

**Your Summer Study Paper Should Look Like This:  
How to Create a Paper for the  
2008 ACEEE Summer Study on Energy Efficiency in Buildings**

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**ABSTRACT**

Use the Microsoft Word Style Template at [aceee.org/conf/08ss/08template.doc](http://aceee.org/conf/08ss/08template.doc). This will format your title, author(s), and “ABSTRACT” heading automatically. Then you can choose the appropriate style (from the style list already developed—see the Microsoft Word help feature if you have questions) for the remainder of the headings (Headings 1 through 3), figure and table titles, and the main text (normal).

Note that the “ABSTRACT” heading is in 12-point Times Roman or Times New Roman, **boldface**, and all capital letters. The abstract should be a maximum of 250 words. Do not double-space (or insert one line) between paragraphs. However, insert two lines before the “Abstract” heading, one line after “Abstract,” and one line before the next heading, “Introduction.”

The abstract should include an introduction or problem statement, methods or procedures, and results and conclusions. It should reflect the final paper, not what was submitted last fall.

**Introduction and General Formatting Instructions [This Is a Level 1 Heading]**

These instructions portray how your finished paper should look when printed on your printer. If you follow these instructions, your paper will look professional and identical to other papers in the proceedings.

Indent the first line of each new paragraph. Use full justification, letting the text wrap—no hard returns except when starting a new paragraph. Use 12-point Times Roman or Times New Roman. Single-space lines, even between paragraphs; double-space before starting a new heading.

Margins must be 1" top, bottom, and sides.

Do not number your pages, since page numbering will be determined later. Maximum paper length is 12 pages. If your paper exceeds 12 pages, please make a payment to ACEEE in the amount of \$100 for each page in excess of 12 at <http://aceee.org/conf/08ss/08sspaperfee.pdf>. **No paper will be printed if it is longer than 16 pages.**

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

**Title and Author Listing [This Is a Level 2 Heading]**

Begin your title at the top margin of your paper in 14 point **boldface** with initial caps, and type no more than three lines, centering each line. Insert a single line before the first author’s name and affiliation. Use different lines for authors at different affiliations, and use 12 point **boldface italic** and initial caps. Include the author’s first name, middle initial (if desired), last

name, and name of firm or institution. **Do not include street address, zip code, country, titles, degrees, departments, etc.** Insert two lines before the next heading, “Abstract.”

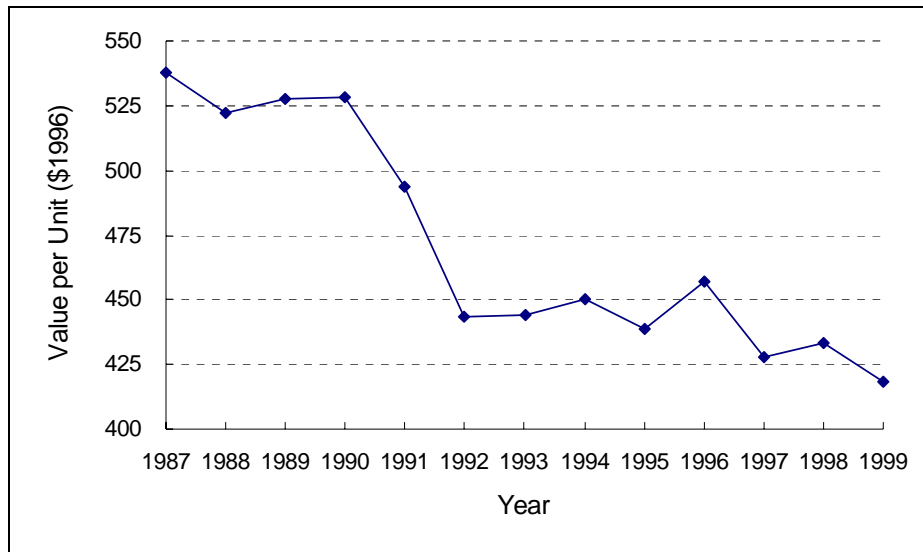
## Graphics [This Is a Level 2 Heading]

Include a number and caption above each table and figure. **DO NOT AUTOMATICALLY NUMBER TABLES AND FIGURES.** In general, please follow these guidelines when preparing graphics:

- avoid graphics with dark backgrounds because they do not reproduce well;
- use Times New Roman;
- figures and tables should be referred to by number when cited in the text;
- center all figures and tables, including titles and sources
- cite all tables and figures in the text; and
- do not use sidebars.

**Guidelines on figures [this is a level 3 heading].** Notice that a level 3 heading is followed by a period and the text follows on the same line. Figure 1 below is an example of a figure. Center the figure. Place the figure number and caption at the top of the figure, centered. Do not put a period at the end of the caption. Put a single rule around it. Cite all figures in the text. Put the source underneath the figure, centered. If including a picture, insert as a .tif or .jpeg file, not as a .gif.

**Figure 1. Total Carbon Emissions from Direct Fuel Use by Sector, Present Path vs. Innovation Path**



Source: Alliance to Save Energy et al. (1997)

**Guidelines on tables [this is a level 3 heading].** Table 1 below shows formatting styles for various headings. Place the table number and caption at the **top** of the table, centered. Do not put a period at the end of the caption. Use a single rule around the table and center it on the page. Cite all tables in the text. **9-point through 12-point font** is acceptable.

**Table 1. Formatting Styles for Headings (in Times Roman or Times New Roman)**

<b>Heading Styles</b>	<b>Font Size</b>	<b>Attributes</b>	<b>Justification</b>	<b>Spacing</b>
<b>Title</b>	14pt	bold, initial caps, no more than 3 lines long	center	double-space after
<i>Author(s), Affiliation(s)</i>	12pt	italicized, without titles (Mr., Dr., Ph.D.) or addresses	center	triple-space after
<b>ABSTRACT HEADING</b>	12pt	bold, all caps	full	double-space after
<b>Level 1 Heading</b>	14pt	bold, initial caps	full	double-space after
<b>Level 2 Heading</b>	12pt	bold, initial caps	full	double-space after
<b>Level 3 heading.</b>	12pt	bold, followed by period, initial cap then lower case, lead-in text	full	double-space before
<b>Table/Figure No. Title</b>	12pt	bold, initial caps	center	double-space before

**Footnotes [This Is a Level 2 Heading]**

Use footnotes, not endnotes. Use numbers for the footnotes, and place them in text after periods or commas.<sup>1</sup> **Footnotes are used for comments and clarification, *not* for references.** The footnote should appear on the same page on which it is referenced.

**References [This Is a Level 1 Heading]**

Use “References” as a heading name (Alliance to Save Energy et al. 1997). Citations should appear in the text as illustrated in the citations in this paragraph (DOE 1996). Do ***not*** use endnotes (Elliott, Laitner & Pye 1997). Use 12-point type. Double-space between each reference; use a hanging-indent of 0.5” (Dooley & Smith 1996; McCue 1997). Follow the examples below and see the Reference Guide at [aceee.org/conf/08ss/08refguide.doc](http://aceee.org/conf/08ss/08refguide.doc) for more information on references and citations (Dooley & Smith 1997). Note that abbreviations for states follow *The Chicago Manual of Style* rules (e.g., Ill. for Illinois).

**References**

Alliance to Save Energy, American Council for an Energy-Efficient Economy, Natural Resources Defense Council, Tellus Institute, and Union of Concerned Scientists. 1997.

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<sup>1</sup> Use 10-point Times Roman or Times New Roman for footnotes. Use full justification.

*Energy Innovations, A Prosperous Path to a Clean Environment.* Washington, D.C.: American Council for an Energy-Efficient Economy.

[DOE] Department of Energy. 1996. *Climate Wise Case Study Compendium, Report 1.* Washington, D.C.: U.S. Department of Energy, Office of Energy Efficiency and Renewable Energy.

Dooley, James, and Margaret Smith. 1996. *Trends in US Private-Sector Energy R&D Funding, 1985–1994.* PNNL-11295. Seattle, Wash.: Pacific Northwest National Laboratory.

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Elliott, R. Neal, John A. “Skip” Laitner, and Miriam Pye. 1997. “Considerations in the Estimation of Costs and Benefits of Industrial Energy Efficiency Projects.” In *Proceedings of the Thirty-Second Intersociety Energy Conversion Engineering Conference.* New York, N.Y.: American Institute of Chemical Engineers.

McCue, Thomas (Wacker Siltronic Corporation). 1997. Personal communication. August 15.