

# Checklist: Final Paper Instructions

Use this list as a final check before submitting your materials to ACEEE **no later than May 18, 2007**. Submit your paper via the submission Web site URL that will be provided to you soon in an e-mail notification.

## Submitting Your Paper

You may submit your final paper in Microsoft Word 2000 or XP. Follow the instructions below:

1. **Send your final paper to your Panel Leader by May 11, 2007 for approval.**
2. After receiving approval, submit your paper including abstract by May 18, 2007 at the Web site URL that you will be provided
3. Also submit up to 10 keywords of your choice.
4. Provide payment to ACEEE if your paper exceeds 12 pages @ a charge of \$100 per additional page. You may submit credit card information via the submission Web site or send ACEEE your credit card information or a check at the address below. **Note: no paper over 16 pages will be published.**
5. Also provide payment for papers submitted after May 18, 2007 at \$50 per week late, up to three weeks late (June 8, 2007), after which the Web site will no longer accept papers. If you do not submit your final paper via the online collection site by June 8, 2007, then your paper will not be published in the proceedings and you will not be allowed to present your paper at Summer Study.

## Paper Organization

Your paper will consist of two parts:

1. the abstract of no more than 250 words
2. the full paper

## Formatting

Please type your paper into the "Template" (<http://aceee.org/conf/07ss/07template.doc>). Also refer to the example, "Your Summer Study Paper Should Look Like This" (<http://aceee.org/conf/07ss/07example.doc>) and the "Reference Guide" (<http://aceee.org/conf/07ss/07refguide.pdf>).

## Proofreading

Please proofread your paper carefully! ACEEE will not check for, or correct, errors when preparing the proceedings.

## Paper Preparation Schedule

**3/9/07** Send your first draft to your Panel Leader.

**4/20/07** Panel Leaders will process all comments from reviewers and send revision instructions to authors on or by this date. Panel Leaders must give final approval of all papers for publication.

**5/11/07** Send your final paper to your Panel Leader.

**5/18/07** After receiving approval from your Panel Leader, submit your paper via the online collection Web site. Also submit payment if necessary.

## 2007 ACEEE Summer Study

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**Questions regarding your paper?** Please call Renee Nida at (202) 429-8873, ext. 704, or go to [www.aceee.org](http://www.aceee.org).