

AUTHOR GUIDELINES FOR CEEA PROCEEDINGS MANUSCRIPTS

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Abstract –The abstract is to be in fully justified italicized text, at the top of the left-hand column, below the author information, as it is shown in this stencil. Use the word “Abstract” as the title, in 12-point Times New Roman, boldface type, to the left of the first line, initially capitalized.

The abstract is to be in 10-point, single-spaced type, and may be up to 3 in. (7.62 cm) long. Leave one blank line after the abstract, then begin the keywords.

All manuscripts must be in English or French. The body of the abstract should include: (i) motivation and statement of novelty; (ii) description of the main concepts; and (iii) summary of results. This abstract should refer very closely to the abstract submitted for review to this conference.

Keywords: Type "Keywords" in 10-point Times New Roman, boldface type, initially capitalized, flush left relative to the column, without any number in front of it, followed by a colon (:) and your keywords on the same line. The keywords should list up to five (5) important descriptors of the paper. At least three, but fewer than 10 keywords should be provided, following the abstract. Leave two blank lines after the keywords, then begin the main text.

1. INTRODUCTION

These guidelines include complete descriptions of the fonts, spacing, and related information for producing your proceedings manuscripts. Please follow them, and if you have any critical questions, direct them to the editor in charge of your proceedings at the Canadian Engineering Education Association.

The introduction of your actual paper should include (i) motivation for the paper, (ii) literature review, (iii) problem definition, (iv) solutions considered, (v) selected methodologies, and (vi) significance of the results obtained.

Following this introduction, the entire paper should include (i) the main body, (ii) results and discussion, (iii) conclusions, (iv) acknowledgements, (v) references, and (vi) appendices, if necessary.

2. FORMATTING YOUR PAPER

2.1. Language of Paper

All manuscripts submitted for inclusion in the conference proceedings must be in English or French.

2.2. Length of Paper

The standard paper for this conference is six (6) pages, with a minimum of two (2) pages, and a maximum of eight (8) pages.

2.3. Page Size and Stencil

All printed material, including text, illustrations, and tables, must be kept within a print area of 6-7/8 inches (17.5 cm) wide by 8-7/8 inches (22.54 cm) high. Do not write or print anything outside the print area (except for the required text and page numbers in the headers and footers). Figure 1 illustrates the utilization of a page.

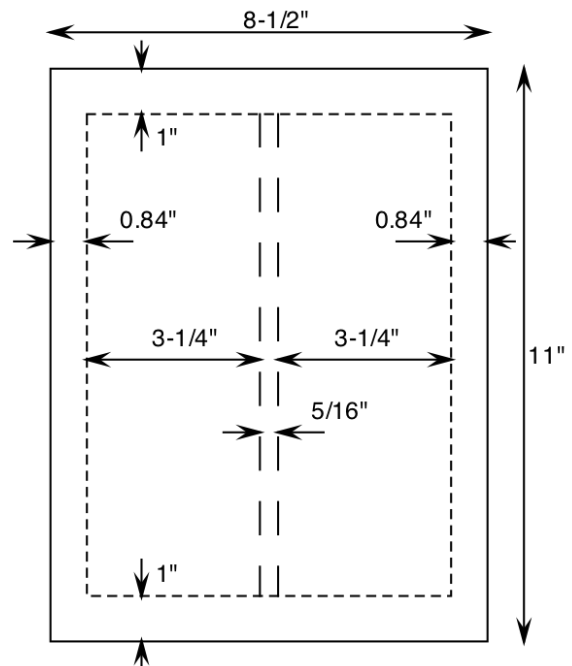


Fig. 1. Page utilization.

All text must be in a **two-column format** (except for the main title area). Columns are to be 3-1/4 inches (8.25 cm) wide, with a 5/16 inch (0.8 cm) space between them. Text must be fully justified (except for the title area and references).

This guide has been written in the required format, and is made available in Microsoft Word and Adobe pdf formats. A LaTeX version is not available at this time; however, author modification of existing LaTeX conference proceedings styles is acceptable.

2.4. Main Title

The main title (on the first page) should begin 1–3/8 inches (3.49 cm) from the top edge of the page, centred, and in 14-point Times New Roman, boldface type, fully capitalized. Further capitalize the first letter of nouns, pronouns, verbs, adjectives, and adverbs; do not further capitalize articles, coordinate conjunctions, or prepositions (unless the title begins with such a word). Leave two blank lines after the title.

2.5. Author Name(s) and Affiliation(s)

Author names and affiliations are to be centred beneath the title, and printed in Times New Roman 11-point, non-boldface type. Each author should be listed by their first and last names. The first name should be spelled out fully, while any middle names could be abbreviated (e.g. *John H.T. Smith*). **Two** authors should be separated by “and” (not “&”). **Multiple** authors should be separated by commas, and the last by “, and.” If the affiliation differs for multiple authors, numerical superscripts can precede the last names (e.g. *John Smith¹*), with a corresponding superscript preceding their affiliations (e.g. ¹University of Manitoba). The affiliations are centred below the author names, in 10-point Times New Roman, non-boldface type. Include e-mail addresses of the authors, if possible. Follow the author information by two blank lines before main text.

2.6. Second and Following Pages

The second and following pages should begin 1.0 inch (2.54 cm) from the top edge. On all pages, the bottom margin should be 1-1/8 inches (2.86 cm) from the bottom edge of the page for 8.5 × 11-inch sheet.

2.7. Fonts and Type-style

Wherever *Times New Roman* is specified, *Times Roman*, or *Times* may be used. If neither is available on your word processor, please use the font closest in appearance to Times (serif) that you have access to. For text, please avoid using Arial (sans serif) or bitmapped fonts, if possible. True-Type 1 fonts are preferred.

2.8. Footnotes

To help your readers, avoid using footnotes altogether, and include necessary peripheral observations in the text

(within parentheses, if you prefer, as in this sentence). If you must, place footnotes at the bottom of the column on the page on which they are referenced. Use Times New Roman 8-point type, single-spaced.

2.9. Headers and Footers

The header contains the name of the conference, while the footer contains its location, dates, and paper number, all left-justified. The footer also contains the running page number in the paper, and the total number of pages in the paper, both in a format shown.

3. FORMATTING THE MAIN TEXT

Type your main text in 10-point Times New Roman, single-spaced. Do **not** use double spacing. All paragraphs should be indented 1 pica (approximately 1/6- or 0.17-inch or 0.422 cm). Be sure your text is fully justified; i.e. flush left and flush right. Please do not place any additional blank lines between paragraphs.

3.1. First-Order Headings

The main text of the paper is segmented into sections. The heading of each section is called the first-order heading, and it appears, for example, as “3. FORMATTING THE MAIN TEXT”. It is written in Times New Roman, 11-point boldface, all capitalized, centred, with one blank line before, and one blank line after. Use a period (not a colon) after the heading number. Place no period after the heading.

3.2. Second-order Headings

As in this heading, they should be Times New Roman, 11-point boldface, initially capitalized, flush left, with one blank line before, and one after.

3.2.1. Third-order Headings. Third-order headings, as in this paragraph, are discouraged. However, if you must use them, use 10-point Times New Roman, boldface, initially capitalized, flush left, preceded by one blank line, followed by a period and your text on the same line.

3.3. Text Balancing on the Last Page

If the last page of your paper is only partially filled, arrange the columns so that they are evenly balanced if possible, rather than having one long column.

4. FIGURE AND TABLES

Figures include line drawings (e.g. flowcharts, network diagrams, schematics, illustrations, and graphs), as well as screenshots and photographs. Figures and tables must be embedded in the text of the paper, with one line above and one line below them.

Figure and table **captions** should be 9-point Arial (or a similar sans-serif font such as Helvetica). Initially

capitalize only the first word of each figure or table caption. Figures and tables must be numbered separately. Figure captions are to be centred *below* the figures, as shown in Fig. 1. Table captions are to be left justified *above* the tables, as shown in Table 1.

Table 1: Page dimensions.

Page Elements	Dimensions [inch]
Page size	8.5 × 11
Margins	
• Top and Bottom	1
• Left and Right	0.84
Column	
• Width	3.25
• Spacing	5/16

A figure is referenced in text by phrases such as "... as shown in Fig. 1" However, the abbreviated form cannot be used if the sentence starts from "Figure 1 shows ..."

All the original figures should be produced using high-quality drawing, or drafting, or image-processor applications such as EazyDraw, Visio, PhotoShop, Illustrator. Screenshots must also be of good quality and legible when placed in the paper. Text in the drawings must be Arial or equivalent sans-serif font. Each figure should fit the column width. If the figure is too complicated, it could fit the width of both columns. Make sure that any text in the figures is not smaller than 8-point when reduced, or 10-point when enlarged.

Each figure should be saved with resolution of 300 dots per inch (dpi), or 150 dpi minimum. Figures with 72 or 96 dpi do not reproduce well. File formats recommended for your figures are .png, .tiff, .bmp for line art, and .jpg, for grayscale or colour photographs. For best results, make the background of the drawing transparent. Vector graphics formats may not be handled well by some word processors. Make sure that the colours selected in the figures could print on grayscale printers, so that any information contained in the colour be also distinguishable when printed.

5. PREPARING PAPER FOR SUBMISSION

5.1. Saving as a Self-Contained PDF

When saving your paper into Adobe portable file format (pdf) for submission to the conference for inclusion in the proceedings, extreme attention must be given to the display of the file on any screen, and printability of the file on any printer. If the file contains any font that is not available on the displaying computer or a printer, the font may be substituted, and will render the paper unreadable. Consequently, each paper must include and subset the fonts used. The universal fonts include the Times New Roman, Arial, and Symbol.

5.2. CEEA Right-to-Publish Form

You **must** complete the CEEA Right-to-Publish (RTP) form when you submit your full paper. We **must** receive this form before your paper can be published in the conference proceedings. The RTP form is available via the EasyChair website.

Acknowledgements

Acknowledge your funding agencies and colleagues involved in the work reported in the paper, but not listed as authors. These guidelines are based on various examples, including the IEEE author guidelines at http://www.ieee.org/publications_standards/publications/authors/index.html

References

At the end of your paper, list all the references in an alphabetical order, and number them in 9-point Times New Roman, single-spaced. When referenced in the text, enclose the corresponding citation number in square brackets, for example [1].

Examples of the different classes of references are provided below in order to clarify the style and punctuation:

- (i) **Books** are represented by [1], [5], and [7]. Notice that the book titles are capitalized, in italics, ended with a period. The number of pages in the book is provided at the end of each reference. An ISBN number of the book may also be provided in braces.
- (ii) **Journal papers** are represented by [2] and [6]. The title of a paper is enclosed in quotation marks, it is ended with a comma, and only the first letter is capitalized. The name of the journal is capitalized, and in italics. If the paper is available from the Web, provide its URL.
- (iii) A conference **proceedings paper** is represented by [3]. Its style follows a journal paper, but requires a separator "in," includes the name(s) of editor(s) of the proceedings, location and duration of the conference enclosed in parentheses, number of pages of the paper and year of publication. This style also applies to chapters in edited books.
- (iv) A **report** is represented by [4]. Its style is identical to referencing books.

- [1] Edward Crawley, Johan Malmqvist, Sören Östlund, and Doris Brodeur, *Rethinking Engineering Education: The CDIO Approach*. New York, NY: Springer, 2010 (2nd ed.), 300 pp. {ISBN: 978-1441-94260-9}
- [2] Richard M. Felder and Linda K. Silverman, "Learning and teaching styles in engineering education," *Engineering Education*, vol. 78, no. 7, pp. 674–681, 1988.

- Available as of March 3, 2012, from <http://winbev.pbworks.com/f/LS-1988.pdf>
- [3] Witold Kinsner, M.G. (Ron) Britton, and Jeff Cieszecki, "Teaching teachers: Could I design, build and test a tiny smart robot?," in *Proc. CEEA Canadian Engineering Education Conf., CEEC11*, Andy Fisher (ed.) (St. John's, NL ; 6–8June 2011), 7 pp., 2011.
- [4] Billy Vaughn Koen, *Definition of the Engineering Method*. Washington, DC: American Society for Engineering Education (ASEE), 1985, 79 pp. {ISBN-0-87823-101-3}
Available as of March 3, 2012, from http://eric.ed.gov/ERICWebPortal/search/detailmini.jsp?_nfpb=true&_ERICExtSearch_SearchValue_0=E D276572&ERICExtSearch_SearchType_0=no&accno=ED276572
- [5] Billy Vaughn Koen, *Discussion of the Method: Conducting the Engineer's Approach to Problem Solving*. Oxford, UK: Oxford University Press, 2003, 273 pp. {ISBN 978-0195-15599-0}
- [6] Miguel Pinto, Antonio P. Moreira, and Anibal Matos, "Localization of mobile robots using an extended Kalman filter in a LEGO NXT," *IEEE Trans. Edu.*, vol. 55, no. 1, pp. 135–144, February 2012.
- [7] Erwin Roberts and Adam B. Smith, *Education and Teaching*. New York, NY: McGraw Hill, 2010, 345 pp.

APPENDIX A: STENCILS & FORMS

If an appendix is required, it should be provided immediately after the references. Appendices could

include specific examples of algorithm, its code, critical data obtained, and simulation results.

A.1 CEEA Conference Paper Stencil

A stencil for a CEEA conference paper (in .doc, and .pdf) is provided at the CEEA Website.

A.2 CEEA Right-to-Publish Form

Although the copyright to the paper is retained by the authors, a right-to-publish (RTP) form must be submitted for each paper to CEEA prior to the publication of the conference proceedings.

A.3 CEEA Conference Registration Form

A registration form for the annual CEEA conference is provided at the CEEA Website.

APPENDIX B: QUALITY ASSURANCE

Various organizations have instituted Quality Assurance (QA) processes to insure the PDF files submitted are acceptable for both print and electronic use. For example, IEEE members can use the IEEE PDF eXpress™ online tool before submitting their final papers. The tool is available at

<http://www.computer.org/portal/web/cscps/formatting>