

Instructions: How to prepare a collection of documents for upload

When requesting to upload a collection of papers or journals to peer.asee.org, please make sure that you have all necessary documentation in the correct format. Each collection must include i) PDF format copies of all papers, and ii) the filled-in DOI submission form, saved in either Excel or CSV format. Please note that all PDF documents should be titled without any spaces.

PDF is the only document format allowed when uploading to PEER. It is important to make sure that all the materials saved in Word, PowerPoint or other formats must be converted to PDF before submitting a request.

To complete the DOI submission form you will need to include: i) the *first* and *last name(s)* of all authors listed for the document, ii) the *paper/presentation title*, iii) the *topic* or *topics* of the document, and iv) the exact *pdf file name* for all documents. Please do not insert any extra spaces before/within/after the text in column headers, or before/after data entries in each column.

The DOI submission form looks like this:

author_first_name	author_last_name	presentation_title	topic	primary_topic?	pdf_name

The field **author_first_name** can include the first and middle name(s) of an author in the following formats:

Alice

Alice Jane

Alice J.

Alice J

Alice-Jane

A. Jane

The field **author_last_name** can include the last name of an author in the following formats:

Wonderland

Wonderland-Happy

Wonderland Happy

If the document has only one author, you can simply enter the details of the document in a single row. If there are multiple authors, you will need to complete a full row with all details (including the paper details) for each author. **Important:** the first listed author is recorded as the primary author. Please see an example of a multiple-author paper below. Note, that for each author,

every field, including **author_first_name**, **author_last_name**, **presentation_title**, **topic**, **primary_topic?** and **pdf_name** columns are filled in.

author_first_name	author_last_name	presentation_title	topic	primary_topic?	pdf_name
Katherine	Gascon	An Undergraduate Experiment to Introduce Surface Science Fundamentals	Chemical Engineering	1	FP14
Steven	Weinstein	An Undergraduate Experiment to Introduce Surface Science Fundamentals	Chemical Engineering	1	FP14
Michael G.	Antoniades	An Undergraduate Experiment to Introduce Surface Science Fundamentals	Chemical Engineering	1	FP14

The field **presentation_title** should include the full title as stated on the first page of the PDF document. The example below includes the title in the paper, in the DOI submission form and as it appears later on PEER.

Students Engineer Tools for Scientific Discovery via Empirical Research on the Mach Field

Peter Mark Jansson PE PhD, Bucknell University

Abstract – This paper summarizes a summer of empirical research completed by undergraduate electrical engineers who desired an experience of engineering beyond the classroom by grappling hands-on with the tools of scientific discovery. In addition, the research focus of their investigations required scientific equipment use, application of new data capture technologies,

You may use spaces and capital letters, symbols including: , “ ” ; : + . - . Please see an example of the title entered on the DOI submission form below.

author_first_name	author_last_name	presentation_title	topic	primary_topic?	pdf_name
Peter Mark	Jansson	Students Engineer Tools for Scientific Discovery via Empirical Research on the Mach Field	Engineering Education	1	1008a

It is important to note that however the presentation title is entered in the “**presentation_title**” field of DOI submission form will determine the title in peer.asee.org:

Students Engineer Tools for Scientific Discovery via Empirical Research on the Mach Field

Collection 2019 ASEE Zone I Conference & Workshop
Authors Peter Mark Jansson

The field **Topic** allows you to select the topic that best matches the theme of the paper. You can also select additional topics if the paper matches more than one topic. Please note that the topic(s) can only be selected from the list available in the “topics” tab provided in the DOI submission form. The “**classification_name**” column in the table provides the full list of topics.

Please review the three examples below: the first is of a paper with a single (primary) topic and many authors, the second is a paper with one primary topic and two additional topics, and the third is a paper with a single author, one primary and several additional topics.

In the first example, a paper has three authors and only one primary topic – Chemical Engineering. We enter the topic name in the field **topic** in each row (because each row must have

all the fields completed) and we put “1” (meaning “yes, primary”) in the next field **primary_topic?** for all rows.

A	B	C	D	E	F
author_first_name	author_last_name	presentation_title	topic	primary_topic?	pdf_name
Katherine	Gascon	An Undergraduate Experiment to Introduce Surface Science Fundamentals	Chemical Engineering	1	FP14
Steven	Weinstein	An Undergraduate Experiment to Introduce Surface Science Fundamentals	Chemical Engineering	1	FP14
Michael G.	Antoniades	An Undergraduate Experiment to Introduce Surface Science Fundamentals	Chemical Engineering	1	FP14

In the next example we have one primary topic – Mechanical Engineering and two additional, non-primary topics: Engineering Technology and Materials. We list secondary topics after the primary one and put “0” (means no, not primary) in the next field **primary_topic?** To show that those topics are not primary.

Raymond	Lam	Compressive Mechanical Properties of Three-Dimensional (3D) Printed Thermoplastics	Mechanical Engineering	1	FP15
Michael	Orozco	Compressive Mechanical Properties of Three-Dimensional (3D) Printed Thermoplastics	Engineering Technology	0	FP15
Erick	Mendieta	Compressive Mechanical Properties of Three-Dimensional (3D) Printed Thermoplastics	Engineering Technology	0	FP15
Bernard	Hunter	Compressive Mechanical Properties of Three-Dimensional (3D) Printed Thermoplastics	Materials	0	FP15
Joseph	Seiter	Compressive Mechanical Properties of Three-Dimensional (3D) Printed Thermoplastics	Materials	0	FP15

If you only have one author and several topics you can copy and paste the same line with the same author and update the topics to reflect the names and the numbers 0 or 1. Please refer to the example below: the Primary topic is always entered in the top (very first) row for each paper. The primary topic must also always have “1” entered in the field **primary_topic?**

Stephen	Boedo	Singularity Functions Revisited: Clarifications and Extensions for the Deflection of Beams of Non-Uniform Flexural Rigidity under Arbitrary Loading	Mechanical Engineering	1	FP40
Stephen	Boedo	Singularity Functions Revisited: Clarifications and Extensions for the Deflection of Beams of Non-Uniform Flexural Rigidity under Arbitrary Loading	Biomedical Engineering	0	FP40
Stephen	Boedo	Singularity Functions Revisited: Clarifications and Extensions for the Deflection of Beams of Non-Uniform Flexural Rigidity under Arbitrary Loading	Computers in Education	0	FP40
Stephen	Boedo	Singularity Functions Revisited: Clarifications and Extensions for the Deflection of Beams of Non-Uniform Flexural Rigidity under Arbitrary Loading	Mechanics	0	FP40

The field **primary_topic?** cannot include any words, only the numbers 0 or 1. The number 1 should be entered if the topic is the primary topic of the paper, and “0” otherwise. All topics must be listed in fully completed rows, as shown in the examples above.

The field **pdf_name** must have the exact name of the pdf file provided in the collection for upload (without the .pdf extension at the end). Please remember, the name of the pdf file should not contain any spaces between words.

The pdf file name may have various options, for example:

1200

FP1200

Overall_Goals_for_Congressional_Visits_2020