



CHECKLIST: FINAL PAPER INSTRUCTIONS FOR 2012 SUMMER STUDY

Use this list as a final check before submitting your materials to ACEEE **no later than May 11, 2012**. Submit your paper via the submission website URL that your Panel Leader will provide you with once your paper is approved.

Submitting your Paper

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

1. Send your final paper (including abstract) to your Panel Leader by May 4, 2012 for approval.
2. By May 11, 2012, your Panel Leader will send you approval and your unique website URL.
3. Submit up to five keywords from the Keyword List: <http://www.aceee.org/files/pdf/conferences/ssb/2012/keywords.pdf> and one keyword of your choice.
4. Provide payment to ACEEE if your paper (including abstract of up to 250 words) exceeds 12 pages at a charge of \$100 per additional page. You may submit credit card information via the submission website or send ACEEE your credit card information or a check to the address below. **Note: no paper over 16 pages will be published.**
5. Also provide payment for papers submitted after May 17, 2012 at \$50 per week late, up to three weeks late (June 1, 2012), after which the website will no longer accept papers. If you do not submit your final paper via the online collection site by June 1, 2012, then your paper will not be published in the Proceedings and you will not be allowed to present your paper at Summer Study.

Formatting

Please type your paper into the "Template" <http://www.aceee.org/files/pdf/conferences/ssb/2012/Template.pdf>. Also refer to the example: "Your Summer Study Paper Should Look Like This": <http://www.aceee.org/files/pdf/conferences/ssb/2012/Example%20Paper.pdf> and the "Reference Guide": <http://www.aceee.org/files/pdf/conferences/ssb/2012/reference%20guide2-%20SS12.pdf>.

Proofreading

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

Paper Preparation Schedule

3/9/2012 – Send your first draft to your Panel Leader.
4/20/2012 – 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.
5/4/2012 – Send your final paper to your Panel Leader.
5/11/2012 – After receiving approval from your Panel Leader, submit your paper via the online collection website. Also submit payment if necessary.

QUESTIONS REGARDING YOUR PAPER? Please contact Lynn Pyle at 302-737-1084 or LPyle@aceee.org.