

Updated ASEE-SE Author's Instructions

The ASEE-SE Section has adopted a new commitment to implementing a double-blind peer review where both the reviewers and author identities are concealed during the review process. In order to ensure a double-blind peer review process, authors will need to submit a **Blinded Manuscript** as their initial PDF for review. With 2018-2019 being the first year of double-blind peer review implementation, Authors *are requested* to participate, rather than making it an absolute requirement.

In the **Blinded Manuscript** submitted for the initial review, authors will need to have removed ALL the text that identifies themselves and their institution name in the manuscript they provide as the line-numbered PDF version that reviewers will read.

Once an author's ASEE-SE Blinded Manuscript has gone through the initial review stage, authors will receive notification of acceptance of their paper with reviewers' comments. At that time, while incorporating changes, the authors will need to re-insert their identifying text that had been removed from the Blinded Manuscript; such that their FINAL version of the paper will be complete and can include identifying text.

To prepare a Blinded Manuscript, the checklist below is offered as a guide. An example of a Blinded Manuscript is also provided

Checklist for Blinded Manuscript for double-blind review:

- Replace names and affiliations under the title within the manuscript with anonymous placeholder text.
- Use the third person to refer to work the Authors have previously undertaken, e.g. replace any phrases like "as we have shown before" with "... has been shown before [Anonymous, 2007]."
- Make sure figures do not contain any affiliation related identifier.
- Cite papers published by the Author in the text as follows: '(Anonymous, 2007)' if you are using a parenthetical citation style. If you are using a superscripted number citation style, then anonymity in the text is already occurring.
- To ensure the reference list is blinded, use substitute text as follows: '(Anonymous 2007) Details omitted for double-blind reviewing.'
- Remove references to funding sources.
- Do not include acknowledgments.

Note: Guidance for double-blind peer review was taken from Elsevier,

<https://www.journals.elsevier.com/social-science-and-medicine/policies/double-blind-peer-review-guidelines>

Closing Notes: The ASEE-SE section acknowledges the process of removing identifying text in the body of the paper and in the references may take some additional time on behalf of the authors; however, the ASEE-SE section considers that the value-add to both the authors and to the section in terms of fairness and rigor of review does indeed warrant the extra time. By adopting the double-blind peer review, ASEE-SE will also be mirroring the process required by the ASEE for national conference review.