

## **General Instructions for Online Proceedings Papers for the 6<sup>th</sup> Latin American Energy Economics Meeting**

**Overview:** Online Proceedings Papers will be accessible from the Conference Proceedings Database subsequent to the conference. Speakers are asked to complete their papers for inclusion in our Conference Proceedings Database no later than Sunday, **March 05, 2017**. It is therefore required that all final documents conform to the 6<sup>th</sup> ELAEE templates.

Follow these instructions to submit your Online Proceedings Papers:

- 1) The complete paper must have between 15 pages in length (including all text, diagrams, footnotes, references, tables, etc.).
- 2) The size of the printed page may be A4 or 8.5" x 11".
- 3) Leave at least 0.75 inches for margins at top, left & right and 1 inch margin for bottom.
- 4) Use Times New Roman font, 11 point.
- 5) On the first page of your paper include the following information in this order:
  - i. Title of paper
  - ii. Author(s) & organizational affiliation
  - iii. Complete contact details for the lead author
    1. Name
    2. Organization (Please do not use abbreviations for organization)
    3. Address
    4. Phone/Fax/Email
- 6) Embed all text/graphics/charts/tables/pictures, etc., in one final single electronic file. DO NOT send more than one file containing parts of your paper to be linked together for the online proceedings.
- 7) Prepare your paper and proofread TWICE. A high-quality manuscript free of typographical mistakes and errors with good sentence structure is up to you.
- 8) You must submit your Online Proceedings Papers in PDF file format. We suggest that after you have generated your PDF file that you re-read the entire paper to ensure

that all tables/graphics/formulas/equations/footnotes, etc. have remained in place and have not been dropped or removed when creating the PDF file.

9) When you have completed your Online Proceedings Papers please visit <http://6elaee.aladee.org/webtree/submit/> to upload the file. Note the log-in information provided to you for access the database.

10) 6<sup>th</sup> ELAEE template may be found by visiting the conference website <http://6elaee.aladee.org>.

#### SPECIAL NOTES:

You are STRONGLY urged not to change the paper title as this may be confusing to conference organizing committee! The title of your paper will be listed in several different locations (e.g., program announcements, proceedings, etc.).

At least one author must have registered for the conference and attend the meeting to present the paper. This registration fee must be received by Sunday, **January 29, 2017**.

A single author may present only one concurrent paper. Authors who submit multiple abstracts must note that if more than one of their papers is accepted one of the co-authors must register to present the paper.

6<sup>th</sup> ELAEE assumes copyright of the Online Proceedings Paper may be found by visiting the conference website and be submitted no later than **March 5, 2017**.

The organizers reserve the right to edit the submitted documents at their discretion.

#### SUMMARY ACTION ITEMS:

- 1) No later than Sunday, January 29, 2017 register for conference online by visiting <http://6elaee.aladee.org>.
- 2) No later than Sunday, March 05, 2017 submit your Online Proceedings Papers by visting <http://6elaee.aladee.org/webtree/submit/>.
- 3) No later Sunday, March 05, 2017 complete and submit the Copyright Agreement by visting <http://6elaee.aladee.org/webtree/submit/>

