

## INSTRUCTIONS FOR FULL PAPERS AND EXTENDED ABSTRACTS

*All submissions are expected to be original and polished work. The format for an extended abstract is identical to that of a full paper except for the page length. Page number limit is two pages for an extended abstract, and fifteen pages for a full paper.*

While there will be the opportunity to revise the draft submission from reviews, those revisions should be minor since there is no *review – revise – review* cycle for this conference. All papers should explicitly state their motivating questions, relate to relevant literature, and contain an analysis of the effectiveness of the interventions. The ASEE rubric for draft paper evaluation is copied below.

One of the paper authors must register, attend the conference, and present the paper for it to be published in the conference proceedings. Please select at least one secondary subject area so that your paper can be properly tagged.

Author and institution names can be included in the body of a draft paper. This is a blind (**not** a “double-blind”) review. Other than this, please follow the ASEE Annual Conference Final Paper Format Guidelines shown below:

*Title Page (top part of first page only)*

Title of Paper: The title must be centered with at least a one and one-half inch margin on the left and right.

Font: 14 point bold Times New Roman typeface is required.

Author and Affiliation: Leave a line blank between title and author list. Use 12 point Times New Roman. List all author names followed by a list of their affiliations. You do not need to disguise author names or affiliations in the body of the paper.

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)*

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.

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.

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

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.

Page Numbering: Do not number the pages.

Length: An extended abstract is limited to two pages. A full paper is limited to fifteen pages. Pages can be landscape to accommodate graphics if necessary, all other requirements above still apply.

*Biographical Information*: No biographical information is required.

*References*: The preferred reference style is IEEE.