
Checklist: Final Paper Instructions

Use this list as a final check before submitting your materials to ACEEE

no later than May 13, 2005.

Papers will only be accepted by postal mail or delivery service.

Submitting Your Paper

You may submit your final paper in Microsoft Word 97, 2000, or XP

Follow the instructions below:

1. Supply a disk or CD-ROM with your final paper—do not number the pages of your paper.
2. Supply a print-out of your paper. Note: number the pages on the back of each page in pencil.
3. **Label** your disk or CD-ROM with your **name, paper #, and Panel #.**
4. Supply the completed Submission Form: Final Refereed Paper.
5. Enclose a check to ACEEE if your paper exceeded 12 pages @ a charge of \$100 per additional page. **Note: no paper over 16 pages will be published.**
6. Also enclose a check for papers submitted after 5/13/05 at \$50 per week late, up to three weeks late, after which no papers will be accepted.

**Papers not received by
May 13, 2005
will not be published in
the Proceedings.**

Formatting

Please type your paper into the Template located at aceee.org.

An example, "Your Summer Study Paper Should Look Like This," and the "Reference Guide" are also available online.

Paper Organization

Your paper will consist of two parts:

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

Paper Length

If your paper exceeds 12 pages, please enclose a check made payable to ACEEE @ \$100 per

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Questions? please call
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additional page. **Note: no paper over 16 pages will be published.**

Proofreading

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

Paper Preparation Schedule

- 3/4/05** Send your first draft to your Panel Leader.
- 4/15/05** 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.
- 5/6/05** Send your final paper to your Panel Leader.
- 5/13/05** After receiving approval from your Panel Leader, send to ACEEE: (1) a disk or CD-ROM containing your paper; (2) a paper copy of your paper; (3) the Submission Form; and (4) a check if necessary.
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