ASEM 2021 INTERNATIONAL ANNUAL CONFERENCE PAPER FORMATTING GUIDELINES

Author 1 First Name Last Name, M.S.
Author 2, Ph.D., P.E.*
Affiliation 1

Author 3, Ph.D., P.Eng
Affiliation 3

*Corresponding.Author@emailaddress.edu

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Abstract
This document presents instructions for preparing a manuscript for the *American Society for Engineering Management International Annual Conference Proceedings*. Please note that your submission will not appear in the proceedings unless it conforms exactly to the required format. 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.

Keywords
Provide a few keywords, separated by commas.

Introduction
This template will contain information on preparing the manuscript for the *American Society for Engineering Management International Annual Conference Proceedings*. The remainder of this template will provide details on various formatting styles.

Manuscript Format
The paper size is 8.5 x 11 inches, this is different than the A4 paper size. Margins are 1 in.for top, bottom, left, and right margins. The acceptable paper length, including all exhibits and references is between 4 to 10 pages. Final papers that do not meet this requirement will be rejected. We recommend that you use this template directly.

Type, Font, and Text Body
The manuscript should be prepared in 10-pt Times Roman, single-spaced, with 1" margins all around. Use blank lines only above headings. Avoid unnecessary capitalization. Do not use quotations except for quotes. All continuing text should be fully justified. Left justify headings and sub-headings.

Do not indent the paragraph immediately after a heading or subheading. Second paragraph onward, use 0.25" indentation. Do not leave any blank line between paragraphs.

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

Footnotes
Footnotes should not be used.

Page Numbers
Page numbers are already included in the footer. Do not make any changes to the page numbers.

Header and Footer

Headers will be different for the first page, do not change the header on first page. Authors last names should be added to the header on the second page onwards when submitting the final paper. Do not make any changes to the footers.

Headings and Sub-headings
Please limit the headings and sub-headings level to three levels. Section and subsection headings should be left justified and bold. Leave a single blank line before each heading and sub-heading.

Major Section Headings. Major section headings (first level) are to occupy a single line alone, bold, 12 pt font, and should have the **First Letter of Every Main Word Capitalized as in This Phrase**. Examples of first level heading in this template are "Introduction", "Manuscript Format".

Second Level Sub-heading. The second level sub-headings should be bold, 10 pt, and occupy a single line alone. Example of second level sub-heading in this template are "Headings and sub-headings", "Type, font, and text body".

Third Level Sub-heading. The third level sub-headings should begin on the first line of the paragraph. Capitalized main words and bolded, and a period should follow the heading phrase. Example of third level sub-heading is the heading for this paragraph.

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

Paper Title and Author Information
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.

All author's name must be fully spelled out, do not use abbreviation. If possible, group authors with the same affiliation (as in Author 1 and 2 on page 1). Put an asterisk (*) after the name (or suffix if applicable) of the corresponding author. After the affiliation of the last author (as in Author 3 in page 1), insert a blank link, then list the corresponding authors's email as shown in page 1. Use 12-pt bold font for the author line(s). The next line containing a single drawn thin line.

Paper Structure
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 <u>abstract of no more than 250 words</u>. 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.

Tables, Figures, and Captions. All Figures and Tables will be labeled as Exhibits. Number Exhibits consecutively, and place within the body of the text, in bold. 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. Center the Exhibit number and title. Cite each Exhibit in the text before it appears. Use portrait layout where possible. 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.

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

A single blank line should separate the text from the exhibit title and 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 page 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 which is a Pie Chart Depicting a Leader and Two Followers with a Title in Enough Detail Requireing a Multiple Line Title.
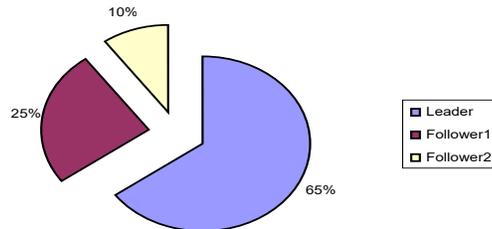
Mathematical notations and equations. Each displayed equation should be preceded and followed by a single blank line. Display only the most important equations, and number the equations referenced in the text. Within the display, enclose the equation number in parentheses and place it flush with the right-hand margin of the column. Equation (1) is shown below.

$$Y = \bar{X} + 3\frac{\sigma}{\sqrt{n}} \tag{1}$$

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 after recommendations. The section should begin with the major heading References. Only references cited in the text should be included.

Use American Psychological Association (APA) Style of referencing for both in-text citation and reference list. For more information on APA style, please see the Basics of APA Style tutorials on APA website http://www.apastyle.org/learn/tutorials/basics-tutorial.aspx. Another good source of information can be found at Purdue Online Writing Lab at http://owl.english.purdue.edu/owl/section/2/10/.

Following APA Style, in-text citation should be (Author, year) for any form of references including journal articles, conference proceedings, books, and other form of publications. Examples of in-text citation: (Denton, 1996) for one author, (Amos & Sarchet, 1980) and (Keating, Jacobs, Dryer, Unal, & Sousa-Poza, 2000) for two to seven authors. For proceedings or publications on CD-ROM, the in-text citation remains the same as in (Price-Wilkin, 2002).

For the list of references at the end of the manuscript, following the APA style, the reference should contain Author(s)' Last and First Name, (Year). Title of manuscript (capitalize the first letter only). *Publication Title (e.g. Journal Title, Conference Name) in Italics*, Volume (Issue), pages. Please see the References section of this template for more information. Use hanging indentation to distinguish individual entries, the indentation should be one-half inch from left margin. Do not insert blank lines between references.

In the Reference list of this template, the first reference is a website, second reference is a book, third reference is a refereed journal article, fourth reference is a printed proceeding from a conference, fifth reference is a conference proceeding on CD-ROM, and last reference is a website.

If you are using a word processing software that has a citation and referencing capability, we recommend using it, however care should be taken in checking the correctness and accuracy of such citations and references.

Recommendations

We strongly encourage you to use this document as a template for developing your own manuscript.

References

American Psychological Association. (2013). *The Basics of APA Style*. Retrieved from American Psychological Association: http://www.apastyle.org/learn/tutorials/basics-tutorial.aspx

Amos, J. M., & Sarchet, B. R. (1980). *Management for Engineering.* Englewood Cliffs: Prentice Hall.

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Keating, C. B., Jacobs, D. A., Dryer, D., Unal, R., & Sousa-Poza, A. (2000). Design of collaborative engineering work systems. *Proceedings from the 2000 ASEM National Conference*, (pp. 435-442). Virginia Beach.

Price-Wilkin, J. (2002). Using the world-wide web to deliver complex electronic documents: Implications for libraries. *Proceedings of the 2002 ASEE Annual Conference*, (CD-ROM).

Purdue Online Writing Lab (OWL). (2013). *APA Style*. Retrieved from Purdue OWL: http://owl.english.purdue.edu/owl/section/2/10/

Appendices

If using appendices, please include the appendices after References section, but before the Author(s)' information. Please number appendices continuously and refer to Appendices in text.

About the Author(s)

First Name Last Name is . . .   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 (shown here) 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 100 words.