Title of the presentation

Authors’ names, affiliation, country (+email for the corresponding author)

**EXTENDED ABSTRACT**

Add here a short paragraph that introduces the topic of your presentation.

Then enter below the contents of your extended abstract, according to the following instructions:

Your extended abstract should be **no more than 2 pages**. You can find below a suggestion of outline for an extended abstract (Introduction / background ; Methodology ; Results ; Conclusion & Discussions). Feel free to adapt to the contents you want to highlight. Our recommendation is that the extended abstract should make it possible for the readers to:

* Quickly see the background and objective(s) of your presentation
* Have a brief description of the methodology used
* Get the most important findings
* Identify easily the key messages from your presentation

# Introduction / background

Add here the contents of your extended abstract.

Please use the styles predefined in this template, and highlighted in the comments. If you cannot use the styles directly, please make sure you use the same fonts, size, etc.

We prefer that you write your extended abstract right in this document to make it easier to compile the proceedings. To proceed in this helpful way:

1. **Have a look at this document before formatting your extended abstract**: this will help you to get your abstract in the right format from the start and save your time.
2. Keep a copy of this file in case you need to look back at the description of the styles, etc.
3. **Rename this document** using the format of name: [**EEE2021\_Extended Abstract\_LastNameOfFirstAuthor**]. For example: [EEE2021\_ ExtendedAbstract\_Taylor.docx]
4. Replace the title “Title of the presentation” with your own title, and the names of the authors with the actual names and affiliations.
5. Delete everything that is highlighted in yellow as well as the comments
6. Write your abstract right here. Make sure you are in Normal style (11-point Calibri, justified). 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 the “Text Only” option to paste. This method preserves the formatting of this template.
7. 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 included in the comments in this document. You can find further details about formatting an extended abstract at the end of this document.

# Methodology

Add here the contents of your extended abstract.

# Results

Add here the contents of your extended abstract.

# Conclusion & discussions

Add here the conclusion and key messages from your presentation.

If you follow the instructions given in this document (see also further formatting details below), your extended abstract will look professional and identical to other extended abstracts in the proceedings. Please proofread carefully. The Energy Evaluation team will not check for or correct editing errors when preparing the proceedings. For stylistic questions not covered in these guidelines, please contact Leanne at Leanne@expertevents.com.au.

## Further formatting details

The formatting details are described here as an example of bullet list:

* As the extended abstract is limited to 2 pages, we strongly recommend you to **avoid using too many titles** of sub-sections (Heading level 2), unless it would really be essential to structure your extended abstract. Likewise, we strongly recommend to avoid using any Heading level 3.
* **Margins** are 2 cm, except for the top (2.5 cm).
* **Do not change the numbering of the pages** (included in the footer).
* **Do not add line breaks between paragraphs**. Instead, indent the first line of each new paragraph. If you apply the “Normal” style to your text, that will happen automatically.
* Likewise, **do not add line breaks before a Heading**. The Heading styles already include spaces before and after Headings.
* **References should be included directly as footnotes**.[[1]](#footnote-1) There is no “references” section in an extended abstract. Whenever possible, add the web-link to the reference directly as a **hyperlink to the title** of the reference (see an example in footnote 1).
* Use **footnotes**, not endnotes. Footnotes can be used for comments, clarification, or references. We strongly recommend to use the Word function to insert footnote (References > Insert a footnote). In any case, footnotes should be numbered. 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.
* When referring to a website or webpage, include the hyperlink directly in the text, for example (for more details about the conference, see the [Energy Evaluation website](https://energy-evaluation.org/2021-europe-conference-2/)).

## Tables

### Using manual formatting. The table title is in 11-point Calibri, 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 Calibri 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 centre-justified. Numerical data that is totalled may be right justified. Headings and text as small as 9-point Calibri are acceptable in complex tables. Table headings and text are not bold, and they are sentence case, not all initial caps.

Use 10-point font for table notes and source, and place them immediately below the table. 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. Example of table formatting for an Energy Evaluation Europe extended abstract.

| Style | Point size | Attributes including font | Alignment |
| --- | --- | --- | --- |
| Normal | 11 | Indent paragraphs | Full justified |
| Level 1 heading | 14 | Bold, title case | Left |
| Level 2 heading | 12 | Bold, title case | Left |
| Level 3 heading | 11 | Bold, sentence case, final period | Left |
| Bullets | 11 | Not bold | 9-point bullets indented .25”. .25” hanging indent |
| Table title | 11 | Above table. Sentence case | Flush with table borders |
| Table text | 11 | Not bold. Sentence case | Left |
| Table and figure end matter | 10 | Below table/fig. Not bold. “Source” italicized. | Flush with table/fig borders |
| Footnotes | 10 | Not bold | Left-justified |
| Abstract title | 16 | Bold, title case, no more than 3 lines | Centred |
| Author(s) | 12 | Italics, no titles or addresses | Centred |

*Source*: You can add the source(s) of the table below the table.

## Figures

Unlike the titles of tables, figure titles appear below the figure. Figures should be centred. Do not use sidebars. Avoid graphics with dark backgrounds because they do not reproduce well. If you include a picture, use a jpeg (preferred option) or tif file, not a gif. Legends should be sentence case, with only the first word capitalized.

### Using manual formatting. 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. 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 centred figure.

## References

**References should be included directly as footnotes in the extended abstract.** There is no “references” section in an extended abstract. Whenever possible, add the web-link to the reference directly as a **hyperlink to the title** of the reference (see an example in footnote 1).

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.

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, you can use “et al.” if there are more than four authors.

1. Example of footnote including a reference:

Henner, J. and Heyval, E. (2020). [Title of the paper](https://energy-evaluation.org/resources/). *Name of the Journal*, 21(3), 67-75. [↑](#footnote-ref-1)