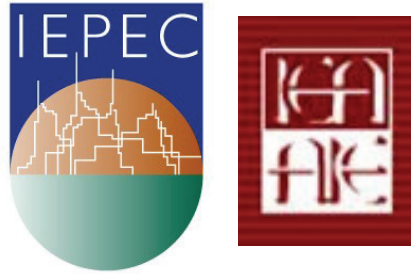


The Fifteenth International Evaluation Conference



**Counting on Energy
Programs: It's Why
Evaluation Matters**

**2010 INTERNATIONAL ENERGY PROGRAM
EVALUATION CONFERENCE**

**9-10 June 2010
Paris, France**

**AUTHOR
KIT**

**Maximum number of pages: 12-15
Due Date for Final Paper: 14 May 2010**



INTERNATIONAL
ENERGY
PROGRAM
EVALUATION
CONFERENCE

TO: 2010 Accepted Paper Speakers

FROM: Cara Lee Mahany Braithwait, Conference Coordinator

RE: Author Kit for Papers and Conference Logistics

Welcome to our conference. Enclosed you will find the Author Kit for completing your paper for final submission for the 2010 IEPEC Proceedings.

This information, along with the MS Word templates (A4 paper), can be found at our conference website: www.IEPEC.org. Please download the MS Word Template for Papers before you start writing your paper. Contact me or your Moderator if you have any questions or problems accessing the templates.

As a reminder, here is the timeline for the paper submission process:

| | |
|-------------------------------|---|
| By 15 March | You should email your draft paper to your Moderator and your fellow session authors. At the same time, you should receive papers from these colleagues—if you don't get papers, please contact them. |
| Between 15 March and 22 March | Your Moderator is responsible for compiling the comments from your colleagues and working with you to incorporate these comments into your final draft. Be proactive! Contact your Moderator if no contact is made by 1 March. Your next draft is due to your moderator on 20 April. |
| No Later Than 20 April | Send your revised paper to your moderator. |
| By 30 April | Authors should send comments on papers back to the Moderator. |
| Between 30 April and 14 May | You and your moderator should agree on the disposition of your final submission. Authors need to provide a final version in PDF format to their Moderator. |
| 14 May | Moderators will submit final papers in PDF format to me, the Conference Coordinator (iepec@caenergy.com) |

These deadlines are very important to ensure the quality of conference papers and to maximize coordination of each session. Moreover, because of proceedings publication requirements, late submission will result in your not being able to present at the conference.

Reminder: if you do not hear from your Moderator by 1 March, please contact him/her.

Cara Lee Mahany Braithwait, Conference Coordinator
800 University Bay Drive, Suite 400, Madison, WI 53705-2299
phone: 608-231-2552; fax: 608-231-2108; e-mail: samb@caenergy.com
Visit the Conference website at www.iepec.org



INTERNATIONAL
ENERGY
PROGRAM
EVALUATION
CONFERENCE

Conference Logistics

Conference Fees

Please recall that we are a non-profit organization. As such, we strive to offer the highest value conference at an affordable registration fee and, therefore, we are unable to waive fees for speakers. The cost of the conference this year is 375€ prior to June 1 and 500€ after June 1.

For Travel Planning Purposes

- We start with workshops on 8 June
- Hosted Poster session Wednesday evening
- Final session ends on Thursday at 4:00
- Local tours may be available Thursday afternoon

Important Deadlines

15 April through 1 June , 2010: Deadline for "early bird" reduced conference registration.

2 June , 2010: Cancellation deadline for workshops and conference with \$50 penalty. No refunds for cancellations after 2 June, 2010.

Special Events

Poster Session and Reception

On **Wednesday, 9 June, 2010**, we invite you to attend our famous **Poster Session Reception**. This very popular reception offers stations featuring hors d'oeuvres, drinks and most importantly, displays describing different evaluation programs manned by the authors—ready for discussion.

Onsite Check-in

The **Conference Registration Office** and **Registration Desk** will be located in the foyer of the ESM.

The Conference Registration Office and Registration Desk will be open 8 June – 10 June:

| | |
|--------------------|---|
| Tuesday (8 June) | 7:00 a.m. – 9:30 a.m. and 1:00 p.m. – 5:00 p.m. |
| Wednesday (9 June) | 7:00 a.m. – 5:00 p.m. |
| Thursday (10 June) | 7:00 a.m. – Noon |

Cara Lee Mahany Braithwait, Conference Coordinator
800 University Bay Drive, Suite 400, Madison, WI 53705-2299
phone: 608-231-2552; fax: 608-231-2108; e-mail: samb@caenergy.com
Visit the Conference website at www.iepec.org



Paper Format Instructions

(or use the MS Word templates on our website)

This document should be used as your primary reference when formatting your paper. MS Word Templates are available at <http://www.iepec.org>. If you use the MS Word Template that is provided, all of these items are already set up in the document. For specific areas such as Tables, Graphics, Footnotes, and References, please refer to the instructions on the Example Paper file.

Initial Setup (For A4 paper)

Please set up your word processor to these initial settings. Your paper should follow these formatting styles listed below.

Base Font: 12pt Times Roman
Line Height: Auto
Line Space: Single
Margins:
Bottom: 1" (Note: do **NOT** page number)
All Others: .75"
Tab Settings: Every .5" (Additional tabs/indents may be set for tables or other items.)
Justification: Full

Paper Title

Maximum of three lines for your title.

Font Size: 14pt
Attribute: Bold and Initial Caps
Justification: Center
Position: Top margin
Spacing: One blank line after last line of title.

Author/Byline Information

Please type author's full name, affiliation, city and state abbreviation. Try to abbreviate affiliations when possible. Do NOT include street address, titles, departments, etc.

Font Size: 12pt
Attribute: Italicized and Initial Caps
Justification: Center
Spacing: Two blank lines after last author line.

Abstract Heading (same as base font)

Font Size: 14pt
Attribute: Bold and All Caps
Justification: Flush Left
Spacing: One blank line after

Headings - Level A (same as base font)

Font Size: 14pt
Attribute: Bold and Initial Caps
Justification: Flush Left
Spacing: One blank line before and after heading.

Subheadings - Level B (same as base font)

Font Size: 12pt
Attributes: Bold and Initial Caps
Justification: Left
Spacing: One blank line before and after heading.

Subheadings - Level C (same as base font)

Heading followed by a period. Lead in text
Font: 12pt
Attributes: Bold
Justification: Full
Spacing: One blank line before heading.

Body or Paragraphs

Indent the first line of each new paragraph. Please do NOT use spaces or hanging indents; Use the Tab key to indent (.5") each new paragraph. Use full justification, letting the text wrap—no hard returns except when starting a new paragraph. Use the base font already indicated (12pt). Do NOT add a blank line between paragraphs. However, do add a blank line before starting a new heading or subhead.

Paper Length

Abstract: No more than 250 words
Full paper: 12-15page limit.



IEPEC Checklist: Final Paper Instructions

Use this list as a final check before submitting your materials to your Moderator by
no later than 14 May, 2010.

Paper Preparation Schedule

| | |
|---------------------------------|---|
| By 15 March | You should e-mail your draft paper to your Moderator and your fellow session authors. At the same time, you should receive papers from these colleagues--if you don't get papers, please contact them. |
| Between 15 March and 22 March | Your Moderator is responsible for compiling the comments from your colleagues and working with you to incorporate these comments into your final draft. Be proactive! Contact your Moderator if no contact is made by 1 March. |
| No later than 20 April | Send your revised paper to your Moderator. |
| By 30 April | Authors should send comments on papers back to the Moderator. |
| Between 30 April through 14 May | You and your Moderator should agree on the disposition of your final submission. Authors need to provide their final submission in PDF format to their Moderator. |
| 14 May | Your final submission is due to your Moderator in PDF format. Moderators will send all final PDF documents to me, the Conference Coordinator (iepec@caenergy.com). |

Formatting

- Does your paper follow the guidelines for publication?
- Are references listed in the correct form?
- Is the complete citation listed for all references?

Paper Organization

Your paper will consist of two parts:

- the abstract of no more than 250 words
- the full paper

The abstract and paper will be published in the 2010 proceedings distributed to IEPEC participants and posted on the IEPEC website six months after the conference.

Proofreading

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

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.



**2010 International Energy Program Evaluation Conference
Review Form for Papers**

(This is an MS Word form to be filled out electronically, saved and then emailed to the Moderator)

Reviewer: _____

Contact _____

Information: _____

Session Moderator: _____

Paper Title: _____

Should this paper be published in the Proceedings of the 2010 IEPEC Conference?

Yes, but with minor revisions

Yes, but only with major revisions

No

| Review Questions | Yes | No | Comments |
|---|--------------------------|--------------------------|----------|
| Should it be reviewed again by the Session Moderator prior to publication? | <input type="checkbox"/> | <input type="checkbox"/> | |
| Is it a new and original contribution? | <input type="checkbox"/> | <input type="checkbox"/> | |
| Does it give adequate references to related work? (Please suggest key references that were omitted.) | <input type="checkbox"/> | <input type="checkbox"/> | |
| Is it clearly presented and well organized? | <input type="checkbox"/> | <input type="checkbox"/> | |
| Does it contain material that might well be omitted? If so, what? | <input type="checkbox"/> | <input type="checkbox"/> | |
| Are the conclusions sound and justified? | <input type="checkbox"/> | <input type="checkbox"/> | |
| Are the illustrations and tables all necessary and adequate? | <input type="checkbox"/> | <input type="checkbox"/> | |
| Is the summary adequate and informative? | <input type="checkbox"/> | <input type="checkbox"/> | |
| Is the English satisfactory? (If only minor changes are necessary, please insert corrections in the margins of the manuscript.) | <input type="checkbox"/> | <input type="checkbox"/> | |

Only send these comments to your Moderator.

Please list additional comments or specific suggestions on a separate sheet.

Criteria For Review

RELEVANCE

The topic of the papers in the Conference proceedings must match the focus of the Conference. The Conference serves its participants as a forum for the presentation and discussion of important evaluation results, issues, methodologies, implementation, techniques or applications as they apply to conference topics. Conference topics include: customer marketing; energy products & services; customers & customer behavior; performance management; evaluation ethics, standards & practices; evaluation designs, implementation and results; competitive intelligence & benchmarking; energy efficiency in a competitive market; and electric reliability issues. Reviewers must judge acceptability of Conference papers based on these issues.

ORIGINALITY

The paper must reflect original work done by the author. The reviewer is to determine if the work reported is original and if, to his knowledge, it has been published elsewhere. If the paper is a summary or other synthesis paper, the reviewer must indicate if he knows of any similar sorts of syntheses.

SIGNIFICANCE

The paper must represent a significant contribution to the field. The reviewer is to identify the contribution made by the author and comment on it. Works of low significance may be dropped or reduced in size.

ACCURACY

The paper's content must be accurate. The reviewer is to judge the soundness of the research, including assumptions, approach, design, and analysis. The reviewer should point out weaknesses, suggest changes, and indicate the severity of each criticism.

CLARITY

The information in the paper must also be clearly communicated. The reviewer is to suggest improvements to the text, commenting on its readability and indicating whether the information would be clearly understood by the readership. The reviewer must also identify any extraneous material that could result in condensing the text.

COMPLETENESS

The paper should be self-sufficient with adequate references to relevant works. The reviewer is to note any lack of completeness and identify appropriate additional information.

OVERALL RATING

The reviewer can make additional comments and should give an overall rating to the paper.

Guidelines For Reviewers

Peer review of proceedings papers and other technical reports is a key element in maintaining academic integrity. These reviews (sometimes called “referees”) play a key role in contributing constructive criticism to the author.

The following offers some tips to the reviewer to assist in the preparation of a written review. Learning the mechanics of review writing can never substitute for a full comprehension of the material, but it can transform the review into a constructive document. At the same time, there are simple rules to identify flaws in the paper that greatly simplify review preparation and allow the reviewer to concentrate on the paper’s content.

The peer review serves several purposes, although the precise combination varies with the type of review. The most important reasons for review include finding deficiencies in:

- technical approach and analysis
- computation
- ignorance of related research

Each of these categories requires a reviewer with broad knowledge of the topic to recognize these deficiencies. Even simple arithmetic errors need an expert to detect. Errors of the “ $2 \times 3 = 7$ ” type are rarely spotted directly; rather, a reviewer will sense that something is wrong with an argument, and then trace it back to the arithmetic error. No self-respecting researcher wants such errors publicized, so the review process limits the humiliation to a much smaller (and often anonymous) circle.

Reviews are also useful to detect style and grammar that confuse the reader and patent or legal issues. The reviewer should alert the author to style and grammar errors, especially if they are serious. Certainly the author wants his or her paper read, understood, and appreciated by as many people as possible; therefore, it is in his interest to repair these problems before the paper is published or circulated.

WHAT MAKES A GOOD PAPER?

Good papers contain something of merit. You, an expert on the subject, should be able to find it (if it exists). However, the item of merit may be poorly presented, which can undermine the paper’s value. A logical structure is the first element of a good presentation. A standard structure for technical papers has evolved and is given below.

1. Abstract
2. Introduction
3. Body of the paper
 - Background
 - Scope
 - Methodology [surveys and data processing (if used)]
 - Results
4. Conclusions
5. References

6. Tables
7. Figures (and captions)

Naturally, there are minor variations depending on the topic, but the concept is always the same. If the author did not follow it, then it should be obvious to a reader why a different structure was necessary.

Even if the paper was written in the standard structure, major problems may exist (the standard structure simplifies identification of the defects). Here are some common errors encountered in each of the sections:

Read the **Abstract** before and after the whole paper. Does it actually summarize the paper? Does it include the conclusions as well as the statement of the original problem? Is there information not presented elsewhere in the paper? Keep in mind that abstracts are often written in haste, sometimes not by the principal author, and occasionally with knowledge of information not discussed in the paper.

The **Introduction** should explain why the topic is important. The audience for the paper will determine the scope of the Introduction. Many technical papers suffer from excessively broad introductions; usually the first few paragraphs can be excised. Does the author cite only his own papers for examples of past work?

The **Body** of the paper is the part most requiring the reviewer's expertise. Here you are on your own. As you read it, decide if the approach and analysis are clearly described. Has the author integrated discussions of errors and uncertainties in his analysis at suitable points? Authors also have difficulty identifying what parts of their papers are central and which are either irrelevant or of lesser importance (sometimes the author has not carefully considered his audience). Therefore, look for material that could be deleted. Is the level of detail reasonable? Is too much data presented? Many papers are condensed from longer, detailed internal reports. It is perfectly acceptable to refer to the internal reports for details, especially when only a few readers will be interested (if they want the details, they can write the author for the report). When the paper has a page limit, the author may fail to insert enough detail. As a reviewer, you need to identify these cases and suggest areas where offsetting deletions could be made so as to remain within the limits.

While reading the Body of the paper, consider the topic as a whole. Is this the right amount of work for a paper? Is the paper premature? Alternatively, should the paper be divided into two papers? Few reviewers seriously consider these issues.

The **Conclusion** should follow directly from the Body of the paper. There should be no surprises, and most important, no new material introduced. Some authors try to broaden their conclusions by "reaching" for results produced elsewhere. This is unacceptable.

The **References** provide many clues to the author's approach. The paper is immediately suspect (but not necessarily wrong or obsolete) if all of the references are old. A Reference list containing papers only by the author deserves special, and skeptical scrutiny. Beyond this, however, the reviewer should be able to spot omissions. Has the author forgotten important references? Help the author if possible by supplying citations.

Tables, Graphs, and Figures are vital components to a paper but only when thoughtfully used. Tables are particularly abused. Is every table and graph necessary? Perhaps a citation to an internal report would suffice. Do the tables contain more digits than are actually significant? This is a common problem when computers calculate values and the programmers fail to suppress insignificant digits. Worse, these nonsense numbers clutter up a table, thus making it more difficult for the reader to extract the significant numbers. Zero suppression also removes table clutter. Substitution of graphs for tables avoids both of these problems.

Can the table data be presented better in a graph? With the advent of computer plotting programs, graphs are easy to create. Unfortunately, some treat a graph as a piece of art and refuse to acknowledge that most graphs will be computer generated. You must recognize that a compromise may be required.

Check that all figures and tables are appropriately captioned and are referred to in the text. It is good practice to have one sentence in the caption summarizing the results.

WHEN TO DECLINE

Reviewers must finish a review within a specified time. Unfortunately, a good review takes many hours to prepare and it must compete with other obligations. Therefore, you can (and should) decline to review a paper if you cannot devote the necessary time before the deadline.

Upon inspection of the paper, you may realize that you are not competent to review the paper. This is nothing to be concerned about because papers and reviewers cannot be perfectly matched.

When you decline to review a paper, suggest an alternate reviewer. Be sure to provide the alternate's name, address, phone number, and e-mail address.

HOW TO SUBMIT REVIEW COMMENTS TO YOUR MODERATOR

The form for reviewer comments consists of a set of questions related to specific criteria that the editor uses to make decisions. These questions should be answered as fully as possible. Additionally, there is an opportunity to provide general comments and specific suggestions.

Paper Title

Dr. Great Paper, Great Egret Company, Paris France

ABSTRACT

Use the Times Roman base font for your maximum 250-word abstract.

Introduction

Congratulations on being selected to participate in your upcoming conference program. Your paper will be published along with others to form a comprehensive and consistent body of evaluation knowledge. *These written instructions serve as a representative sample of how your finished paper should look when printed on your home or office printer.*

Formatting Instructions

Please use the “**Paper Format Instructions**” sheet (as well as this example paper) as your primary references in completing your paper. No adjustments will be made by IEPEC. Your assistance in helping follow the styles and guidelines outlined for the following parts of your paper will help IEPEC publish a more “professional looking” CD in the most cost-effective and timely manner possible.

Your Paper’s Title

Begin your title at the top margin of your paper and type no more than three lines, centering each line. Refer to the Paper Format Instructions sheet for detailed instructions.

Author/Byline Information

Allow one blank line under the last line of your title. Use one line only for each contributing author. Begin with first name, middle initial, last name, name of firm/organization/institution. Do NOT include street address, zip codes, additional titles, degrees, departments, etc. Two blank lines should follow the last author line before your first heading.

Headings (Level A example)

Level A headings should be flush left to the column, 14 pt font and bold. There should be one blank line before and after each new Level A heading in your paper. Headings (including subheadings) should not be left hanging at the bottom of a page.

Subhead, Level B, example of

Level B subheads should be positioned flush left to the column, 12pt font and bold. There should be one blank line before and after each new subhead.

Subhead, Level C. This is an example of a third level heading—no carriage return after

heading. There should be one blank line before the start of this heading.

Body or Paragraphs

Indent the first line of each new paragraph (.5"). Use full justification, letting the text wrap—no hard returns except when starting a new paragraph. Use the base font already indicated. There should be no blank lines between paragraphs.

Indent the first line of each new paragraph (.5"). Use full justification, letting the text wrap—no hard returns except when starting a new paragraph. Use the base font already indicated. There should be no blank lines between paragraphs.

Footnotes

Please use numbers (1, 2, 3, ...etc.) for footnotes. Use a 10pt font. The footnote should appear on the same page it was referenced on. Footnote should be flush left to the column. There should be no space between footnotes.

Tables

Identify each table with a bold numeric reference and place it flush left at the top of your table (i.e., **Table 1**). Use a single rule around your table. There should be one blank line before and after your table.

Table 1. Example of a Sample Table and the Table Caption

| Sample Description | X | Y | Z |
|---------------------------|----------|----------|----------|
| Sample Test I | 1 | 2 | 3 |
| Sample Test II | 6 | 2 | 2 |
| Totals | 7 | 4 | 5 |

Figures

Include a flush left caption for the figure and place it at the bottom of the graphic (i.e., **Figure 1**). There should be one blank line before and after your figure. Figures and Tables should be referred to by number when cited in the text.

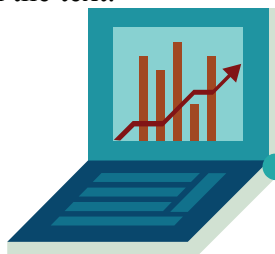


Figure 1. Example of a Figure

References

Use "References" as a heading name, with your listing that follows in the base font size (12pt). There should be one blank line between each reference. Do NOT use end notes. Refer to the examples below and to the enclosed Reference Guide.

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.

Reference Guide

Text Reference Citations

Use parenthetical author-date reference form. Please note: the full reference citation must appear in the Reference List (or Bibliography) at the end of the paper. Make sure that the short form matches the Reference List entry; e.g., EIA 1992 for the Reference List entry "Energy Information Administration (EIA). 1992." When an acronym (EIA) is used in the short form, the acronym must be included with the long form.

Do not create a short form that doesn't match the full citation alphabetically. For example, if the full citation is found under "Energy Information Administration," do not use RECS as a short citation.

- All authors' names should be cited in the text, up to three authors. If there are more than three authors, cite first author's name, followed by "et al." For example:

(Smith & Jones 1990) Note "&" and no comma before date.

(Smith, Jones & Clark 1992) Note no comma after "Jones."

(Jones et al. 1991) Note no italics for "et al." and period after "al."

- Multiple cites should be cited in alphabetical (not chronological) order:

(Jones 1992; Smith 1989; Tenenbaum 1992) Note semicolons between cites.

- Statistics, quotations and other specific information should be cited with a specific page number:

(Smith 1990, 125-26) Note no "p." for page number and only last two digits given for page numbers over 100.

- Multiple cites for the same author should be listed chronologically, earliest first, with cites for same year distinguished by "a," "b," etc., according to chronology of publication month (see **REFERENCE LIST** in next column):

(Kelley 1986a, 1986b, 1987) Note commas between cites.

(Kelley 1986a, 10; 1986b, 13; 1987) Note use of semicolons between cites if page numbers are used.

Reference List

List all references (text, table, and figure) alphabetically by author at the end of the paper per style shown below.

Single-space citations. The first line of each citation should be flush left with the margin. Indent following lines with paragraph indent. Do not number.

Skip one line between citations.

Each citation should include full bibliographical information:

- authors' first and last names (initials may be used instead of first names);
- title of journal article or chapter in book;
- title of journal, book, or monograph;
- book editors; and
- place of publication and publisher with the exception of journals.

Read citation examples below for style, including capitalization, use of italics and quotes, information cited, and spacing.

■ Works by the Same Author

- Cite all works by the author alone first: chronologically, earliest first. If there is more than one citation for the same year, use "a," "b," etc., with the date, according to the earliest month of publication; if the chronology is not clear from the publication information, use "a," "b," etc., according to the alphabetical order of the titles.
- For author plus one or more other authors: cite alphabetically according to the names of the second author (and chronologically as above if authors are the same for more than one work). If there is more than one citation for the same year for the same set of authors, use "a," "b," etc., as with a single author, above.
- Do not use "et al." in this reference list. List all authors with each citation.
- **Italics:** Use italics for titles of books, journals, and published monographs. Italics should be used for titles of articles that can "stand alone" as a published work.

- **Page Numbers:** Specific page numbers for statistics, quotations, and other specific information should be included with the reference citation in the text, not in the reference list.

Inclusive page numbers for journal articles and book chapters should be cited in the reference list.

Note that the word “page” or the abbreviation “p.” is not used with page numbers.

- **Abbreviations of Names of States:** Use Chicago Manual of Style abbreviations (not postal service abbreviations). For example, use Mont. instead of MT; Tenn. instead of TN; Calif. instead of CA.
- **Reference List Examples:** Note carefully—the position of authors’ last names; placement of date; punctuation; spacing; capitalization; use of italics and quotation marks; citation of journal volumes, numbers and pages; and type of information given in citation.

Books

Bleviss, D. 1988. *The New Oil Crisis and Fuel Economy Technologies: Preparing the Light Transportation Industry for the 1990s, Volume I*. New York: Quorum Press.

Burwell, D.G., K. Bartholomew, and D. Gordon. 1990. “Energy and Environmental Research Needs.” *In Transportation, Urban Form, and the Environment*. Special Report 231. Washington, D.C.: Transportation Research Board.

Rashid, M. ed. 1989. *The Complete Guide to D.C.’s Native American Restaurants*. Berkeley, Conn.: Island Press.

Journal Articles

Abraham, D.L. 1990. “An Analysis of the Effects of Introducing M&M’s to a D.C. Office.” *Washington Gossip* 11 (3): 37-57.¹

Buchnew, H., and R. Povel. 1982. “The Daimler-Benz Hydride Vehicle Project.” *International Journal of Hydrogen Energy* 7:259-66.

Murphy, L. 1993. “Life at ACEEE: Myth vs. Reality.” *New Yorker* Spring: 119-175.²

¹Note: for the first example, 11 = volume, 3 = issue number, and 37-57 = page numbers.

²For the third example, spring = volume, and 119-185 = page numbers.

Newspapers

Stone, B. 1991. “Snow: How it Affects D.C. Drivers’ Brains.” *Washington Post Health Magazine*. February 29.

Published Reports

Davis, S., and P. Hu. 1991. *Transportation Energy Data Book (Draft)*. 11th ed. ORNL-6659. Oak Ridge, Tenn: Oak Ridge National Laboratory.

Draft Reports

Finestkind Consulting, Inc. (Draft). PY2002 Residential Blast Furnace Program Impact Evaluation Report, Study No. 0220 prepared for Southern California Electric Company, Hollywood, CA.

Some reports are circulated as “draft” for the purpose of receiving comments, so they should have the date they were issued for comment:

California Public Utilities Commission. 2005. Road Map for Development of Evaluation Plans for 2006-2008 Energy Efficiency Programs, Draft for Public Comment, March 16.

Unpublished Papers Presented at a Meeting

DeRissicio, J. 1991. How I Spend My Mornings. Paper presented at the Socioeconomic Energy Research and Analysis Conference, Baltimore, Md., June 27-28.

Personal Communications

Sweirenga, J. (National Association of Associations). 1991. Personal communication to author. August 12.

Printed Proceedings

Berkowitz, P., and P. Newman. 1988. “Reinventing the WHEEL: An Integrated Approach to Energy Efficiency in the Rental Housing Sector.” *In Proceedings of the ACEEE 1988 Summer Study on Energy Efficiency in Buildings*, 5:28-32. Washington, D.C.: American Council for an Energy-Efficient Economy.

Webpages

[LRC] Lighting Research Center, Rensselaer Polytechnic Institute. 2000. “Alternatives to www.lrc.rpi.edu/nlpip/online/quest_two.html.” Troy, N.Y.: Rensselaer Polytechnic Institute.

Meier, A., and W. Huber. 2000. *Results from the Investigations on Leaking Electricity in the U.S.A.* <http://eetd.lbl.gov/EA/reports/40909>. Berkeley, Calif.: Lawrence Berkeley National Laboratory.

Title of Your Poster – Maximum of Three Lines
Your Poster Publication Submission Should Look Like This Page

Author's full name, Affiliation, City and State Abbreviation
Co-Author 1, Company, City, State (separate line for each additional co-author)

Formatting Instructions – One-page Poster Summary

Please use this guide as your primary references in completing your poster summary. Your summary should be limited to one page, and should be in text format only with no tables or figures. Use the Times New Roman as the base font (12pt for body text).

Your Poster's Title

Begin your title at the top margin of your paper, type no more than three lines, centering each line, and using a 14pt size font and bold and initial caps. Allow one blank line space under the last line of your title. (See example at top of this page.)

Author/Byline Information

Use one line only for each contributing author. Use a 12pt Times New Roman font, in Italics, as shown above. Begin with first name, middle initial, last name, name of firm/ organization/institution. Try to abbreviate affiliation when possible. Do NOT include street address, zip codes, additional titles, degrees, departments, etc. Two blank lines should follow the last author line before your first heading.

Headings—Level A Example

Level A headings should be flush left to the column. One blank line should follow before and after each new Level A heading in your paper. Use a 14pt Times New Roman font and bold and initial caps.

Subhead, Level B Example

Level B subheads should be positioned flush left to the column. One blank line should follow before and after each new subhead. Use a 12pt Times New Roman font and bold and initial caps.

Subhead, Level C. This is an example of a third level heading--no carriage return after heading

Body of One-Page Poster Summary

Indent the first line of each new paragraph (.5"). Use full justification, letting the text wrap—no hard returns except when starting a new paragraph. Use a 12pt Times New Roman font. Do NOT double space between paragraphs. However, double space before starting a new heading or subhead.