GUIDELINES for FINAL PAPER

(A shortened version of an "**Example Final Paper**" follows these Guidelines)

GENERAL: (EESAT 2005 papers will be published on a secure CD; therefore, please ensure that your paper conforms to these guidelines)

- Create both a hard copy (paper) and an electronic copy (CD) of your paper in either *Microsoft WORD* or *WordPerfect* word processing format, only. IBM formatted electronic media are preferred; however, Apple Macintosh formats can be handled. (**NOTE**: The printed copy and the electronic copy must be identical)
- The maximum paper length allowed is six (6) pages.
- English is the conference language.

PAGE LAYOUT:

- Page size must be 8.5 inches x 11 inches.
- Top and bottom margins: 1.0" (inches)
- Left margin: 1.25" (inches)
- Right margin: 1.0" (inches)

CONTENT FORMAT

- **Title:** Insert title on the first line of page one: left-justified and in bold-face font
- **Author(s):** Insert all authors starting on the second line **after** the title, left-justified. For each author, provide only:
  - Name of the author (List the contact/principal author first and include his/her email address
  - Author's affiliation (company, organization, university, etc.)
  - City, state (or Province) and country of residence (Please do not include street or mailing addresses)
- **Body of Paper:**
  - All text to be single-column, single-spaced, in "Times New Roman" or "Helvetica" font, 10 pt font size (including Title, Authors & Image text)
  - Left-justify all text (including Title and Authors)
  - Do not indent the first word of paragraphs
  - References must be enclosed within square brackets and listed at the end of the paper.
  - **Graphics**: (Including images, pictures, graphs, tables, diagrams, etc., is encouraged by the Committee).
    - Must be .jpeg format and labelled
    - Must be imbedded within the document, properly referenced in the text and placed as close as possible to the reference
    - Must print legibly in black/white layout

SUBMITTING YOUR PAPER

- Create an electronic copy of your paper on CD (DOS or Apple format) and label your CD with the following information:
  - Principal author's name (only)
  - Electronic media format (I.e., DOS or Apple)
  - Word processor format (I.e., Microsoft WORD or WordPerfect)
- Turn in both the hard copy and the CD at the EESAT 2005 Registration Desk.

These guidelines are also published online: https://www.prod.sandia.gov/eesat/2005/call.html

Questions or concerns about the **format/submission** of your EESAT Paper? Contact Don Ragland : *dragla@sandia.gov or 505-845-9623 (USA)*

Questions or concerns about the **technical content** of your EESAT Paper? Contact Georgianne Peek: *ghpeek@sandia.gov* or *505-844-9855 (USA)*

Example Final Paper (shortened to two pages)

Assessment of Alternatives to Lead-Acid Substation Batteries

John Jones (Magna Systems, Inc.; Los Angeles, California, USA); name@email.com
Bill Smith (Magna; Atlanta, Georgia, USA)
Renee Algiers (Electricité de France, Paris, France)

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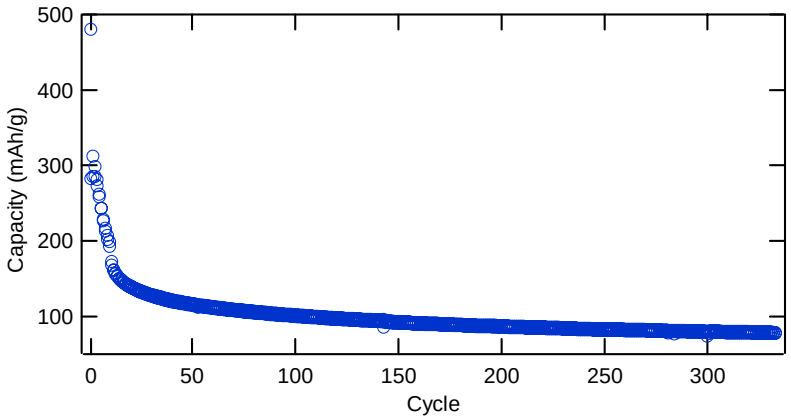

Figure 2 Utility Design and Maintenance Personnel Top Concerns for Substation Batteries

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