Final Paper Instructions

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

Paper Preparation Schedule

10 July: first draft of your final paper to be submitted via the link in your abstract notification email. At this time, if there are other papers in your session, we will provide you with the other papers in your session to review.

24 July: due date for you to have reviewed the papers of other speakers in your session and returned your comments to the session moderator.

7 August: the session moderator will return to you, your draft paper with any comments to action.

21 August: if required, the second draft of your final paper is to be submitted to the session moderator.

4 - 18 September: in conjunction with the session moderator, incorporate any final comments into your final paper.

18 September: final paper to be submitted to your session moderator.

Proofreading: Please proofread your paper carefully! The Energy Evaluation conference team will not check for, or correct, errors when preparing the proceedings.

Paper Length: 12-page limit.

Paper Organization

Your paper will consist of two parts:
1. the abstract of no more than 250 words
2. the full paper

The abstract and paper will be published in the electronic conference proceedings distributed to Energy Evaluation Asia Pacific participants and posted on the Energy Evaluation website after the conference.

Use this guideline to organize your final paper:
- ☐ Title
- ☐ Author(s) and Affiliation(s)
- ☐ Abstract - 250-word maximum
- ☐ Main Body
    - ☐ Introduction
        - ☐ Background
        - ☐ Scope
    - ☐ Methodology
        - ☐ Surveys (if used)
        - ☐ Data Processing (if used)
    - ☐ Results
    - ☐ Conclusions
    - ☐ Acknowledgments (if applicable)
    - ☐ References

Submitting Your Final Paper

Submit your final paper to your Moderator in PDF format. Please use the following subject line in your email:
Subject: Final Paper: Author First Name, Author Last Name

Your email should contain the following attachment
- ☐ An electronic version (PDF format) of your paper.

Formatting your paper
Presentation title here
Author first name surname, Affiliation, City, Country

ABSTRACT

Your abstract should be no more than 250 words.

Introduction

This document has three dimensions.
1. It describes how to format your Energy Evaluation paper.
2. It is formatted exactly as your own paper should be formatted.
3. It is a template that will do a lot of the formatting for you automatically if you compose your paper right in this document and use the Styles feature of MS Word.

Whether or not you use Styles, we prefer that you write your paper right in this document since that will save us a lot of time when we compile the proceedings. To proceed in this helpful way:

1. Print this document so you have the guidelines handy as you're writing and formatting.
2. Rename this document using the following format: Energy Evaluation Asia Pacific-[last name]. For example: Energy Evaluation Asia Pacific-Peters.
3. Replace the presentation title with your own title, and insert the names of the authors, affiliation, city and country.
4. Delete everything after "ABSTRACT" all the way to the end of the document.
5. Write your paper right here. Make sure you are in Normal style (11 point Calibri). If you copy and paste text from other documents, do not use Control-V to paste; rather, use the Paste command in the Clipboard section of the Home tab (or the equivalent in earlier and/or other versions of Word) and select Text Only. This method preserves the formatting of this template.
6. Apply the appropriate Styles in the Styles Gallery to your headings, table titles, and so forth to automatically format them correctly.

If you are not familiar with Styles and templates, you can apply your formatting manually per the instructions and the model formatting in this document. Many of the instructions below pertain to manual formatting. If you use Styles, most of the formatting will happen automatically.

The headings "Introduction" above and "Overall Formatting" below are examples of Level 1 headings. See the section called "Headings" below.

Overall Formatting

If you follow these instructions, your paper will look professional and identical to other papers in the proceedings. Please proofread your paper carefully. The Energy Evaluation team will not check for or correct errors when preparing the proceedings. For stylistic questions not covered in these guidelines, please follow *The Chicago Manual of Style*, 16th edition.

Font, Margins, and Pagination

Use 11-point Calibri. Your text should be full justified. Margins must be 1" top, .75 bottom, and 1" sides. The maximum paper length is 12 pages. No paper will be posted on our website if it is longer than 16 pages.

The headings "Font, Margins, and Pagination" above and "Line and Paragraph Spacing" below are examples of Level 2 headings. See the section called "Headings" below.

Line and Paragraph Spacing

Leave one space, not two, between sentences. A Search and Replace will help you fulfill this requirement. Single-space your text, even between paragraphs, and indent the first line of each new paragraph. If you apply the Normal Style to your text, that will happen automatically.

Title, Authors, and Abstract

Begin your title at the top margin of your paper in 14 point boldface with initial caps. The title should be no more than three lines, each of them centered. Insert a single line before the first author's name and affiliation. For the authors, use 12 point boldface italic and initial caps. Include each author's first name, middle initial (if desired), last name, affiliation, city, and state abbreviation. Do not include street address, zip code, country, titles, degrees, departments, etc. Start a new line for each author with a different affiliation.

Insert two lines before the next heading, "ABSTRACT." This heading is 14 point, boldface, and all capital letters. Again, your abstract may be no more than 250 words.

Headings

Using manual formatting

Level 1 headings are 12-point bold with each word capitalized; Level 2 headings are 11-point bold with each word capitalized. Leave a line before and after Level 1 and Level 2 headings. Level 3 headings are 11-point bold and sentence case (initial capital and then lower case); they end with a period. They are flush left and placed in the same line as the following text. Leave a line before a Level 3 heading.

Using Styles

When you apply the Level 1 or Level 2 Heading Style, it automatically inserts a line before and after the heading; you do not have to do it. Similarly, a line is automatically left before a Level 3 Heading. You may have to unbold the text that immediately follows the Level 3 heading. Successive paragraphs under Level 3 headings are automatically indented.

Footnotes

Use footnotes, not endnotes. Footnotes are used for comments and clarification, not for references. Number your footnotes. Place footnote numbers in the text after periods or commas. Footnotes should appear on the page where they are referenced. They should be in 10-point font and left-justified.

Bullets

To create bullets:

- Leave a line before and after bulleted list.
- If you are using Styles, select the items to be bulleted and apply Bullets Style.
- If you are formatting manually, use 9-point bullets indented .25" with a hanging indent of .25".

Tables and Figures

Number tables and figures separately. Number them manually, not automatically. Introduce tables and figures first in the text by referring to it by number; and then insert the table or figure. Center all figures and tables. Line up titles and notes with left side of table or figure.

Tables

Using manual formatting

Tables should be centered. The table title is in 11-point font, not bold, not justified, and flush with the left border of the table. If necessary, the title should wrap at the right border of the table. Leave a 6-point space between the table title and the table. The title is in sentence case, i.e., an initial cap and then lower case, and it does not end with a period.

Table headings and text are 11 point and left justified, except in the case of short-form data (e.g., numerical data or Yes/No), where the headings and data may be center justified. Numerical data that are totaled may be right justified. Headings and text as small as 9 point are acceptable in complex tables. Table headings and text are not bold, and they are sentence case, not all initial caps.

Note that the table text is vertically aligned to the center of the cell, but the text in the header row is aligned to the bottom of the cell.

Use 10-point font for table notes and source, and place them immediately below the table, separated by a 6-point space. They are flush with the left border of the table, and if necessary, they wrap at the right border. Source is italicized and followed by a colon. Leave a line between the notes/source and the following paragraph. Table 1 below illustrates justification, cell alignment, and so on.

Using Styles for tables

Apply the Table text Style to the table cells, including the header row. Apply the Table title Style and the Table/figure end matter Style to the title and notes respectively to automatically insert the correct spacing before and after a table title and before and after the source and notes. But you will need to manually indent the table title and notes to line up with the left border of the centered table.

Table 1. Format of Energy Evaluation Asia Pacific paper elements

Style	Point size	Attributes including font	Alignment	Spacing
Normal	11	Indent paragraphs	Full justified	Single-spaced within and between paragraphs
Level 1 heading	12	Bold, title case	Left	Before: 1 line After: 1 line
Level 2 heading	11	Bold, title case	Left	Before: 1 line After: 1 line
Level 3 heading	11	Bold, sentence case, final period	Left	Before: 1 line After: In-line
Bullets	11	Not bold	9-point bullets indented .25". .25" hanging indent	Before: 1 line After: 1 line
Table title	11	Above table. Sentence case	Flush with table borders	Before: 1 line After: 6 points
Table text	11	Not bold. Sentence	Left	Single

Style	Point size	Attributes including font case	Alignment	Spacing
Table and figure end matter	10	Below table/fig. Not bold. "Source" italicized.	Flush with table/fig borders	Before: 6 points After: 1 line
Footnotes	10	Not bold	Full justified	Between: 6 points
Paper title	14	Bold, title case, no more than 3 lines	Centered	After: 1 line
Author(s)	12	Italics, no titles or addresses	Centered	After: 2 lines
Heading: Abstract	14	Bold, all caps	Left	After: 1 line
References	11	Not bold	.25" hanging indent	Between: 1 line

Selecting the appropriate Style applies many attributes automatically. *Source*: C.L.M. Braithwaite

Figures

Leave a line between the figure and the preceding paragraph. Unlike the titles of tables, figure titles appear below the figure. Figures should be centered. Do not use sidebars. Avoid graphics with dark backgrounds because they do not reproduce well. If you include a picture, use a tif or jpeg file, not a gif. Where possible, use Times New Roman in figures. Legends should be sentence case, with only the first word capitalized.

Using manual formatting

Leave a 6-point space between the bottom of the figure and its title, notes, and source. Use 10-point font for the title, notes, and source. They are flush with the left border of the table, and if necessary, they wrap at the right border. The title is in sentence case, i.e., an initial cap and then lower case. *Source* is italicized and followed by a colon. Leave a line between these elements and the following paragraph. Figure 1 illustrates these features.
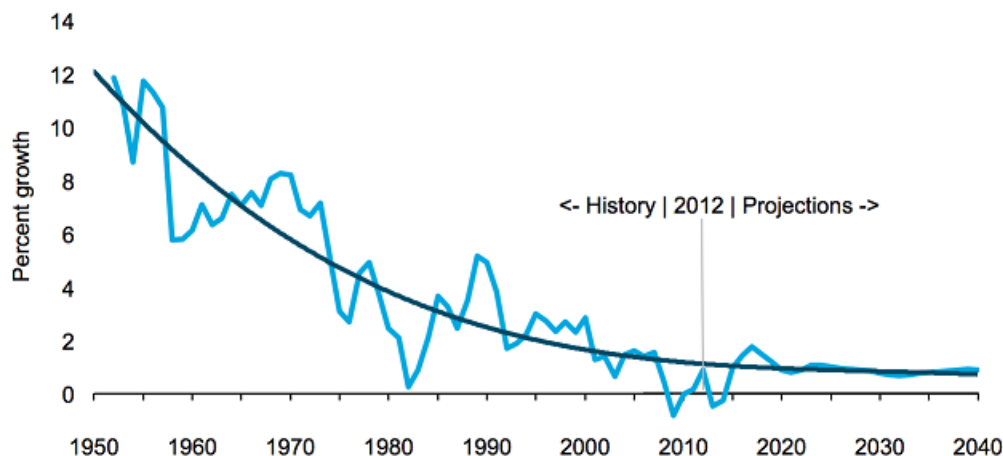

Figure 1. U.S. electricity demand growth, 1950-2040 (percent, 3-year moving average). Figures beyond 2012 are projections and not actual data. *Source:* EIA 2013.

Using Styles for figures. For the figure title, notes, and source (all of which go beneath the figure), apply the Table/figure end matter Style. It will automatically insert the correct before and after spacing. But you will need to manually indent both ends of the figure title, notes, and source text to line up with the centered figure.

Citations and References

Citations

Citations should appear in the text in parentheses. Cross check your citations and references: every citation should correspond to an item in the references list at the end of the paper, and every reference in the list should correspond to at least one citation in the text.

As explained below, organizations are frequently listed in the references list under an acronym to make them easy to refer to in text citations. Be sure to use this acronym in your citations and, conversely, if you use it in citations, make sure it is listed that way in the references. For example, (EIA 2013) will correspond to a reference that begins "EIA (Energy Information Association). 2013." As a corollary, do not create a citation that doesn't match the full reference entry. If the full reference is found under EIA, do not use RECS in a citation.

Citations take this form: (Chapman 2012). Only the author's surname is used, and there is no comma between the author and the year. If the author is named in the sentence, the citation can just consist of the year. For example: *Chapman (2012) describes xxxxxxxxx*

For up to three authors, cite all names: (Xxxx and Yyyy 2012) or (Xxxxxx, Yyyyyyy, and Zzzzzz 2015). Do not use the & symbol, and put a comma before the "and" when you have three authors. When there are more than three authors, use the first author's name followed by et al. For example: (Chapman et al. 2016). Note that et al. is not italicized, not preceded by a comma, but followed by a period. It is short for "et alia," which means "and others."

When the paper refers to more than one work published in the same year by the same author or organization, the items are distinguished in the citations and reference list as, for example, 2016a, 2016b, and so on.
The author-date citation is usually placed just before the period at the end of a sentence: *Demand Response (Chapman and Kelly 2013).*

If the sentence draws on more than source, the two citations may be listed together, separated by a semicolon. *Demand response programs are flourishing in a number of states and particularly in California (Kelly and Baker 2016; Xxxxx 2012).* In compound citations, the order may depend on the order of the data cited in the sentence. If both citations apply to the whole sentence, order them chronologically. If each citation only applies to part of the sentence, place them separately, but just before a punctuation mark if possible: *Demand response programs are flourishing in New York (Xxxxx 2013), and even more so in Arizona (Xxxxx 2012).*

Citations for statistics, quotations, and other specific information should include specific page numbers so your reader can locate and verify the reference. Such citations take this form: (Xxxxx 2012, 125–26). Note the comma after the date, the lack of "p." for page number, and only the last two digits given for concluding page numbers over 100.

When citing two works by the same author, order them chronologically and separate the years by commas: (Halooka 2010, 2012). If page numbers are included, separate the years by semicolons: (Xxxxxx 2010, 18; 2012, 125-26).

For personal communications, cite the source in the text as follows: (R. Camfield, Executive Director, Starship One, pers. comm., May 1, 2014). No corresponding item is required in the list of references.

References

List all references for your text, tables, and figures alphabetically by author at the end of the paper. Apply the References Style to format the references list automatically. If you use manual formatting, single space within the reference items, double space between them, and use a hanging indent of .25 inches. Do not number the references.

The general form of a reference to a book or report is as follows: [Author(s)]. [Year]. [Book Title: Subtitle]. [Place of publication]: [Publisher]. For example: Halooka, A. 2010. *Energy Efficiency: An American Success Story*. New York: Vintage.

Cities of publication should be followed by a comma and the 2-letter postal abbreviation for the state, without periods. Major cities like New York do not require the state. Washington, DC always has the DC.
For a journal article: [Author(s)]. [Year]. "[Title of Article]." [Journal] [volume number] ([issue number]): [page numbers]. For example: Leo, C. and K. Lily. 2013. "Utility-Run Energy Efficiency Programs." *Energy Tales* 13 (4): 313-45.

Use initials, not full names for authors' first names

For multiple authors, name them all. Do not use "et al." The first author is listed surname first; the others, first name first. List the authors in the order listed in the publication. Use "and," not the & symbol. A comma always precedes the "and." For example: Scooter, J., G. Pickles, and Z. F. Line. 2010. *Energy Efficiency 101*. Toronto: Knopf.

If a particular author has more than one entry, order them chronologically and use three em dashes in place of the author's name after the first appearance. See the list below for an example. Distinguish multiple entries by the same author in the same year by adding "a," "b," "c," and so on after the year for each successive entry. Order the entries alphabetically. If a particular author has both individual and group entries, list the solo works first and order them chronologically. Then list the group works ordered alphabetically according to the name of the second author.

For congressional bills, reports, and hearings, see the examples below and consult *The Chicago Manual of Style* (16th ed.), 14.294-297. For state codes and municipal ordinances, see the examples below and consult *The Chicago Manual*, 14.300.

For online sources, include the date of publication or revision given on the site. Include the access date only if you can't find the publication or revision date. You may hyperlink URLs in the body of your text and in footnotes and references. Inserting the hyperlink will automatically underline the URL and change the font color to blue.

The following list of references provides examples of many of types of sources. Good luck!

References

Smith, Robert J. and Nancy A. Jones 1991. "Writing a Better Paper." *Association News*, June: 67-75.

Speaker, David L. 1988. "Presenting a Technical Paper." *The Association Conference*. Edited by Arthur Jones and T.A. Johnson. New York: Knowledge Press.