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SOLAR 2014: MANUSCRIPT PREPARATION INSTRUCTIONS

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4" or more if
necessary

ABSTRACT

These instructions must be followed exactly in the

preparation of your paper to ensure its publication. **Your paper should look like these instructions!** There is a quick-reference checklist at the end of these instructions.

ASES has a strong commitment to being a reliable, useful support for renewable energy technologies. With that goal in mind, we recommend that authors seek to write their papers so that they will be as clear and easily understood as possible by the readers. We accepted your paper on the basis of a technical abstract. Your final paper must discuss the subjects outlined in that abstract. Your final paper title **does not** have to be exactly the same as the abstract title. Your paper should not be a commercial for a particular product, but rather an explanation of a particular technology, process, project or application. Please use brand or product names very sparingly, if at all!

It is always essential to start the paper with a short statement of the purpose of the work described in the paper, followed by the state of the relevant art (the abstract). The paper body, with clear, complete graphs and figures as required describes the work done. Finally, a summary with any conclusions likely to be useful to readers is essential.

Start with the abstract. Start it at least 4 inches (102mm) from the top of the paper (can be more if needed). It

25" → should also be the start of the two column format, which you will use for the rest of the paper. The abstract should not exceed 150 words. Be sure key subject words are included in

the abstract. DO NOT OMIT as the abstract is essential for indexing and information retrieval.

1. ELECTRONIC MANUSCRIPT SPECIFICATIONS

You are preparing your manuscript for electronic publication. You will submit a computer-generated document in electronic format.

The file you submit is the copy that will be printed in the proceedings. **PROOFREAD CAREFULLY!** We strongly suggest that you ask another person to read your paper and proofread for spelling and grammar. We also recommend that you proofread the PDF file, not the original file. This will ensure that the final file published contains no mistakes.

The following materials must be submitted electronically via online submission system **before June 1, 2014:**

- Properly formatted, proof-read, computer generated **PDF file. Absolutely no word processing or desktop publishing files.**
- Submittal form – filled out **COMPLETELY.**

→ .75"

← .75"

1.13"

The following materials must be signed and emailed to this email address: **solar2014@ases.org**

- Copyright Transfer form and
- Presentation release form

1.1 Computer File Format

Your paper must be submitted, on-line, in PDF format. To convert your word processing or desktop publishing file to PDF format, **we strongly suggest** you use the full version of Adobe Acrobat. You must upload the PDF file to the online submission system. Email submissions of final papers **will not be accepted.**

1.2 Photographs

All photographs must be included in the PDF file of the manuscript. You must have permission to use/reproduce any photos and that permission must be transferable and transferred to ASES per the Copyright Transfer Agreement.

1.3 Graphics

All graphics must be included in the PDF file of the manuscript. Charts should be understandable both in color and in black and white.

2. FORMATTING

2.1 Length

Please limit the paper length to eight (8) pages, including figures, tables and photographs. Papers that are longer than eight pages will be rejected.

2.2 Margins

- Top margin = 1.75" (45mm) **on the first page only**
- The body of the paper, beginning with the abstract, should start 4" (102mm) from the top of the **first** page.
- Top margin = 1.0" (25mm) on pages **2 - end**
- Bottom margin = 1.13" (29mm)
- Left margin = 0.75" (20mm)
- Right margin = 0.75" (20mm)
- Space between columns = 0.25" or 0.3" (5mm)

2.3 Font

Use 10 point Times or a similar serif font (serif means the type has tiny cross-lines or feet at the ends of main letter strokes). These instructions are printed in 10 point Times New Roman font.

2.4 Title

Use 12 point type, the same font as the rest of the paper (i.e. Times New Roman).

Bold and center. Put the title on the first page only. Use all CAPITAL letters. **DO NOT UNDERLINE.** Leave two blank lines below title.

2.5 Author Names

Name, affiliation and mailing address should be included. **Do not include phone numbers.** You may include e-mail addresses. The principle author should be listed first. One or more authors with the same affiliation should be centered below the title:

John Doe
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Massachusetts
PO Box 456
Lowell, MA 01234
johndoe@umass.edu
jimpink@umass.edu

Two or more authors with different affiliations should be listed (and centered) in columns. See the heading of these instructions.

2.8 Page Numbering

Please use page numbering in the electronic file. Position the page number in the lower right hand corner of the page, in the footer. On the hard copy, lightly number the pages in the upper right hand corner.

3. THE BODY OF THE PAPER

3.1 Columns

Use two columns. The space between the columns is 0.25 inches (0.3 inches is acceptable). Begin the second column even with the first. Fill all columns in completely. Both columns should end on the same line, with the exception of the last page of the manuscript. You can even up uneven columns by changing the font size of the paragraph marks between columns. Some word-processing programs can do this for you.

3.2 Paragraphs

Use block style - do not indent the first word. Double space between paragraphs.

3.3 Justification

Left justify. **Do NOT right justify.**

3.4 Spacing

SINGLE SPACE all text within paragraphs. DOUBLE SPACE between paragraphs and before and after figure captions.

3.5 Headings

Use the decimal system and Arabic numbers to number headings and sub-headings. DO NOT start numbering with the abstract. Start with the INTRODUCTION, if any. For MAIN HEADINGS, use all capitals. For Subheadings, use upper and lower case. Do not bold. Put two lines before each main heading, and one line after. Leave only one line before and after sub-headings.

3.6 Footnotes

USE SPARINGLY. End notes are preferable. Text should appear at the bottom of the column to which they refer. Maintain the same margins as text.

3.7 Units

Use units that are standard for your field. If the units are not SI (metric), also include metric units in parentheses. Some standard unit abbreviations are included in your acceptance packet.

3.8 Equations

Do not reduce the size of the type to make equations fit on one line. It is possible to use several lines and still have a clear meaning.

3.9 Numbers

When numbering, enclose the numbers in parentheses (xx), and place flush to the left margin of the column.

3.10 Illustrations

Figures, photographs, and line drawings may be used to illustrate and clarify text. Figures, photographs, and line drawings may extend across both columns. Leave at least

2.5 mm (0.1 in.) space on all sides of illustration. Please reference in the body of the text and label clearly in the following manner:

3.10.1 Figure Captions

Place BELOW the figure space. Identify with "Fig." and consecutive whole numbers. DO NOT place above the figure space. DO NOT spell out the word "Figure." Give a short explanation of the figure in the caption. Use upper and lower case in the caption.



Fig. 1: An eight-pointed star.

3.10.2 Table Titles

Place ABOVE the table space. Identify with "TABLE" and consecutive whole numbers. USE ALL CAPITAL LETTERS. All letters and numbers in the table must be as large as typed characters in the text. UNDERLINE THE ENTIRE TABLE TITLE.

TABLE 1: PAPER SPECIFICATIONS

Font Size	10 pt
Font Style	Times
Columns	2
Max # of pages	8

3.10.3 Line Drawings

Use originals or clean reproductions. Drawings should be large enough to show detail clearly, but avoid wasted space. If appropriate, label and reference as a figure or table, as outlined above.

3.10.4 Photographs

All photographs must be included in the PDF file of the manuscript.

4. NOMENCLATURE

Not required. If used, should follow body of paper.

5. ACKNOWLEDGMENTS

Should follow nomenclature (if any).

6. REFERENCES

Should follow acknowledgments. Use consecutive Arabic numerals in parentheses. Do not follow with periods.

(1) Muthu Kumar, R., Thermal Simulation of Montezuma Castle Using Thermal Analysis Research Program: TARP, Proceedings of the 19th Annual Passive Solar Conference, American Solar Energy Society, 1994

(2) Muthu Kumar, R., Thermal Simulation of Montezuma Castle Using Thermal Analysis Research Program: TARP, Proceedings of the 19th Annual Passive Solar Conference, American Solar Energy Society, 1994

PAPER PREPARATION CHECKLIST

- ___ The paper is no more than eight pages in length, including all illustrations.
- ___ The paper is submitted as a PDF file.
- ___ Margins are set to Top: 1", Bottom 1.13", Left: .75", Right, .75"
- ___ Title begins 1.75" from top of **first** page
- ___ Text begins 1" from the top on the second through end pages.
- ___ Title is bold, centered, all caps, 12 point type
- ___ The remainder of the paper is in 10 point serif type (i.e. Times, CG Times, Times New Roman)
- ___ Author names and affiliations are centered in columns and there are two lines between them and the title.
- ___ Author information includes affiliations, addresses and e-mail addresses (if desired) but no phone numbers
- ___ Body of the paper begins at least 4" from the top of FIRST page. Top margin on all subsequent pages is 1".
- ___ Body of paper is in two column format, with .25" or .3" inches between columns
- ___ Body of the paper begins with an Abstract. The word ABSTRACT is underlined, but not numbered. There is one line between the word Abstract and the beginning paragraph.
- ___ Paragraphs are separated by one line, and not indented.
- ___ Paper is left justified, right margin is **not** justified
- ___ Following the Abstract, all sections are titled and numbered in Arabic numerals. 1. INTRODUCTION
- ___ There are two lines before section titles.
- ___ Section titles are all caps and underlined. Section numbers are not underlined.
- ___ There is one line after section titles.
- ___ Sub-sections are titled and numbered.
- ___ Sub-section titles are in upper and lower case, and underlined. Sub-section numbers are not underlined.
2.1 Sub-Section Title
- ___ There is one line before and one line after sub-section titles.
- ___ Illustrations can be in one column or stretch across both columns.
- ___ Figure labels are below the figure, and begin with Fig. xx:
- ___ Table titles are above the table, underlined and all caps, and begin with TABLE XX:
- ___ All graphics are understandable in black and white.
- ___ Footnotes are used **sparingly** (endnotes are greatly preferred).
- ___ Units are standard for the field, and include SI equivalents
- ___ Paper is converted to PDF format and submitted via online submission system. **Final papers will not be accepted via email.**
- ___ **All required forms are emailed to solar2014@ases.org no later than June 1, 2014.**