Foreword

Thank you for participating in the Spring 2021 ASEE Middle Atlantic Section Conference. This event is being hosted virtually by Villanova University.

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 ASEE is not responsible for papers that are withdrawn because they were incomplete or deadlines were missed.

These guidelines apply to all submissions for inclusion in the 2021 Spring Section Conference. Due to the COVID-19 pandemic, this meeting is being held virtually but will still be “Publish-to-Present”. To present at this conference you will first need to submit an abstract (250-500 words) including a clear description of the objectives and motivation, relevant background, and results of your work. Authors of accepted abstracts will present their work in a live conference session and will be required to publish a full manuscript in the conference proceedings. Full papers are also eligible for the Section “Best Paper” Award, where the winner advances to the Zone level and, if successful, to the National level. After submitting the abstracts by the deadline, the authors also have the option to present posters rather than submitting full papers. The faculty members/industry professionals/staff poster presentations will follow the same guidelines as the student poster presentations, which can be found in this link.

We look forward to interacting with you and your colleagues during the virtual meeting and learning more about the exciting educational innovations being conducted in our Section. If you have any questions, please do not hesitate to contact the Conference Chair, Prof. Pritpal (“Pali”) Singh at pritpal.singh@villanova.edu.

Best regards,

Pritpal Singh & Zuyi (Jacky) Huang
Meeting Organizers & Conference Chairs
College of Engineering
Villanova University
Spring 2021 ASEE Middle Atlantic Section Conference Timeline
All deadlines occur at 11:59 pm, Eastern Standard Time (EST) on the day listed

Thurs. Dec 17, 2020
- Abstract Submission Open
- Abstract Reviewer Assignment Open

Fri. Jan 22, 2021
- Abstract Submission Closed
- Note: Draft Papers can be submitted as soon as Abstracts are Accepted

Mon. Feb 8, 2021
- Abstract Accept or Reject Notification to Author Deadline
- Workshop Request Deadline

Wed. Mar 10, 2021
- Registration Open

Mon. Mar 1, 2021
- Draft Paper Submission Deadline

Mon. Mar 15, 2021
- Draft decisions communicated to authors along with reviewer comments and revision requests

Sun. Mar 28, 2021
- Upload final paper
- Accept the copyright transfer
- Add all co-authors & update all author bios (see Appendix A)
- Select who is “presenting” in ASEE paper management system
- NO CHANGES of any kind for any papers will be accepted after this date

Mon. Mar 29, 2021
- Author/Presenter Registration Deadline
- End of early-bird registration

Fri. Apr 9, 2021
- Registration Deadline
- Workshop(s)
- Executive committee meeting (see program schedule)

Sat. Apr 10, 2021
- Day of conference (see program schedule)
Author Responsibilities

Each Author who submits an abstract and paper should:

- Read this kit and follow all the instructions for papers to be published correctly
- Submit their abstract as **text only** and their draft as **PDF only**
- Acknowledge the ASEE Plagiarism Policy online (Appendix E)
- 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 unable to do so
- Contact meeting Conference Chair, Prof. Pritpal (“Pali”) Singh at pritpal.singh@villanova.edu with any questions or concerns

**BE ADVISED:** your paper will not be published if you…

1. Fail to submit a final copy of the paper before the deadline
2. Fail to register for the conference by the deadline
3. Fail to assign the paper’s copyright to ASEE so it can be published

Previous authors have had papers published with unfortunate mistakes. Please do not 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 2021 Spring Mid-Atlantic Section Meeting proceedings if registration fees are not paid or the presenter does not present the paper at the conference.

**Conditions:** Peer review occurs for **both** abstracts and papers. Abstract acceptance does not guarantee acceptance of the paper. This meeting has a “Publish-to-Present” requirement for oral presentation and final papers must be written and accepted for the work to be presented at the meeting. Submission of abstracts and final papers will be via the ASEE online paper management system and completed in accordance with the published deadlines. If the authors plan to make a poster presentation, instead of submitting a full paper for an oral presentation, there is a check box that faculty members/industry professionals/staff can check when they submit their abstracts. The faculty members/industry professionals/staff poster presentations will follow the same guidelines as the student poster presentations, which can be found in this link.
**Plagiarism Policy:** You will be required to acknowledge and accept the ASEE Plagiarism Policy in the paper management system (Appendix E) before you can submit your abstract.

**Logging into the System**
From the ASEE home page ([http://www.asee.org](http://www.asee.org)), click on “log in” in the upper right-hand corner.

![Login Page](image)

**Members**
If you are an ASEE member, do not try to register for a new account, please contact us at conferences@asee.org for assistance if you are unable to activate or access your account.

**Non-Members**
If you are not an ASEE member, you must create an ASEE account before you can submit a paper.

**Welcome Page**
You will be taken to your Welcome Page where you will find “Upcoming Conferences”; click on this link and then click on the 2021 Spring ASEE Mid-Atlantic Section Meeting link. In this area you can also edit your personal information, renew your membership, and manage conference papers and sessions.
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 Chairs directly. Program Chair(s) contact information is located on your Manage Papers page.

As a reminder, this is a “Publish to Present” meeting. For a paper to be presented at the Section Meeting or included in the Conference Proceedings, it must pass through the entire review process as detailed below and be accepted by the Program Chair(s).

Abstract: Author submits abstract

- Program Chair(s) assigns reviewers
- There is a minimum of two (2) review required for an abstract
- Reviewers read and evaluate the abstract
- Program Chair(s) accepts or rejects abstract based on comments of the reviewers

Draft: Author submits draft

- Program Chair(s) assigns reviewers
- At least two (2) reviews are required for a draft paper
- Reviewers read and evaluate the paper
- Program Chair(s) receives reviewers requested revisions, consolidates revisions, and sends them to Author if applicable
- Program Chair(s) accepts/rejects revised papers based on comments of the reviewers

Register: Author pays registration fee

Ready to Publish

- Author submits final paper
- All blind indicators removed
Submit abstract (December 17, 2020 – January 22, 2021) – See Appendix B

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

You can also indicate if this paper is a “Work in Progress”. Please be sure that an Author bio is included for each submission.
BE ADVISED: You can check the option for submitting your abstract as faculty members/industry professionals/staff to present as a poster. In this case, you don’t need to submit a full paper. You will be prompted to acknowledge the ASEE Plagiarism Policy before you can submit your abstract.

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: You will NOT be able to make any edits to abstracts once reviewers have been assigned to your abstract; in some cases this may happen as soon as your abstract is submitted.

- 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(s) for assistance. It is at your Chairs’ discretion whether they will be able to update the abstract.

After the reviews are finished, the Program Chair(s) 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, March 1, 2021) – See Appendix C

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 forwarded by the Program Chair(s).
- 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 may be assigned as soon as drafts are submitted - 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’s assigned to a reviewer, you must contact your Program Chair(s) for assistance. It is at your Chairs’ discretion whether they agree to upload a new version of the draft.
- If the paper is accepted as is, its status changes to **Upload Final**.
If Revisions have been requested, they need to be submitted (by March 28, 2021) – See Appendix D

- 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(s).

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(s) for assistance. It is at your Chairs’ discretion whether they agree to upload a new version of the paper.
- ASEE HQ Staff cannot upload any attachments for you. That is done only by the Chair(s).
- Edits cannot be made during the Waiting stage.
**Paper Acceptance**

Generally, the revised paper is regarded as the final paper. Once it is submitted, at least one author must also register and pay the conference fees to present the work by March 29, 2021.

**BE ADVISED:** Your paper will be withdrawn if at least one author is not registered by the March 29 deadline.

**Finalize Paper:**
By March 28, 2021 you will need to finalize your paper by completing the following requirements:

1. Upload the final version of your paper to the ASEE online system with the blind components reinstated, such as name, institution, etc.
2. Accept the Copyright.
3. Make sure all co-authors have been invited to the paper, accepted the invitation, and have added their biographic sketch to the system (see Appendix A).
4. Check for correct spelling of co-authors names.
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:**
- The Program Chair(s) are scheduled to have all papers assigned to sessions by March 29, 2021. Papers should then appear in the schedule on the conference website.
- Papers are assigned by preferred order by the Program Chair(s).
- If you have any issues with any session assignments, you must contact the Program Chair(s) directly. ASEE HQ staff cannot re-assign papers. That is only done by the Program Chair(s).
**2021 Spring ASEE Mid-Atlantic Section Meeting Presenter Instructions**

**Presenter**
A presenter should be assigned to present your paper at the 2021 Spring ASEE Mid-Atlantic Section Meeting. If you cannot present or feel you have received the request in error, contact the corresponding Program Chair(s) directly.

**Registration**
Be advised, that you must be registered to present your paper at the Section Meeting.

**Technical Issues**
If you’re having technical difficulty accessing the paper through the website, contact pritpal.singh@villanova.edu.

**Session Issues**
If you have any questions regarding the session content, please contact the Program Chair(s) directly or email pritpal.singh@villanova.edu.

**To access your paper**
2. Click on Upcoming Conferences.
3. Click on 2021 Spring ASEE Mid-Atlantic Section Meeting.
4. Click on Manage Papers.

**Presenter Responsibilities**
- Each session will be approximately 90 minutes long.
- The presentations will distributed evenly among the 90 minutes, including Q&A.
- The Program Chair(s) will determine the timeslots and order in which papers will be presented. If you have any issues with scheduling, contact the Program Chair(s) directly.
- There will be a moderator assigned to each technical session who is responsible for keeping the session on schedule. During the session please take your directions from them.

**Virtual Presentation Guidelines**
- PowerPoint is the preferred presentation method.
- Presentations will be given virtually via Zoom.
- More information about presentations will be communicated to presenters closer to the event.
- If you have any questions, please contact the Meeting Organizers at pritpal.singh@villanova.edu.
Appendix A – Adding Co-authors

- Every paper has one main or corresponding author, who conducts all of the main business associated with paper management previously discussed in this document.
- 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 in the conference proceedings as appropriate.
- Co-authors can also view the status of the paper.

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.
- If you cannot find a co-author by name, try their email address. If we do not have an account for that address, you can invite them by email.
- The co-author can then create an account and decide how their name, institution, and biography will appear.
- Once you have added co-authors, you can place them in order. The ordering you set will be the order they appear in the program guide and on the paper’s cover page.
- The default is for the corresponding author to be the one presenting the paper. If that is not correct, please select the presenting author from the list of co-authors. This can be done using the radio button next to the co-author.
Appendix B – Abstract Format Guidelines

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 manner. 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)
• Length: Abstracts should generally be between 250 - 500 words.

Biographical Information
• Biographical information is to be saved in the ASEE online paper management system 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. As for tables and figures, 10 point or above, Times New Roman typeface is recommended.
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. As for tables and figures, 10 point or above, Times New Roman typeface is recommended.
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 and the preceding and following paragraphs.
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. Although there is no limit for the number of pages, please note that reviewers as well as readers of your work will appreciate conciseness.

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

Biographical Information
- Biographical information is saved in the ASEE online paper system 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 the ASEE online paper system. Any placeholders used to disguise affiliation in the draft paper (such as “University of ____”) must be replaced with the affiliation information for the final paper.
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 and the preceding and following paragraphs.
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. Although there is no limit for the number of pages, please note that reviewers as well as readers of your work will appreciate conciseness.
7. **Orientation:** Pages can be landscape to accommodate graphics if necessary, all other requirements above still apply.

Biographical Information
- Biographical information is saved in the ASEE online paper system 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.
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 – IEEE Referencing Style

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.

The 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:

a) "...end of the line for my research [13]."
b) "This theory was first put forward in 1987 [1]."
c) "Scholtz [2] has argued that..."
d) "Several recent studies [3], [4], [15], [16] have suggested that...."
e) "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](http://www.ieee.org) and [Murdoch University's IEEE Style LibGuide](http://www.libguides.murdoch.edu.au/IEEEStyleGuide):

<table>
<thead>
<tr>
<th>Material Type</th>
<th>Works Cited</th>
</tr>
</thead>
</table>