Draft Paper Guide
2024 ASEE IL-IN Conference
University of Illinois Chicago

Draft paper due: ~~Feb 15, 2024~~ Feb 22, 2024

Congratulations! Now that your abstract has been accepted, let's write the full paper. At this conference we want to emphasize conciseness. We believe that rigorous content does not have to be lengthy. We also want to lower the barrier of entry, and encourage new or aspiring educators to share their work with the community. If your work is in progress, we want to read about it too!

But first, some compliance stuff:

- You will be required to acknowledge and accept the plagiarism policy before you can submit your draft paper. The plagiarism policy can also be found [here](#).
  - <u>Special note regarding AI</u>: ASEE does not currently have any official policy governing the use of AI in writing papers. We suggest that you disclose any use of AI tools as writing aid. No AI tools shall be listed as an author.
- You will be required to acknowledge the copyright policy before you submit the draft paper. The copyright policy can also be found [here](#).
- By submitting a draft paper, you agree to serve as a reviewer of draft and full papers.
- If your paper is accepted, you agree to register and present in person at the conference.

Since all accepted papers will eventually be published and archived on the national ASEE site, we have adopted a modified version of the draft paper format guidelines for the 2024 ASEE Annual Conference & Exposition:

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*Title (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. For work-in-progress papers, add a "Work in Progress:" prefix to your title.
2. Font: Times New Roman typeface is required, bold faced, 14 point.
3. Author and Affiliation: Draft papers are double-anonymous peer reviewed. No author or affiliation information is to be included on draft papers.
4. Footers: 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 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. Abstract section: 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: Must be left justified, sentence case (i.e., capitalize only the first letter), 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: Do not number the pages.
6. Length: Maximum 6 pages, not including references or appendices.

*References*
The preferred reference style is IEEE (more info here).

*File format*
Save your draft paper in PDF only.

*Upload*
Submit your draft paper PDF here, by Feb 15, 2024.

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Some important due dates:

Draft paper due: ~~Feb 15, 2024~~ Feb 22, 2024

Full paper due: Mar 15, 2024

See you on April 13!