

## 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.

		3-Excellent	2- Good	1 - Satisfactory	0 – Needs Improvement
<b>CONTENT</b>	Originality	Content contains highly original treatment of, or new perspective on, the topic.	Content contains some original treatment of, or new perspective on, the topic	Content contains moderately original treatment of, or new perspective on, the topic.	Content contains minimal original treatment of, or new perspective on, the topic.
	Research Approach	The research approach is novel and/or sophisticated and appropriate for the purpose of the paper, and is consistent with the perspective (quantitative, qualitative, mixed, or more specific).	The research approach is advanced and appropriate for the purpose of the paper, and is consistent with the perspective (quantitative, qualitative, mixed, or more specific)	The research approach is basic, but still appropriate for the purpose of the paper, and is consistent with the perspective (quantitative, qualitative, mixed, or more specific).	The research approach is inadequate and/or not appropriate for the purpose of the paper.
	Results	Data collection and assessment results are very clear and logical, strongly supporting the goals of the paper.	Data collection and assessment results are clear and logical, supporting the goals of the paper.	Data collection and assessment results are somewhat clear and logical, moderately supporting the goals of the paper.	Data collection and assessment results need improvement.
	Scholarship	Content reviews and builds on appropriate prior work to a significant extent.	Content reviews and builds on appropriate prior work to a moderate extent.	Content reviews and builds on appropriate prior work to a limited extent.	Content does not review and build on appropriate prior work.
	Relevance	The paper makes a highly significant contribution to the field of engineering education.	The paper makes a significant contribution to the field of engineering education.	The paper makes a moderate contribution to the field of engineering education.	The paper makes a minimal contribution to the field of engineering education.
	Goals	The goals are strongly developed and explicitly stated	The goals are developed and explicitly stated.	The goals are not fully developed and/or stated.	The goals are not developed and/or stated
	Order	The order in which ideas are presented is explicitly and consistently clear, logical and effective.	The order in which ideas are presented is reasonably clear, logical and effective, but could be improved	The order in which ideas are presented is occasionally confusing.	There is little apparent structure to the flow of ideas, causing confusion.
	Conclusions	The conclusions are very well formulated and are strongly supported by the data.	The conclusions are well formulated and are supported by the data.	The conclusions are moderately effective and are only partially supported by the data.	The conclusions are minimally effective and do not appear to be supported by the data
<b>LANGUAGE</b>	Style	The paper is clear, concise, and consistent. It is easily understandable and a pleasure to read.	The paper is mostly understandable, with occasional inconsistencies that could be improved	Multiple sections of the paper are difficult to read/understand. The paper could be better structured or more clearly explained	The paper is difficult to read/understand due to sentence/paragraph structure, word choices, lack of explanations, etc.
	Mechanics	The writing is near perfect with little to no grammar or spelling errors.	Minor grammar or spelling errors are present, but do not detract from the content. Content is clear	Some grammar or spelling errors are significant and detract from the content. Paper requires further editing.	Pervasive grammar or spelling errors distort meaning and make reading difficult.

Each row is to be scored independently from zero to three points.