

# Submission Guidelines for CEEA2015-McMaster

Compiled by Dr. Thomas E. Doyle on behalf of the Program Committee

Last update: March 1, 2015

## 1 Introduction

The 2015 Canadian Engineering Education Association's Conference (CEEA2015-McMaster) offers a unique venue for academics and practitioners to discuss recent trends in engineering education and education research. The conference includes workshops, plenary sessions, and technical sessions.

Submissions are solicited in the categories, as defined by Boyer's model of scholarship<sup>1</sup>, of Scholarship of Discovery, Scholarship of Application, and Scholarship of Integration. Employing the IEEE Transactions on Education submission guidelines that use Boyer's framework, we have three primary conference streams:

**Scholarship of Discovery:** New knowledge in the field of education in an engineering context. For example, a tool or process for assessing learning.

**Scholarship of Application:** Application, in an engineering context, of prior educational research on learning and teaching. These activities include, but are not limited to, courses, course segments, curricula, laboratory experiments, course projects, capstone courses, and outreach activities.

**Scholarship of Integration:** Multidisciplinary, integrative, and/or interpretive syntheses across prior research to identify patterns, themes, trends, needs, and opportunities, still within an engineering context, upon which other scholars can build.

The committee believes that these categories will better assist authors to focus their paper(s) and that it will better align presentation topics at the conference. Should an author feel his/her paper does not fall into any of these categories then the *Other* stream should be chosen. Submission has not been previously published, nor is it before another conference for consideration.

---

<sup>1</sup><https://depts.washington.edu/g630/Spring/Boyer.pdf>

## 2 Process

The selection process will be based upon abstract submission. Authors that submit a clear and concise summary of their relevant scholarly work in engineering education will be reviewed and ranked by the program committee. Abstracts with sufficient ranking will be invited to submit a full length conference paper to be presented at the CEEA2015-McMaster conference.

### Please note:

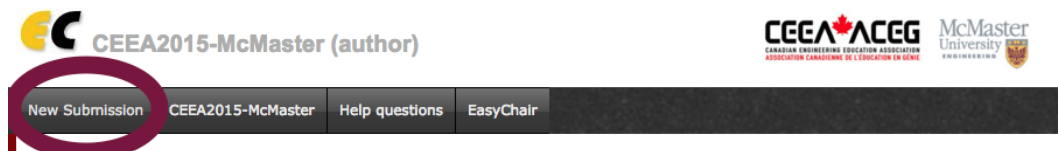
1. Only invited participants that pay the registration fees and present their paper(s) at the conference will have their paper(s) included in the proceedings.
2. Only two papers may be submitted as primary author.

## 3 Abstract Submission

Submit a concise abstract of 300 to 400 words (limited to 2000 characters). The abstract should briefly state the purpose of the research, method(s) of conducting/analyzing research, the principal result(s) and major conclusions.

When submitting your abstract, use the following submission guide:

1. If you do not already have an EasyChair ( <https://easychair.org>) account, please create one.
2. Log into CEEA2015-McMaster EasyChair portal: <https://easychair.org/conferences/?conf=ceea2015mcmaster>.
3. To submit an Abstract, select *New Submission*.



4. Now select the track that best suits your topic area:

The screenshot shows the top navigation bar with the following items: **EC CEEA2015-McMaster (author)**, **CEEA/ACCG** (Canadian Engineering Education Association / Association canadienne de l'éducation en génie), and **McMaster University** (Engineering). Below the navigation bar is a dark grey menu with the following items: **New Submission**, **CEEA2015-McMaster**, **Help questions**, and **EasyChair**. The main content area is titled **Select a Track**. Below the title, there is a instruction: **Please select the track relevant for your submission and click "Continue"**. A light grey box contains five radio button options: **Workshop proposal**, **Scholarship of Discovery**, **Scholarship of Application**, **Scholarship of Integration**, and **Other Category**. At the bottom of this box is a red **Continue** button.

5. Enter author(s) information, ensuring you have at least one corresponding author. You must enter ALL authors here.

The screenshot shows a form titled **Author 1** with two links: [\(click here to add yourself\)](#) and [\(click here to add an associate\)](#). The form contains the following fields: **First name\* (\*)**: text input; **Last name\* (\*)**: text input; **Email\* (\*)**: text input; **Country\* (\*)**: dropdown menu; **Organization\* (\*)**: text input; **Web site**: text input; and **Corresponding author**: checkbox.

6. On the same page, enter your abstract title and body in the textfields provided. Then select an appropriate group for your paper. Do NOT upload an abstract file. Do NOT include identification of author in the body or title of abstract. Only the text from the Abstract textbox will be reviewed for Abstract submission.

### Title, Abstract and Other Information

The title and the abstract should be given as a plain text, they should not contain HTML elements.

Title (\*):

The abstract should not exceed 2000 characters

Abstract (\*):

If your submission belongs to any of the following group(s) tick the corresponding box.

Group (\*):

- Accreditation and Quality Assurance
- Assessment of Student Learning
- Co-Curricular Engagement
- Community Engagement
- Distance Education
- Education Research Methods
- Emerging Education Technologies
- Entrepreneurship
- Experiential Education
- First Year Education
- Integrating Research and Education
- Large Classrooms
- Learning and Research Using Social Media
- Multidisciplinary Learning
- New Educators
- Outreach
- Science, Technology, and Mathematics Education
- Simulation Based Learning
- Other

7. On the same page, enter your keywords in the textfield provided. Minimum of three keywords, maximum of five keywords.

Keywords (\*):

8. On the same page, you will see a section *Upload Paper* – you are NOT uploading a paper at this stage. Ensure the checkbox is selected *I will submit the paper later*. Only the text from the above Abstract textbox will be reviewed for Abstract submission.

#### Upload Paper

The submission should be in the PDF format (file extension .pdf). Either upload your submission or tick "I will submit the paper later".

Paper:  No file chosen

I will submit the paper later

9. On the same page, when you are ready to submit your Abstract, press the *Submit* button.

**Ready?**

If you filled out the form, press the 'Submit' button below. **Do not press the button twice: uploading may take time!**



## 4 Final Paper Submission

Once an abstract has been approved the final, camera ready copy should be prepared based upon reviewers comments.

Submission length is limited to a maximum of 6 pages, minimum of 4, and must be in the PDF format. Papers beyond the page limit and/or not in the correct format will be returned/rejected.

A sample DOC file is provided for author reference. Please see the CEEA2015 website for this file.

## 5 Presentation

For workshops, presenters should bring their own computer. Audio-visual equipment will be provided. The workshop duration has been pre-arranged with the organizers.

For paper presentations, a windows PC will be available to load the talk in either Adobe PDF or Microsoft PowerPoint. Unless your presentation requires alternate software for your talk, PDF and PPT are the preferred format. If your presentation requires alternate software, the presenter is required to provide their own computer running the required application(s). The program committee cannot guarantee the exact version of the PowerPoint software, thus the presenter must ensure the slides appear presentable in both PPT and PPTX. Each talk duration is 20 minutes (15 minutes to present, 5 minutes for questions). Each talk is moderated and out of respect for each presenter, timing will be enforced.