, contact the Program Chair directly.
   a. ASEE has no control over paper or session scheduling. This is only done by the chair.
4. There is a moderator assigned to each technical session. They are responsible for keeping the session on schedule. Please take your direction from them on-site.

On-site Presentation Guidelines
1. PowerPoint is the preferred presentation method
2. A PowerPoint template will be provided for your convenience. It will be in the Author section of the FYEE Conference website. You are not required to use this template.

3. A screen, LCD projector, podium and mic are provided in the session rooms. Computers are NOT PROVIDED in the rooms. Therefore, please bring your laptop as well as your presentation on a flash drive.
4. VGA and HDMI connections are available for the projectors ONLY. If you need a different type of connection, please BRING IT WITH YOU.
5. Internet may NOT provided in the meeting rooms.
    a. We suggest presenters use their cell phone as a hot spot for their presentation if available and/or necessary

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, 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.

APPENDIX B
ABSTRACT FORMAT GUIDELINES

BE ADVISED: ABSTRACTS ARE SUBMITTED VIA TEXT BOX ONLY. PLEASE NOTE THE FOLLOWING:

Abstract Types:
1. Full Paper
2. Work-in-Progress (WIP) Paper
3. Workshop
4. Great Ideas for Teaching, and Talking with, Students (GIFTS)

Title:
1. *Title*: The title must be included and also contain the abstract type as the first words, i.e. "*Full Paper: The Development of a First-Year Design Course*".
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

Paper Types include - Full Paper, Work-in-Progress (WIP) Paper, Workshop and Great Ideas for Teaching, and Talking with, Students (GIFTS)

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. It must also contain the paper type as the first words, i.e. "*Full Paper: The Development of a First-Year Design Course*".
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. *Length*: There is a set limit for the number of pages a paper can be. Full papers are limited to a total of 6 pages including the abstract and references. Work-in-Progress (WIP) and Workshop papers are limited to a total of 3 pages. Great Ideas for Teaching Students (GIFTS) papers are limited to 2 pages.

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

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

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. It must also contain the paper type as the first words, i.e. "*Full Paper: The Development of a First-Year Design Course*".
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 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 a set limit for the number of pages a paper can be. Full papers are limited to a total of 6 pages including the abstract and references. Work-in-Progress (WIP) and Workshop papers are limited to a total of 3 pages. Great Ideas for Teaching Students (GIFTS) papers are limited to 1 page.
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 Monolith 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.

ASEE Official Plagiarism Policy

Policy on Plagiarism and Duplicate Publication American
Society for Engineering Education

May 31, 2013; Revised October 2, 2014

Preamble

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 engineering and technology related to education. Research is disseminated to the wider community via the organization's professional publications. ASEE subscribes to the highest standards of ethical conduct, as detailed in the "ASEE Statement on Engineering Ethics Education," located on the society's website at http://www.asee.org/about-us/the-organization/our-board-of-directors/aseeboard-of-directors-statements/engineering-ethics-education.

In scholarly publication, plagiarism occurs when an author copies the words, illustrations, and ideas of others without identifying the sources. Plagiarism is unethical because it represents the theft of the intellectual work of others, and the subsequent misrepresentation of that work as the author's own. An act of plagiarism not only violates intellectual property rights but is anathema to the principle of academic integrity, which is fundamental for scholarly research, writing, and publication. Inadvertent publication of plagiarized material can undermine the quality of a journal or proceedings.

When authors copy not from others but from themselves, by publishing the same article in multiple journals, the practice is called redundant or duplicate publication. Compared with plagiarism, duplicate publication is generally considered less serious, but it is still unethical. (The only exception is when reprinting has been appropriately approved and permission obtained from the original copyright holder; e.g., a keynote speech that has also been published.) Duplicate publication of the same article wastes space in journals and time of reviewers. Duplicate publication misrepresents the author's record of scholarly contributions, and it corrupts meta-analyses of multiple studies on the same subject.

This policy outlines the steps that ASEE will take in response to allegations of plagiarism and duplicate publication involving articles published in or submitted to ASEE journals, magazines, and conference proceedings, including the annual conference, section and zone meetings, and the global colloquium.

Definitions and Scope

1. The original paper is the paper or source from which the words and ideas were copied. The second paper is the paper in which the copied text later appears. This policy applies both when the second paper is a submitted manuscript and when the second paper has appeared in print.

2. This policy applies when either the original paper or the second paper has appeared in an ASEE publication, or when the second paper has been submitted to an ASEE publication.

3. In this policy, the author is the author of the second paper. The policy applies with equal force to all co-authors of the second paper.

4. Plagiarism occurs when the second paper copies a significant amount of text from the original paper without proper citation of the source (e.g., beyond "fair use" in copyright law). For this policy, plagiarism requires that the copying be either verbatim or nearly verbatim (with minor insignificant changes) without citing the original source. Whereas other definitions of plagiarism include close paraphrasing from an unattributed source, the strict definition in this policy enables editors to focus on the clearest cases, without expending effort to evaluate whether an instance of paraphrasing constitutes plagiarism. Note that citations are not required for ideas that are well known within the field of the paper.

5. Duplicate publication occurs when at least one author is in common between the original paper and the second paper.

6. For this policy, to qualify as a case of duplicate publication, the original paper must be an article in a peer-reviewed journal or peer-reviewed conference proceedings. When the original paper is on an unreviewed website or in an unreviewed conference proceedings, the submission or publication of the second paper is not considered duplicate publication; however, the author must notify the journal editor at time of submission as to where and when the paper was originally published. When the author republishes an original ASEE conference paper in a journal, the author or the journal first must secure a copyright release from ASEE, and the second paper must identify the original source.

7. The Editor-in-Chief of an ASEE publication is the editor who has ultimate responsibility for that publication. For an ASEE conference proceedings, the overall conference chair fulfills that role.

Procedure

1. An allegation of plagiarism or duplicate publication must be made by the initiator—who might be either a reviewer or reader—in writing. The allegation must include all relevant evidence, such as the original sources, and must be addressed to the Editor-in-Chief of the appropriate ASEE publication.

2. Within 14 calendar days, the Editor-in-Chief will review the allegation. If the Editor-in-Chief concurs that the allegation represents a potential instance of plagiarism or serious duplicate publication, the Editor-in-Chief will refer the allegation to an ad hoc investigation committee. If the Editor-in-Chief and the Executive Director of ASEE agree that the allegation represents duplicate publication of substantially less than 50% of the original or second paper, the Editor-in-Chief will request a correction from the author; if the author does not respond in writing within 30 calendar days, this process will continue.

3. The ad hoc investigation committee will be appointed by the Executive Director of ASEE. That committee will include an editor or associate editor from an ASEE publication who is not involved with the allegation and three other appropriate members whose expertise includes the subject matter of the papers named in the allegation.

4. The investigation committee will evaluate the written evidence and report its findings to the Editorin-Chief within 30 days. If the committee finds clear and convincing evidence that plagiarism or duplicate publication has occurred, the report will recommend an appropriate sanction (see below).

5. If the allegation is not dismissed, the Editor-in-Chief will immediately forward the investigation committee's report to each author of the second paper, inviting each to respond in writing within 30 days. The Editor-in-Chief may ask each author to describe the various roles of each co-author concerning the incident.

6. Within 14 days of receiving all of the authors' responses, or after the 30 day response period has elapsed, the Editor-in-Chief will decide to either accept the recommended sanction or modify it as appropriate. The Editor-in-Chief will deliver the decision to the author, co-authors, and the investigation committee in writing.

7. If the second paper has multiple authors, the Editor-in-Chief may choose different sanctions for different authors, depending on their roles in the preparation of the second paper.

8. For each author who is at an academic institution, the Editor-in-Chief will send copies of the evidence, the investigation committee's report, and the sanction notification to the research integrity officer (RIO) of the author's institution. If the institution has no RIO, the Editor-in-Chief will notify the institution's academic vice president or equivalent administrator.

9. The author may appeal the decision of the Editor-in-Chief to the Executive Director of ASEE, in writing, within 30 days. Upon reviewing the evidence, the Executive Director may reduce the severity of the sanction, but may not increase the sanction. The Executive Director will then convey the decision on the appeal to the author and the institution's RIO. The Executive Director's decision is final.

Sanctions

1. Extensive cases. A plagiarism case is considered extensive if more than 50% of the original paper is plagiarized, or more than 50% of the second paper represents plagiarized material. In this case, all of the author's manuscripts currently under review by ASEE journals and conferences will be immediately rejected. In addition, the author will be prohibited from publication in ASEE publications for three to five years. If the second paper appeared in an ASEE journal or conference, a notice of plagiarism will be printed where appropriate.

2. Serious cases. A plagiarism case is considered serious if a substantial amount of either the original paper or the second paper is plagiarized. A duplicate publication case is serious if more than 50% of the original or second paper represents duplicated material. In this case, all of the author's manuscripts currently under review by ASEE journals and conferences will be immediately rejected. In addition, the author will be prohibited from publication in ASEE publications for one to three years. If the second paper appeared in an ASEE journal or conference, a notice of plagiarism or duplicate publication will be printed where appropriate.

3. Significant cases. A case of plagiarism is considered significant if 300 or more consecutive words are copied verbatim or nearly verbatim. A duplicate publication case is significant if a substantial amount of the original or second paper represents duplicated material. In this case, the author's manuscripts currently under review by ASEE journals or conferences may be rejected. In addition, the author may be prohibited from publication in ASEE publications for at most one year.

Additional Policies

1. Confidentiality. The Editor-in-Chief and others involved in carrying out this policy will maintain the confidentiality of the identities of the initiator and the author, and the confidentiality of all correspondence regarding the case and its disposition.

2. Conflict of interest. All editors who have a conflict of interest with the author or the author's institution will recuse themselves from this process.

3. Diversity. The Editor-in-Chief and others who carry out this policy will respect cultural differences in citation practices by different scholarly communities and academic disciplines.

4. Non-retaliation. If the initiator has brought the allegation in good faith, then there should be no retaliation against the initiator.

5. Records. After a finding of plagiarism or duplicate publication, if the second paper has appeared in an ASEE journal or conference proceedings, then the electronic version of the paper will be permanently marked as plagiarized or duplicated, and a reference to the source will be included.

6. Modifications. Minor modifications in this policy may be made at the discretion of the Executive Director of ASEE. For example, the Executive Director may extend a time period for good reasons, or appoint a substitute for the Editor-in-Chief in a case of conflict of interest.

APPENDIX F:

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:

Material Type	Works Cited
Book in print	[1] B. Klaus and P. Horn, *Robot Vision*. Cambridge, MA: MIT Press, 1986.

Chapter in book	[2] L. Stein, "Random patterns," in *Computers and You*, J. S. Brake, Ed. New York: Wiley, 1994, pp. 55-70.
eBook	[3] L. Bass, P. Clements, and R. Kazman, *Software Architecture in Practice*, 2nd ed. Reading, MA: Addison Wesley, 2003. [E-book] Available: Safari e-book.
Journal article	[4] J. U. Duncombe, "Infrared navigation - Part I: An assessment of feasability," *IEEE Trans. Electron. Devices*, vol. ED-11, pp. 34-39, Jan. 1959.
eJournal (from database)	[5] H. K. Edwards and V. Sridhar, "Analysis of software requirements engineering exercises in a global virtual team setup," *Journal of Global Information Management*, vol. 13, no. 2, p. 21+, April-June 2005. [Online]. Available: Academic OneFile, http://find.galegroup.com. [Accessed May 31, 2005].
eJournal (from internet)	[6] A. Altun, "Understanding hypertext in the context of reading on the web: Language learners' experience," *Current Issues in Education*, vol. 6, no. 12, July 2003. [Online]. Available: http://cie.ed.asu.edu/volume6/number12/. [Accessed Dec. 2, 2004].
Conference paper	[7] L. Liu and H. Miao, "A specification based approach to testing polymorphic attributes," in *Formal Methods and Software Engineering: Proceedings of the 6th International Conference on Formal Engineering Methods, ICFEM 2004, Seattle, WA, USA, November 8-12, 2004*, J. Davies, W. Schulte, M. Barnett, Eds. Berlin: Springer, 2004. pp. 306-19.
Conference proceedings	[8] T. J. van Weert and R. K. Munro, Eds., *Informatics and the Digital Society: Social, ethical and cognitive issues*: IFIP TC3/WG3.1&3.2 Open Conference on Social, Ethical and Cognitive Issues of Informatics and ICT, July 22-26, 2002, Dortmund, Germany. Boston: Kluwer Academic, 2003.
Newspaper article (from database)	[9] J. Riley, "Call for new look at skilled migrants," *The Australian*, p. 35, May 31, 2005. [Online]. Available: Factiva, http://global.factiva.com. [Accessed May 31, 2005].

Technical report	[10] J. H. Davis and J. R. Cogdell, "Calibration program for the 16-foot antenna," Elect. Eng. Res. Lab., Univ. Texas, Austin, Tech. Memo. NGL-006-69-3, Nov. 15, 1987.
Patent	[11] J. P. Wilkinson, "Nonlinear resonant circuit devices," U.S. Patent 3 624 125, July 16, 1990.
Standard	[12] *IEEE Criteria for Class IE Electric Systems*, IEEE Standard 308, 1969.
Thesis/Dissertation	[1] J. O. Williams, "Narrow-band analyzer," Ph.D. dissertation, Dept. Elect. Eng., Harvard Univ., Cambridge, MA, 1993.