AUTHOR INSTRUCTIONS AND TEMPLATE
TO PREPARE ASEM MANUSCRIPTS FOR IAC 2011

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Abstract
This document presents instructions for preparing a manuscript for the 2011 International Annual Conference of the American Society for Engineering Management Proceedings. Please note that your submission will not appear in the proceedings unless it conforms exactly to the required format. Most of these instructions are consistent with EMJ format. Contact us at asem2011@ttu.edu if you encounter problems. Please proofread your submissions carefully for typographical, spelling, or grammatical errors. We strongly encourage you to use this document as a template for developing your own manuscript.

General Guidelines
This section of the instructions summarizes the general guidelines. See later sections for specific page layouts, exhibits, and special sections. Please save a copy of these instructions to use as the file for your paper.

Submission. A Microsoft Word formatted document, should be used and submitted via email attachment to asem2011@ttu.edu by the paper deadline of 9 May 2011. Please notify us immediately for approval if other software is absolutely required. If your file is larger than 1.5 mb, you should compress or zip before sending. Please notify us if there are any problems or questions about the electronic submission process. Your paper must adhere to the 8.5-by-11 inch format. Final papers, revised based on reviewer comments, will be submitted electronically via email as well.

Length. The acceptable paper length, including all Exhibits, Appendices, and References is between 4 to 10 pages. Papers that do not meet this requirement will be returned to the authors for editing.

Type, font, and text body. The manuscript should be printed in 10-pt Times Roman (or if unavailable, another 10-pt serif typeface), single-spaced, double column, with 1” margins. The columns should be equal widths of 3.1” and the center gutter should be 0.3” spacing. Use a 1/4” first-line indent to begin paragraphs (except for the first paragraph after a heading, which is not indented), and use blank lines only above headings. Use 2 spaces between sentences. Avoid unnecessary capitalization. Do not use quotations except for quotes. All text including headings should be left justified and all continuing text should be fully justified.

Footnotes. Footnotes should not be used.

Headings. Section and subsection headings should be left justified and bold. Major section headings are to occupy a single line alone and should have the First Letter of Every Main Word Capitalized as in This Phrase. The subsection headings should begin on the first line of the paragraph. Only the first word should be capitalized and bolded, and a period should follow the heading phrase.

Page numbers. Do not include page numbers as part of the text. They are included in the headers on this template.

Language. English is the official language of the IAC Proceedings.

Specific Section Instructions
This section describes specific instructions for page layouts, exhibits, and special sections.

The first page shall contain the title in full capital letters, centered across the entire page. Use 14-pt bold font for the title and leave a single blank line between the last line of the title and the first author’s name. One line should be used for each author and should include the author’s name, suffixes, and affiliation. Use 10-pt bold font for the author line(s). There should be a single blank line between the last author name and the next line containing a single drawn thin line. Author names and biographical information will be omitted from the electronic copy before sending for blind review. Another single blank line separates the drawn line and the text body as shown above.

The paper should include at least the following sections: abstract, introduction, text body, conclusions, and references. Acknowledgement of funding support and/or any other kind of assistance should be contained in an Acknowledgements section located immediately before the References.

Abstract. All manuscripts are to include an abstract of no more than 150 words. The abstract should give
purpose, scope, and principal results and conclusions. It should not contain literature citations or formulas.

**Introduction.** The introduction should state the problem or issue addressed in the paper, the background surrounding the elements of the paper, and the reason for the study.

**Exhibits.** All Figures and Tables will be labeled as Exhibits. Number Exhibits consecutively, and place within the body of the text, bolded. A period should follow the exhibit number. The title of each exhibit should follow the heading and exhibit number and be followed by a period.

Do not box exhibits. Left justify the Exhibit number and title. Cite each Exhibit in the text before it appears.

Use portrait layout where possible. If the exhibit is too detailed to fit into a single column, it is acceptable to use the width of both columns for the exhibit. As an example Exhibit 1 shows the typical paper sections and their definitions and Exhibit 2 shows a graph with a multiple line title.

**Exhibit 1.** Typical Sections of Your Paper.

<table>
<thead>
<tr>
<th>Sections</th>
<th>Definitions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Abstract</td>
<td>Purpose, scope, and principle results and conclusions</td>
</tr>
<tr>
<td>Introduction</td>
<td>Problem or issue, background, and reason for the study</td>
</tr>
<tr>
<td>Text Body</td>
<td>Methodology, analysis, or other value added process</td>
</tr>
<tr>
<td>Conclusions</td>
<td>Summary in layman's terms of the result of this study</td>
</tr>
<tr>
<td>Recommendations</td>
<td>Specific steps to follow as a result of this study</td>
</tr>
<tr>
<td>Acknowledgements</td>
<td>Note funding support and/or other assistance</td>
</tr>
<tr>
<td>References</td>
<td>Published sources of information used in support of this study</td>
</tr>
</tbody>
</table>

A single blank line should separate the text from the exhibit title and two blank lines should separate the bottom of the exhibit from the subsequent text that follows. Excessive white space should be avoided. Some white space at the bottom of a column is acceptable if it precedes an exhibit or new section heading. This is an example of where such white space appears to be logical, as the exhibit title must be above the exhibit.
Exhibit 2. Example of a Graph with a Multiple Line Title.

![Graph with multiple lines](image)

Mathematical notations and equations. Each displayed equation should be preceded and followed by a single blank line. Display only the most important equations, and number the equations referenced in the text. Within the display, enclose the equation number in parentheses and place it flush with the right-hand margin of the column. Equation (1) is shown below.

\[ Y = \bar{X} + 3 \frac{\sigma}{\sqrt{n}} \]  

References. References should be complete, clear, styled as shown below, and listed alphabetically by author (chronologically for a particular author). Place the list of references last after recommendations or appendices. The section should begin with the major heading References. Only references cited in the text should be included.

For all authors, full names are required (note that only the first author is listed last name first). For periodicals, include volume number, issue number, month/quarter, year, and page numbers. For book chapters, include editor’s full name(s), publisher, and page numbers. Note: use of *italics* (for journal names, book titles, conference proceedings, and volume number) and *quotation marks* (for journal article titles). Use hanging indentation to distinguish individual entries. Do not insert blank lines between references.

Cite each reference in the text by author and year such as (Babcock, 1989). If the authors are mentioned in the sentence such as, according to Denton (1996), the parenthetical date should appear immediately after the name in the sentence. When referencing quotes include the page number in the parenthetical reference as in (Amos, 1980, 165). To identify multiple references by the same authors in the same year, append a lower case letter to the year of publication as such (Truran, 2000a) and (Truran 2000b). If there are two authors, reference them both in the text as in (Peterson and Emmett, 1998). If there are more than two authors reference the first author and others as follows (Keating et al., 2000).

Cite websites in the following manner (ASEM 2004): Author's Last Name, First Name, Initial, [if available], “Title of Document,” edition or revision [if applicable], IP address (date of access).

Many types of references have been included as examples including books, journal articles, proceedings articles, websites, and dissertations (Truran, 2001). The following are typical examples of acceptable reference styles:

**References**


Truran, W. R., “Learning Communities Emerging and Evolving within Communities of Practice,” Paper presented at the American Society of Engineering Education (June 2000a), St. Louis, MO.


2002 ASEE Annual Conference, (June 2002) CD-ROM.

About the Author(s) – FOR FINAL PAPER ONLY
There should be a separate paragraph of biographical information on each co-author of the paper. The paragraph should begin with the highlighted name of the author and include the most recent degree received including school affiliation. Previous education milestones should also be included. Graduation dates are optional. Current employer and job title along with a very brief description of main responsibility would be appropriate. If the author is in the academic arena, research interests should be included. If the author is in industry or government, projects or accomplishments could be included. An extra sentence giving any interesting professional affiliations would be appropriate too. Do not include address, phone numbers, or email addresses. Please limit this to no more than 150 words. Please do not include the author biographies until the final paper submission.

Ver: 9 Mar 2011