**2016 ASEE North Central Section Conference Author’s Kit**

**Deadlines:**

Abstracts Deadline Dec 15, 2015

Abstract Acceptance Notification Dec 31, 2015

Draft Paper Deadline Jan 29, 2016

Workshop Proposal Deadline Feb 19, 2016

Paper Acceptance Notification Feb 19, 2016

Final Paper Deadline Feb 26, 2016

**Abstract Format Guidelines**

*Title:*

1. *Title*: 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, 16 point.
3. *Author and Affiliation*: Submissions are done in a double blind. No author or affiliation information is to be included on any abstracts.
4. *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.

**Draft Paper 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, 16 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*: Please add the following footer. footer (Font: 10 point Times New Roman typeface, Style: Italic).

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*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 justification on left and right sides. 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. *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*: Insert page numbers at bottom of the page with right side alignment.
6. *Length*: There is no set limit for the number of pages a paper can or must be.

*Bibliographic Information (following body of paper)*

* 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.

***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**

*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)

**Author Name**

Department of XXX

University

City, State 12345

Email: [john.smith@email.edu](mailto:john.smith@email.edu)

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

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*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 1 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.  
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