

Final Paper Instructions

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

Deadline for submitting your final paper is **Monday 11 May**.

Paper Preparation Schedule

By Fri 7 Feb 2020: first draft of your final paper to be submitted via the link in your notification email.

By Mon 24 Feb: you will receive the draft papers of other session speakers.

Mon 24 Feb – Mon 16 March: during this time period, you review the other session speaker's papers.

No later than 16 March: you have reviewed the papers of other speakers in your session and returned your feedback/ comments to the session moderator.

By 30 March: the session moderator will return to you, your draft paper with any comments to action.

By 20 April: if required, submit the second draft of your final paper direct to the session moderator.

Mon 20 April – Mon 4 May: the session moderator will review your second draft paper and determine if more work is required. The moderator may consult with other session authors to prepare additional comments on the paper.

Mon 4 May – Mon 11 May: in conjunction with the session moderator, incorporate any final comments into your final paper.

By Mon 11 May: submit your final paper to your session moderator and upload to the Energy Evaluation Europe speakers portal (link to be provided).

Proofreading: Please proofread your paper carefully! The Energy Evaluation conference team will not check for, or correct, editing 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 posted on the Energy Evaluation website.

Example of structure 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 Word and PDF formats. **Use the "Export" function of Word** to create the PDF version.

Please use the following subject line in your email:

Subject: Final Paper: Author First Name, Author Last Name

Upload your final paper (Word and PDF versions) to the Energy Evaluation Europe speakers portal.

Authors' check list

Use this check list to verify that everything is ready before submitting the **final version** of your paper for the conference proceedings, by **Monday 11 May**.

1) This version of your paper has been validated by your moderator.	
2) Check that the editing of your paper is in line with the Paper Template (see the Paper Template that you have received from Leanne)	
3) The filename is as follows: [EEE2020_Paper_LastNameOfFirstAuthor]. <i>For example: [EEE2020_Paper_Taylor.docx]</i>	
4) You have made a final and careful reading of your paper to chase any remaining typos, editing problems, etc.	
5) You have checked that all the references quoted in the text are included in the References section, and vice-versa.	
6) You have checked that all the web-links mentioned in your paper are still valid.	
7) You have exported your Word file as a pdf file , directly using the “Export” function of Word. <i>This is important to ensure that your paper can be searched as full-text on the Energy Evaluation website. If you have printed your paper as a pdf, or scanned it as a pdf, this might impede the full-text search option (as the file will not be recognized as a text file).</i>	
8) You have checked that the pdf version of your paper looks similar to the Word file (especially for the figures).	
9) You have sent your final paper as a Word and pdf file to your moderator, and submitted both files to the Energy Evaluation Europe speakers portal (your personal link will be provided).	