

Author's Kit

Thank you for participating in the 2022 ASEE Annual Conference and Exposition in Minneapolis, Minnesota.

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 ASEE is not responsible for papers that are withdrawn because they were incomplete or deadlines were missed.

If you have any questions, please contact the ASEE Conferences Staff at Conferences@asee.org or 202-350-5720.

Regards,

Patti Greenawalt
Managing Director

2022 Annual Conference DEADLINE DATES

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

September, 2021

- Call for papers due

Mon. October 11, 2021

- Abstract Submission Open
- Workshop Application Open
- Distinguished Lecture Application Open
- Panel Session Application Open
- Session Requests Open
- Abstract Reviewer Assignment Open

Mon. November 8, 2021

- Author Deadline: Abstract Submission Closed
 - Please Note: Draft Papers can be submitted as soon as Abstracts are Accepted

Mon. November 22, 2021

- Abstract Review Deadline
- Session Request Deadline
- Workshop Request Deadline
- Distinguished Lecture Deadline
- Panel Session Request Deadline

Mon. December 6, 2021

- Abstract Accept or Reject Notification to Author Deadline

Thurs. December 16, 2021

- PIC Meeting (virtual)

Mon. January 3, 2022

- PROGRAM CHAIRS: Session request approvals by PICs

Mon. January 17, 2022

- ALL ATTENDEES: Housing and Registration Open

Mon. February 7, 2022

- AUTHOR DEADLINE: Draft Paper Submission Deadline

Mon. February 28, 2022

- REVIEWER DEADLINE: Blind Draft Paper Reviews to Program Chair

Mon. March 14, 2022

- PROGRAM CHAIR DEADLINE: Consolidate reviewer comments and send revision requests to Author

Mon. March 28, 2022

- AUTHORS: Blind Paper with applicable requested revisions: upload deadline

Mon. April 1, 2022

- PROGRAM CHAIR DEADLINE: Accept/Reject Paper deadline
-

Mon. April 4, 2022

- PROGRAM CHAIRS: Ticket Information Deadline for Session

Mon. May 2, 2022

- AUTHOR DEADLINES:
 - Author Registration Deadline
- PROGRAM CHAIRS:
 - Final paper transfer deadline

Mon. May 16, 2022

- AUTHOR DEADLINE:
 - Upload final paper – all blind indicators removed
 - Accept the copyright transfer
 - Add all co-authors
 - Update all author bios
 - NO CHANGES of any kind for any papers will be accepted after this date

Mon. May 23, 2022

- PROGRAM CHAIR DEADLINE:
 - Divisions and Constituent Committees submit their Best Paper (one per group) to their respective PIC Chair

Mon. May 30, 2022

- PROGRAM CHAIR DEADLINE:
 - Deadline for details for all sessions
 - All finalized papers assigned to sessions
 - Session and workshop cancellation deadline
 - Sessions not cancelled by this date are final
 - Participation in Division Mixer deadline
 - F&B and AV request deadline
 - "Session DONE" Deadline
- PIC CHAIR DEADLINE:

- Each PIC Chair selects the Best Paper from their PIC

Mon. June 6, 2022

- **PIC CHAIR DEADLINE:**
 - From the five Best Papers selected from each PIC, the Best Conference Paper is selected by the PIC chairs and provided to ASEE Headquarters

June, 2022

- **DEADLINE FOR ALL**
 - Attend Annual Conference
 - Complete Conference Survey

July, 2022

- 2023 Division Offer List due

August, 2022

- 2023 Call for Papers are due

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, 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
- At least one author needs to be registered in order to publish paper, however any authors or coauthor who wish to participate in the conference must be registered.

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 2022 Annual Conferences proceedings if registration fees are not paid.**
- **All registration for authors is final & cannot be refunded after the registration deadline.**

Conditions:

- Peer review occurs for both abstracts and papers. Abstract acceptance does not guarantee acceptance of the paper. All divisions have a Publish-to-Present requirement and final papers must be written and accepted in order for the work to be presented at the 2022 ASEE Annual Conference.
- In addition, the Program Chair has the sole discretion to assign the accepted paper to a technical session (for oral presentation) or a poster session.
- Submission of abstracts and final papers will be via the Impexium system and in accordance with ASEE published deadlines.

- **Plagiarism Policy:**

- You will be required to acknowledge and accept the plagiarism policy before you can submit your abstract.
- You will also be required to accept the copyright before your work can be published.

Paper procedures

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

As mandated by the ASEE Board of Directors, all divisions are publish to present. For a paper to be presented at the Annual Conference or included in the Conference Proceedings, it must pass through the entire review process and be accepted as shown below.

Abstract

- Acknowledge plagiarism and copyright requirement.
- 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

Ready to Publish

- Author submits final paper
- All blind indicators removed

Logging into the System

1. Navigate to <https://www.asee.org/events/Conferences-and-Meetings/annual-conference-2022>
2. Click on the link See ASEE Division Call for Papers HERE

WELCOME TO THE 2022 ANNUAL CONFERENCE AND EXPOSITION

Abstract Submissions Open October 11 See ASEE Division Call for Papers [HERE](#)

Now in its 129th year, the ASEE Annual Conference and Exposition is the only conference dedicated to all disciplines of engineering and engineering technology education. The premier event of its kind, the ASEE Annual Conference and Exposition fosters an exchange of ideas, enhances teaching methods and curricula, and provides unparalleled networking opportunities for engineering and engineering technology education stakeholders, including deans, faculty members, researchers, and industry and government professionals.

3. Find YOUR division and read through the Call for Papers.
4. Click on the “Submit Abstract Here” button

Women in Engineering Division

[SUBMIT ABSTRACT HERE](#)

The WOMEN IN ENGINEERING DIVISION (WIED) is seeking papers for the 2022 ASEE Annual Conference in Minneapolis, Minnesota, June 26-29, 2022. Abstract submission opens October 11, 2021, and the deadline for submission is November 8, 2021. Papers that focus on diversity, equity and inclusion on topics related to women and gender issues in engineering, computing and/or technology are strongly encouraged. This work might include outreach and recruitment of K-12 students, faculty recruitment and retention, innovative student retention programs and assessment. Topics that concern mentoring, recruitment, retention, leadership and professional development for women and gender-diverse faculty and administrators (for example, work/life balance and dual-career issues) are relevant and timely. Other

BE ADVISED!

- Some divisions do not accept “Works in Progress” so please be sure to read the Call for Papers closely for this information.

5. Select REGISTER / LOG IN in the upper right-hand corner

REGISTER / LOG IN

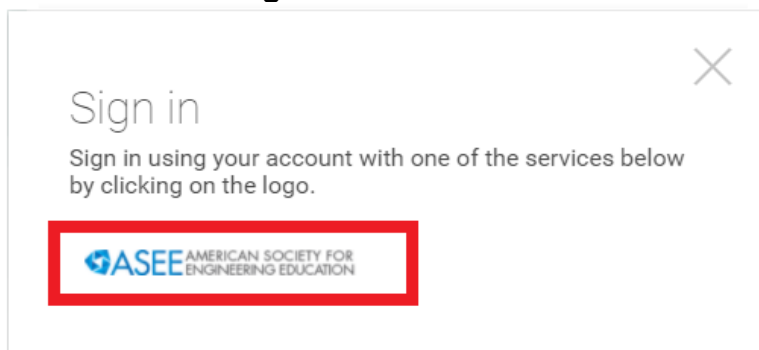


American Society for Engineering Education

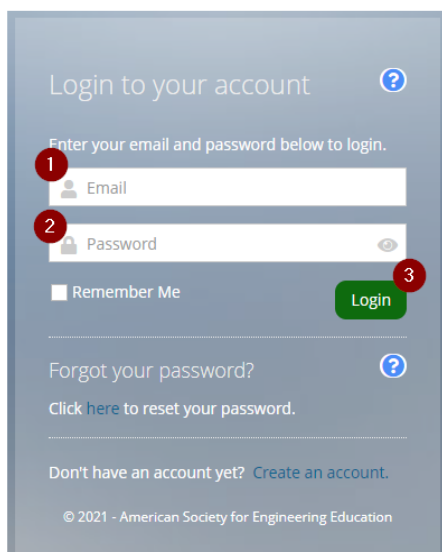
ASEE advances innovation, excellence, and access at all levels of education for the engineering profession.

ASEE was founded in 1893 and is committed to advancing innovation, excellence, and access at all levels of education for the engineering profession. Our vision is for ASEE to be the pre-eminent authority on the education of engineering professionals. With approximately 12,000 members in countries around the globe, we promote excellence in instruction, research, public service, and practice; foster the technological education of society; and provide quality products and services.

6. Click on **ASEE logo**



7. Enter YOUR Email address and Password for **Impexium** then select Login. If you did not set the password yet you will need to set your password first.



MEMBERS

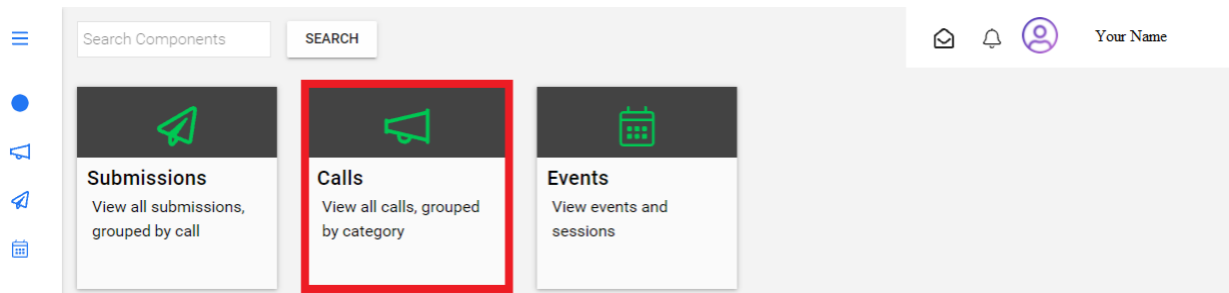
- If you are an ASEE member, do not try to register for a new account, please contact us at conferenes@asee.org for assistance if you are unable to activate your account.
- When you return on subsequent visits, log in with your email address and the password you chose when activating or registering.

NON-MEMBERS

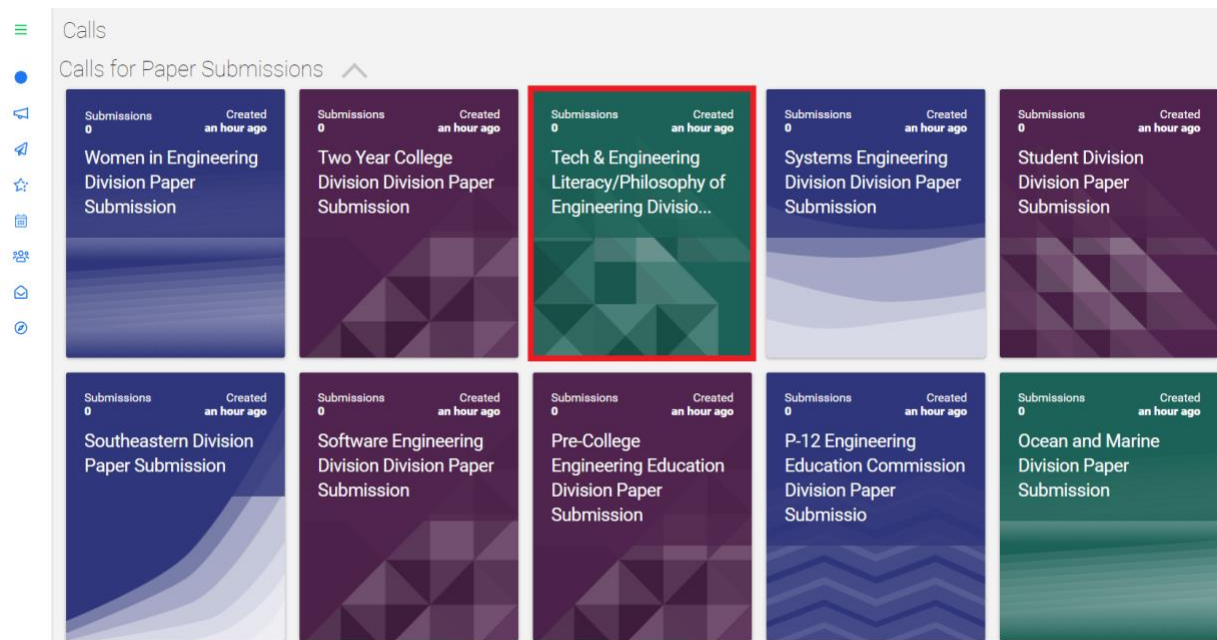
If you are a non-ASEE member, you must create an account with us

[Access Division's Call](#)

1. After logging in select Calls

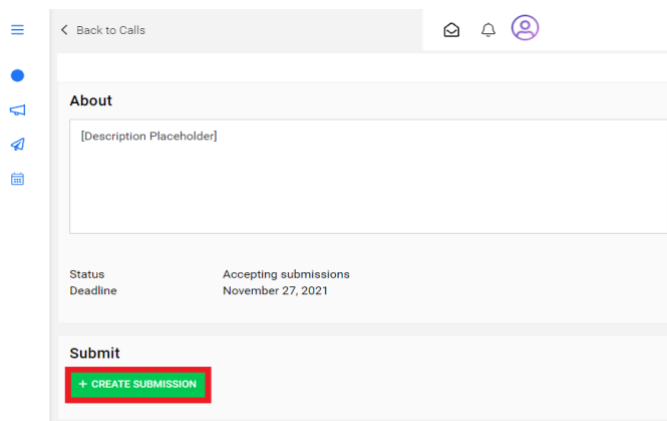


2. Navigate to the **Calls for Paper Submissions** and select YOUR division



[View Submission Form](#)

1. Review the **About** section
2. Select **CREATE SUBMISSION**



3. Review the Introduction then select **NEXT**

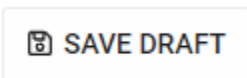
BE ADVISED!

- You will be prompted to acknowledge the ASEE Plagiarism Policy before you can submit your abstract.
- Please be sure that an Author bio is included for each submission.
- You can also indicate if this paper is a “Work in Progress”. If your division allows WIP submission.

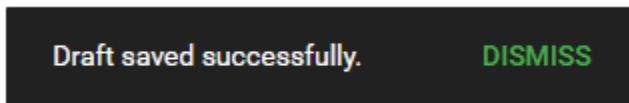
4. Follow the instructions and **complete** the form

Save a Draft

1. Located in the upper right-hand corner select **SAVE DRAFT**

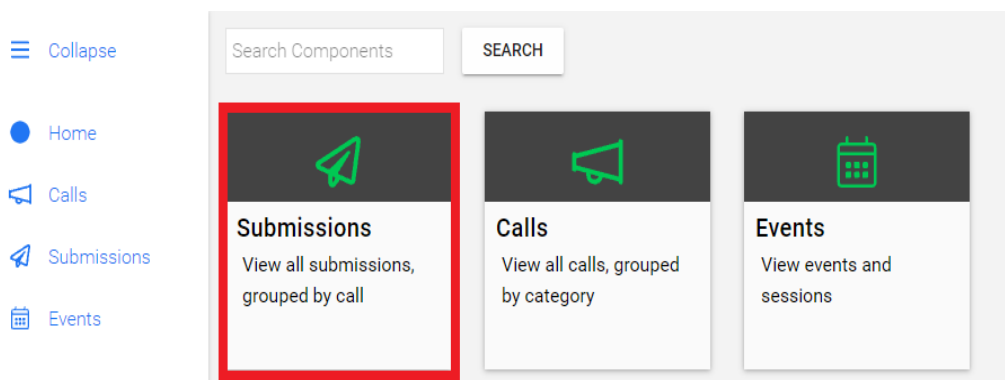


2. Do not leave the page until you have viewed **Draft saved successfully**

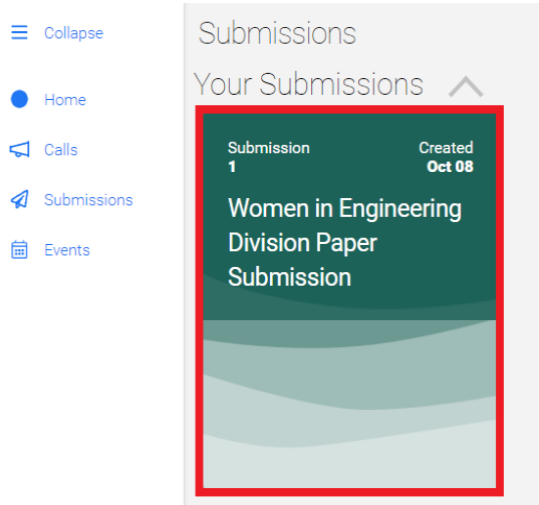


Resume from a Draft

1. From the Home page select **Submissions**



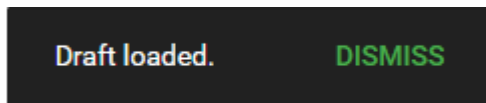
2. Select the **draft** of your preference from **Your Submission**



3. Select **CONTINUE DRAFT** to resume the submission



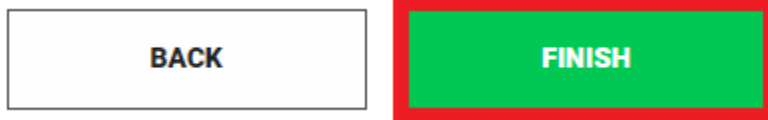
4. The **indicator** will appear once draft has loaded



Send Submission

1. **Complete** the form

2. Select **FINISH**



3. Review your submission

4. Select **SUBMIT**



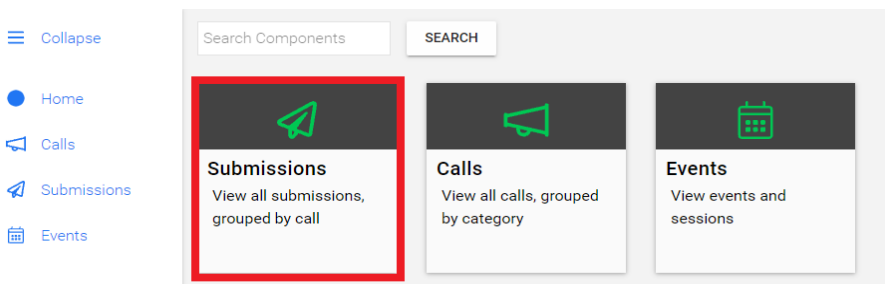
5. Congratulations you have successfully completed the submission!



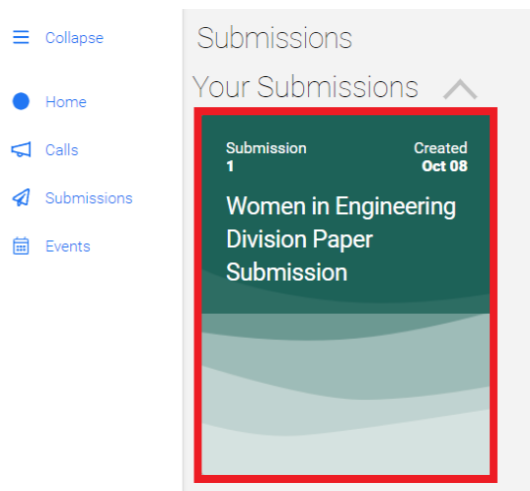
6. Select **VIEW SUBMISSION** to view your previously submitted submission
Select **BACK TO CALL** to be redirected to home page
Select **MAKE ANOTHER SUBMISSION** (if permitted) to make another submission

Revise Submission

1. From the Home page on <https://asee.slayte.com/> select **Submissions**



2. Select Your Submission

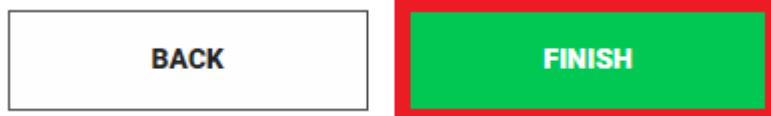


3. Select **EDIT**



4. **Complete** the form

5. Select **FINISH**



BE ADVISED!

- Reviewers are assigned as soon as abstracts are submitted. You will NOT be able to make any edits to abstracts once it's 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 your program chair for assistance. It is at your chairs' discretion whether they will update the abstract for you or not.

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*.

- Your submission page allows you to read comments from reviews as forwarded by the program chair.
- When the draft version is completed, *Choose file* (as a PDF/A only) and *Upload draft* to submit it. Make sure that the PDF/A 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.
- Edits cannot be made during the "waiting" stage.

If the paper is accepted as is, its status changes to *upload final*.

If Revisions have been requested, they need to be submitted (by Mar 28, 2022).

- As with abstracts, you can view comments from the reviewers on the submission's 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 Acceptance:

Once the final paper is accepted by the chair, you will need to complete the following by May 2, 2022.

1. 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 May 2nd deadline.**
- **The presenting author must be a registered participant in order to present their paper at the annual conference.**

Finalize Paper:

By May 16, 2022 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. Add paper co-author(s)
 - 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. Program chairs are scheduled to have all papers assigned to sessions by May 30, 2022. You can confirm session slot assignment after this date.
2. Papers are assigned by preferred order by the Program Chair.

If you have any issues with any session assignments, you must contact the program chair directly.

BE ADVISED!

- **ASEE HQ staff cannot re-assign papers. That is only done by the Program Chair.**

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.
- To invite the co-author, on your submission's page at the top of the page click on the button "Add co-author" and search for the person by name or by email.

BE ADVISED!

- **Only corresponding authors can upload attachments and only corresponding authors can assign that designation to a different co-author.**
- If the co-author is an ASEE member or has previously participated in the conference, he or she will appear in the search results.
- If we don't have an account for co-author, you can *invite* them by email.
- The co-author can then create an account and decide how their name, institution, and biography will appear.

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 your submission 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

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. *Length:* There is no set limit for the number of pages a paper can or must be. (Please note, even though there is no current limit for the number of pages, reviewers as well as readers of your work appreciate conciseness.)

References:

The preferred reference style is IEEE - see appendix F

Biographical Information

Biographical information is to be saved in your submission 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.
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 your submission. 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 no set limit for the number of pages a paper can or must be. (Please note, even though there is no current limit for the number of pages, reviewers as well as readers of your work appreciate conciseness.)
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 your submission. 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.

APPENDIX E

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/asee-board-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 Editor-in-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, <i>Robot Vision</i> . Cambridge, MA: MIT Press, 1986.
Chapter in book	[2] L. Stein, "Random patterns," in <i>Computers and You</i> , J. S. Brake, Ed. New York: Wiley, 1994, pp. 55-70.
eBook	[3] L. Bass, P. Clements, and R. Kazman, <i>Software Architecture in Practice</i> , 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 feasibility," <i>IEEE Trans. Electron. Devices</i> , 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," <i>Journal of Global Information Management</i> , 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," <i>Current Issues in Education</i> , 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 <i>Formal Methods and Software Engineering: Proceedings of the 6th International Conference on Formal Engineering Methods, ICFEM 2004, Seattle, WA, USA, November 8-12, 2004</i> , 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., <i>Informatics and the Digital Society: Social, ethical and cognitive issues</i> : 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," <i>The Australian</i> , 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] <i>IEEE Criteria for Class IE Electric Systems</i> , IEEE Standard 308, 1969.
Thesis/Dissertation	[1] J. O. Williams, "Narrow-band analyzer," Ph.D. dissertation, Dept. Elect. Eng., Harvard Univ., Cambridge, MA, 1993.