AUTHOR'S KIT
Submission Deadlines and Formatting Guidelines
March 18 – 19, 2022

Submissions Page: https://monolith.asee.org/public/conferences/308/papers
(see below for Deadlines, Abstract/Paper Guidelines)

Submission Categories:
1. Faculty Paper (generally ~6 pgs)
2. Student Paper (generally ~6 pgs)
3. Student Poster – Max Size is 36" x 48" (Landscape)
4. Work in Progress/Extended Abstract (3 pages maximum)
5. Workshop (3 pages maximum)

Submission Deadlines

Abstract Submission Opens	Monday, November 1, 2021
Abstract Submission Deadline	Monday, December 6, 2021
Abstract Acceptance Notification	Friday, December 17, 2022[*]
Draft Paper Upload Deadline/ Student Poster Abstract Submission Deadline	Friday, January 14, 2022
Paper Acceptance Notification	Monday, February 14, 2022
Final Paper Submission Deadline	Friday, March 4, 2022

[*]Abstract review will begin on November 8, 2021 and will be updated as abstracts are reviewed.

Abstract Format Guidelines

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

1. *Font*: Times New Roman typeface is required, bold faced, 14 point.
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. *Format*: The document will be in a one-column format with justification on left and right sides. There must be a 1 inch margin on the left, right, and bottom.
2. *Font*: Times New Roman typeface is required, 12 point, skipping one line between paragraphs.
3. *Length*: Abstracts should generally be between 250- 500 words.

Do not include any author or affiliation information in any part of your abstract so that your abstract is able to receive a blind review. Make sure that when you save and upload your PDF file you do not use your name or initials as the document title.

Student Poster Format Guidelines
Max Size: 36"x 48"

Draft Paper Guidelines

Paper Title (Times New Roman 14)

1. <u>First Page</u>: The paper should be in a one-column format with left justification. There must 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. <u>Second and All Subsequent Pages</u>: 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. <u>Abstracts</u>: Abstracts are not required, but can be included between the title and the body of the paper.

4. <u>Headings</u>: 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. <u>Page Numbering</u>: Insert page numbers at bottom of the page with right side alignment.

6. <u>Length</u>: There is no set limit for the number of pages a paper can or must be.

7. Pages can be landscape to accommodate graphics if necessary, all other requirements above still apply.

Bibliography

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: None.

Footer: Include the following as footer in every page of the document.

Note: Do not include any author or affiliation information in your draft paper so that your draft paper is able to receive a blind review.

(FINAL PAPER FORMAT GUIDELINES BELOW)

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: Include the author information per the format below (Font: 12 point Times New Roman typeface)*

<div align="center">

Author Name
Department of XXX
University
City, State 12345
Email: john.smith@email.edu

</div>

4. *Footers: Please add the following footer (Font: 10 point Times New Roman typeface, Style: Italic).*

<div align="center">

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</div>

Body of the Paper (beginning under the title information on the first page and continuing with all subsequent pages)

1. <u>First Page</u>: *The paper will be in a one-column format with left justification.*
   There must 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. <u>Second and All Subsequent Pages</u>: *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. <u>Abstracts</u>: *Abstracts are not required, but can be included between the title and the body of the paper, but not on a separate page.*
4. <u>Headings</u>: *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. <u>Page Numbering</u>: *Insert page numbers at bottom of the page with right side alignment.*
6. <u>Length</u>: *There is no set limit for the number of pages a paper can or must be.*
7. *Pages can be landscape to accommodate graphics if necessary, all other requirements above still apply.*

Bibliographic Information (following body of paper)

a. *Format: The bibliography must begin 4 spaces below the body of the paper using the same margins as the body.*
b. *Font: Times New Roman typeface is required, 10 point.*
c. *Referencing: Each reference must be listed and numbered. When referring to them in the text, type the corresponding reference number in superscript form.*