

Instructions for Preparing a Paper for BECC

There are no formal requirements; the following are offered as guidelines:

Papers should be put into final form and sent to your moderator at least 2 weeks prior to the meeting date, thus by November 24.

We would suggest that you aim for quality in content rather than quantity and thus keep your papers to 10 pages or less. If you anticipate producing a longer document, please coordinate with your moderator.

IF YOUR DISCIPLINE HAS NORMS ABOUT THEORY DEVELOPMENT, LITERATURE REVIEW, PAPER LENGTH, THE RELATIONSHIP BETWEEN CONFERENCES AND JOURNAL ARTICLES, ETC., PLEASE FOLLOW THOSE NORMS.

In preparing your copy **consider** the following:

- ➡ Cover the basics—what problem were you seeking to address, how did you frame the question, where did you find the data, what were the expected and unexpected outcomes?
- ➡ Frame your research to inform (behavior, energy and climate change) in the most useful way.
 - Review, but don't spend pages, on why the methods used in the research and analysis properly align with the nature of the effort.
 - Is there a new twist in what you have done that is based on standard approaches?
- ➡ What do you believe to be the limitations of the work and how have you (or could you) address these limitations?
 - What challenges did you encounter and how did you handle them?
- ➡ Does this paper open another question about research that could be valuable to pursue?
- ➡ Can your work be replicated by others?

As for a paper format, we have posted one example on the BECC website—you can copy the template and type directly into it. Please also send a bio to your moderator for use in introductions. It can be structure as suggested below:

- ➡ Your name and current work area.
- ➡ General description of your background.
- ➡ Specific information on why you are a credible spokesperson for the work you are about to report on—this should include things like “worked three years with low income apartment dwellers and their landlords”.

What your Moderator is responsible for:

- ➡ They will review your paper and, if they so choose, send it to the other authors in your session
- ➡ They may make comments or discuss aspects of your work in preparation of the conference event itself
- ➡ They will set the rules for the session—i.e., questions after each presentation or at the end, time for your oral presentation and how much time you will be given to sum up before you stop.
- ➡ Will keep you on time by using a speaker timer that can be seen by you and the audience—this to ensure that every speaker receives their allotment of time including letting the audience have time for questions.