

Checklist: Final Paper Instructions

Use this list as a final check before submitting your materials to ACEEE **no later than May 14, 2010**. Submit your paper via the submission Web site URL that will be provided to you soon in an e-mail notification.

Submitting Your Paper

Please submit your final paper in Microsoft Word. Follow the instructions below:

1. **Send your final paper to your Panel Leader by May 7, 2010 for approval.**
2. After receiving approval, submit your paper including abstract by May 14, 2010 at the Web site URL that you will be provided.
3. Also submit up to five keywords from the [following list](#) and one keyword 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 14, 2010 at \$50 per week late, up to three weeks late (June 4, 2010), 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 If you do not submit your final paper via the online collection site by June 4, 2010, then your paper will not be published in the proceedings and you will not be allowed to present your paper at Summer Study.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

Note: Summer Study proceedings papers are the property of ACEEE. Authors who wish to distribute their Summer Study papers in any way (including Web posting) must first seek permission from ACEEE (we hold the copyright). In the near future, Summer Study proceedings will be posted on ACEEE's Web site for free download, and authors may link to their papers on our site without asking permission to do so. Permission to distribute by other means will still be required.

Formatting

Please type your paper into the "Template" (<http://aceee.org/conf/10ss/template-SS10.doc>).

Also refer to the example, "Your Summer Study Paper Should Look Like This" (<http://aceee.org/conf/10ss/example-SS10.pdf>) and the "Reference Guide" (<http://aceee.org/conf/10ss/reference-guide-SS10.pdf>).

Proofreading

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

Paper Preparation Schedule

3/5/10 Send your first draft to your Panel Leader.

4/16/10 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.

5/7/10 Send your final paper to your Panel Leader.

5/14/10 After receiving approval from your Panel Leader, submit your paper via the online collection Web site. Also submit payment if necessary.

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Questions regarding your paper? Please contact Renee Nida at (202) 507-4003 or RNida@aceee.org

