



Full Paper Submission Guidelines for Peer-Refereed Proceedings Publication

(Revised March 24, 2020)

Invited Authors will receive paper submission details in **June 2020**.

Proposal Submission Deadlines:

- Conference Paper Submission Open **July 6, 2020**
- Conference Paper Submission Closed **August 3, 2020**
- Authors informed of Conference Paper Decision **September 1, 2020**
- Deadline for named presenters to register for the conference **September 14, 2020**
- Final Conference Papers Due **October 12, 2020**

Author Eligibility, ATMAE Membership Requirement, and Conference Attendance:

- **ATMAE Membership:** Upon acceptance of a Conference Proceedings Paper submission, all named authors must be current ATMAE members. If a named author of an accepted Conference Proceedings Paper has not complied with this policy by September 30, 2020, they will not be acknowledged as an author of the paper in the 2020 Conference Proceedings. If none of the named authors are current members by September 30, 2020, the paper will not be published.
- **Conference Attendance by Authors:** Named authors of accepted Conference Proceedings Papers who are also named presenters are required to attend and present at the conference; co-authors who are not listed as named as presenters on the underlying proposal are not required to attend the conference. All required presenters must be registered for the conference by September 14, 2020.

Submission of Papers:

- All papers are to be uploaded to the Catalyst site where presenters have submitted their abstracts. Authors will be provided this link in an email. Please contact Karen Miles admin@atmae.org if you need assistance.
- All identifying information about the Authors must be removed from the text. ***Any included Author information will not be reviewed and will disqualify the paper***

Paper Formatting Requirements:

Click here for [sample APA style formatted paper](#)

Spacing and Maximum Length: All papers are to be double-spaced with no more than ten (10) pages of text exclusive of cover page, tables, figures, art, and references.

Font Size and Margins: All papers must be submitted in 12-point font, in either Times New Roman or Arial Narrow. Use one-inch margins.

Headers and Pagination: Use a running header in the upper right header on each page with the paper title or shortened form of the same; place page numbers at the bottom of each page.

Text Style: Use regular text; AVOID UPPER CASE, **bold**, italics, and underlined text, except as noted for section headings.

Section Headings: Authors should use appropriate section headings to facilitate reading and review. Delineate main section titles with **Bold Text** and delineate subsection titles with Underlined Text or *Italics Text*. Do not use ALL UPPER CASE for section or subsection headings.

Captions for Tables: Per APA style, tables must be labeled appropriately above the table.

Captions for Figures, Graphics, Photos, etc.: Per APA style, these are labeled below the image.

References: Authors should use citation and references format. Do not use footnote references. Cited references are encouraged and a references page is required if citations are noted in the text, but a full bibliography of all sources is not required. All citations in the text should be reflected with full citations in the reference section at the end of the paper, using APA format.

Submissions that do not meet these specifications will not be reviewed. Submissions which do not meet these specifications will be returned. All deadlines for submission will remain in effect. Authors will be responsible for revising his/her paper to conform to specifications by the established deadline.

Review Guidelines & Process - ATMAE 2020 Conference Proceedings Papers:

Review Criteria: ATMAE divisions and focus leaders will review papers based on the following criteria:

QUALITY: Is the paper's topic presented in a manner representative of the high quality expected of research done in Engineering Management, Engineering Technology or Technology Management?

ACCURACY: Is the material accurate? (This is perhaps most important.) Are the claims of novelty or innovative technical content backed up and verifiable by a competent Reviewer? Are the statements and analyses made in the paper correct and logically consistent? Do they flow from the analyses or data presented in the body of the paper?

USEFULNESS: How useful is this material to Engineering Management, Engineering Technology or Technology Management, whether faculty, industrial member, or student? This implies that a Reviewer could recommend the paper to be read by a colleague or student or could use the material him or herself.

INNOVATION: It is realized that not every paper submitted to a conference such as ATMAE's must present a brand-new invention, development, or theory. However, Reviewers will examine papers for novel inventions, or applications of current technology in new ways and in new environments, and such novelty, backed up by the Reviewers' assessments in Item #2, should count strongly for the paper. Furthermore, because a large part of the ATMAE membership consists of those engaged in teaching engineering management, engineering technology and technology management, the application or introduction of novel or more advanced technical concepts and technologies to instruction will also be considered to demonstrate innovation.

FORMATING/ORGANIZATION: Poor writing or organization, making the paper hard to follow or understand, is the single biggest reason submissions are rejected. Remember these are "Conference Proceedings Papers" and the Reviewers will be selective.

SCORING: Use an equal weight of 25 points for each of the review criteria. The higher the score the better the paper is within each criteria. 5 = highest and 1= lowest.

What to Expect in the Review Process?

1. Once the paper is uploaded, the Corresponding Author will receive a computer-generated email.
2. The review committee for the appropriate programming track will review papers in their area. The review committee consists of the division presidents and/or focus group chairs who have identified reviewers for abstract proposal and paper evaluation. Division Presidents and Focus Group Chairs may act as Reviewers. Reviewers are ATMAE members who are academic faculty and/or industrial personnel who are readily aware of current literature within the discipline of Engineering Management, Engineering Technology or Technology Management. A double-blind review process is used for review. The Authors’ identities will not be known to the Reviewers, and the Reviewers will withhold their identity from the paper’s Author.
3. Reviewers are asked to provide a rigorous review of paper content and format, and will state whether the reviewed publication should be:
 - a. **Accepted as is; or Accepted with minor/major changes:** all comments will be emailed to the corresponding author so that the corresponding author may make corrections. Minor/Major changes/edits must be made in Word to the original paper. The Author will upload the revised paper through the personal link he/she will be provided. The ATMAE office is not responsible for any corrections to the Author’s paper.
 - b. **Rejected:** decision includes reasons for rejection stated clearly in separate memo.

Submission & Review Timeline:

<u>August 3, 2020</u>	Paper Submission Deadline.
<u>September 1, 2020</u>	Decision Emails to Authors from ATMAE office
<u>September 14, 2020</u>	Named presenters must have registered for the conference. NOTE: At least one paper author must attend the conference to present, or the paper and presentation abstract will not be published in the Proceedings.
<u>September 30, 2020</u>	Final Papers Deadline - Named authors of accepted papers must have joined/renewed ATMAE membership

Minimum Rejection Rate for Conference Proceedings Papers:

- **No more than 49% of submissions in any track will be accepted for publication as Conference Proceedings Papers**, unless only one paper is submitted in each track, in which case the paper can be reviewed and accepted if that is the judgment of the Review Leaders.
- A Review Leaders may choose to accept no submissions within its track.

“Best Conference Proceedings Paper”:

- A committee of the ATMAE Board of Directors must select a “Best Conference Proceedings Paper” from among all accepted submissions to the Conference Proceedings Papers process.
- The review of papers in each programming track will result in a top-ranked paper in the track which will be chosen as the “Best ATMAE 2020 Conference Proceedings Paper.”
- The “Best ATMAE 2020 Conference Proceedings Paper” shall be selected using the existing review criteria for the Conference Proceedings Papers, and with additional consideration of:
 - Professionalism in presentation.
 - Efficiency in organization and readability.
 - Application of the substance to advancing solutions to and knowledge regarding actual business, industrial, technological or academic problems or issues.