



## Official Requirements for Preparing Papers and Presentations

- **Submit your paper by January 31<sup>st</sup>.**
- **Submit your *Publication and Speaker Agreement* by January 31<sup>st</sup>.**
- **Submit a photograph of each author by January 31<sup>st</sup>.**
- **Submit your presentation slides by March 31<sup>st</sup>**

Send all submittals to:

AACE International

Attn: Transactions

1265 Suncrest Towne Centre Drive, Morgantown, WV 26505-1876, USA

Phone: 304.296.8444

Fax: 304.291.5728

E-mail: [trans@aacei.org](mailto:trans@aacei.org) (Preferred)

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## A. INTRODUCTION

The official proceedings of AACE's Annual Meeting are the *AACE International Transactions*.

This document is intended to provide you with an overview and some general guidelines in preparing your paper and presentation slides for this event. This document and other supporting documents may be found online here: [www.aacei.org/am/guidelines](http://www.aacei.org/am/guidelines)

This section of our website also contains the following:

- a) Official Requirements for Preparing Papers and Presentations (this document)
- b) Publication and Speaker Agreement
- c) Technical Paper Template
- d) Technical Presentation Template
- e) Technical Paper Evaluation Criteria (TPEC)
- f) Commonly Misunderstood Words and Definitions
- g) Published Copy/Publication Date
- h) How to Write a Technical Paper
- i) How to Present a Technical Paper

You are required to review all of the documents listed above.

As part of the goal of AACE to improving both the technical content and quality of all papers and presentations we are asking that additional care be taken to make yours the highest quality possible. We ask that you make an extra effort to achieve our high quality goals. These papers are very important to the "Body of Work" in AACE. Often, *Recommended Practices* get their start from a body of papers that address specific areas of our profession.

## B. PUBLICATION AND SPEAKER AGREEMENT

The *AACE International Transactions* are published in the US. In accordance with US law, a completed and signed copy of the *Publication and Speaker Agreement* must be submitted from each author with each manuscript. Any adult may witness the author's signature on the *Publication and Speaker Agreement*. If we do not receive this form, your paper will not be published in either of these two publications.

Releases or assignments are not required for papers prepared by employees of the US government in the course of their employment. US government employees, however, must submit the *Publication and Speaker Agreement* with their paper, attesting that it contains no previously published or copyrighted material without permission of the copyright holder.

### **1. Photographs**

Any photographs used in the paper (or presentation) will need to be credited to the parties that took the pictures. In addition, those parties will have to provide written release statements to use the pictures.

### **2. Project Data**

Project data can only be included if it is approved for public release by source organization (official written company release to be submitted by author) or is publicly available. See *PIIAA and AACE Data Policy* in this document. Papers for AACE use should focus on concepts which should be thoroughly explained. Any figure, graph, table, etc. that has a

statement (logo, mark, symbol, etc.) that identifies it as *confidential, proprietary*, etc. may not be included in the paper. These may violate intellectual property law as well as copyright law.

Examples:

#### Concepts

Concepts that show how to set up tables for analysis should remove, mask, or use example/illustrative data to keep the focus on the row and column format: names, functionality, order, and purpose.

#### Calculations

When it is necessary to show how a calculation for an equation, use example/illustrative data that reasonably represents data, but not the actual data that can be traced back to a project, company, individual, etc.

#### Figures

When graphs, tables, charts, etc. are necessary, the data should be aggregated to a high level where the concept is understood, but the data is not directly attributed to an identified source (company, project, individual, corporation, etc.) See “Anti-Competitiveness, Safe Harbor Compliance” (in this document) to understand the accepted definition of data aggregation is for the FTC/DOJ and EU compliance.

### **3. Trademarks or Service marks**

All papers for AACE require that a trademark “™” or registered trademark “®” symbol be used the first time such a designation is required. Thereafter, as long the name is capitalized the symbol or designation does not need to be used.

*From the USPTO (United States Patent and Trademark Office):*

*Q: Are there federal regulations governing the use of the designations "TM" or "SM" with trademarks?*

*A: No. Use of the symbols "TM" or "SM" (for trademark and service mark, respectively) may, however, be governed by local, state, or foreign laws and the laws of the pertinent jurisdiction must be consulted. These designations usually indicate that a party claims rights in the mark and are often used before a federal registration is issued.*

*Q: When is it proper to use the federal registration symbol (the letter R enclosed within a circle -- ® -- with the mark?*

*A: The federal registration symbol may be used once the mark is actually registered in the U.S. Patent and Trademark Office. Even though an application is pending, the registration symbol may not be used before the mark has actually become registered. The federal registration symbol should only be used on goods or services that are the subject of the federal trademark registration. [Note: Several foreign countries use the letter R enclosed within a circle to indicate that a mark is registered in that country. Use of the symbol by the holder of a foreign registration may be proper.]*

### **C. BASIC TECHNICAL PAPER TEMPLATE**

We use Microsoft Word® for editing and publishing of the papers, so you *must* submit your paper using the *Basic Technical Paper Template*. All figures, tables, pictures, etc. must be inserted in the document to help us understand what the final document is suppose to include and look like. Use the predefined styles in the template. This is required before the paper review can begin.

When referring to AACE International, the legal reference must be “AACE® International” or “AACE®”. It is incorrect to use the references “AACEI or AACEI” as those are also trademark violations.

Do not use a name as a plural or as a possessive because it is a trademark and is protected. It would be correct to state that “AACE requires publication and speaker agreements to be signed”, but incorrect to state “AACE’s requirements to have publication and speaker agreements signed”.

## **1. Content**

Technical content will be the responsibility of the author. If an obvious error is discovered during paper review, the author will be notified and asked to revise the paper. If the author is unwilling to make changes the paper may be removed from the program depending on the seriousness of the technical flaw.

All papers should be in alignment with the AACE International *TCM Framework and Recommended Practices*. Pay special attention to any terms and definition used, referring to 10S-90, *Cost Engineering Terminology* ([www.aacei.org/resources/terminology](http://www.aacei.org/resources/terminology))

## **2. Writing Style**

- The paper is required to be written in third-person form.
- A technical writing style (not conversational) must be employed.
- Humor and cartoons are not acceptable in a technical paper.
- Papers need to be clear and transparent, and convey facts, figures, and methodologies in a manner that is objective.

## **3. Length**

The manuscript (not including tables, figures, and references) should not exceed 7,500 words. Papers should meet a 3,000 word minimum criteria.

## **4. Title**

If you want to change the manuscript title from the one given on the original abstract submitted with the *Call for Papers*, you must request this in writing. Titles are limited to 6-10 words maximum. Longer titles must be shortened. Titles must be formatted in “AACE Title Case”.

Make sure that the paper's title accurately reflects the paper's content and sells the presentation. It is critical that you carefully choose a title that grabs one's attention while providing the context to bring in the intended audience. More importantly, titles such as: “What We Learned in the Swamp” may appear fun, but if the paper was titled to fit the actual paper content, it could be titled: “Project Control Challenges after Hurricane Katrina.” This title provides a time reference, a location, and a focus point: “project control challenges.”

## **5. Abstract**

Include an abstract of your paper that accurately reflects your paper’s content. The abstract should be limited to 175 words. After the paper and presentation slides are finalized, review the abstract and make changes as necessary to synchronize the final abstract with the finished paper and presentation. AACE uses the abstract in its meeting program so people can determine which papers to attend. As papers and presentations tend to evolve over time, it is critical to revise the abstract accordingly.

## **6. Table of Contents, List of Tables, List of Figures, and List of Equations**

Your paper must include a table of contents listing all major section headings of your paper. Additionally you must include separate lists of all tables, figures, equations, etc. Do not include page numbers.

## 7. Figures and Tables

Figures and tables should be included in a paper when appropriate to help the reader understand certain data or ideas, and must be referenced in the manuscript text.

All figures and tables must have a number and a title using "ACE Caption Case" (e.g. "Figure 1 – Operability Data"). Captions titles are limited to 10 words or less.

Figures, tables and other graphic elements submitted for publication should be professionally created, and should be scaled so that type is readable in a standard 8.5"x11" format. If possible, include figures, table, charts, graphs and photographs as separate files (in the best quality/resolution available; 300 dpi or higher.)

## 8. Equations

The equation reference should be numbered and formatted "flush right", as shown below. Be sure to define all terms and variables used in the equation.

$$E = MC^2$$

(Equation 1)

## 9. Footnotes and Endnotes

Footnotes and Endnotes are permissible in order to provide clarity. References and citations must be in the *Reference* section of the paper.

## 10. References

To add credibility to your paper, you should provide at least three non-internet based references to support your paper. Technical papers should have references and topics that were researched before the paper is written. Technical papers may provide support for development of ACE Recommended Practices which must be supported with research. Without references, a paper is just an opinion piece and has little value.

Internet/Website references are only allowed if a PDF file of the page(s) referenced are included as attachments with your manuscript. We require you to do this as online content tends to change frequently.

There are many ways to format references. No matter how consistently or precisely references are formatted, references with incomplete information are useless. Complete publishing information should be given so that a reader can find the work referenced. This information includes: author, date of publication, titles (including volume and number), place of publication and publisher, page numbers, and anything else that might be helpful for the reader to locate the work (e.g., "unpublished master's thesis," "videotape," "oral presentation at the 34th Meeting of the Worry Warts International; no text.").

List all of your references in the order they first appear in the paper and then number the list. This is your reference section. For example:

No.	Description
1	Breyfogle, III, F (Author)

1999	(Year Published)
<i>Chapter 9, Six Sigma Measurements</i>	(Chapter)
<b>Implementing Six Sigma: Statistical Methods</b>	(Book Title)
<b>First Edition</b>	(Edition)
Page(s) 144, 155-163	(Page)
John Wiley & Sons, Inc., New York	(Publisher)

Within the text of your paper, refer to a reference by identifying the reference number and page number within hard brackets.

Sample Citations (red text is for illustrative purposes only):

Thomas Edison defined genius as 1 percent inspiration and 99 percent perspiration. [1, p.144].

EXCEPTION: Legal-style papers may use in-line legal referencing. In-line referencing will not be allowed as an alternative to footnoting.

Examples (Note that the summary of the case is one sentence in length. Longer summaries are not permitted.):

A board decision, however, has extended this concept of the evolving critical path to the extreme, finding that the final, as-built schedule should be relied upon as the ultimate critical path that dictates which delays were, in fact, critical. See *Sante Fe, Inc., VABCA No. 1943 – 1946, 84-2 BCA ¶ 17,341 (1984)*.

A board decision, however, has extended this concept of the evolving critical path to the extreme, finding that the final, as-built schedule should be relied upon as the ultimate critical path that dictates which delays were, in fact, critical. See *Sante Fe, Inc., VABCA No. 1943 – 1946, 84-2 BCA ¶ 17,341 (1984) (Government was excuplated from responsibility for delay events that the boards acknowledged had been critical at one time before these delays were overcome by other project delays.)*

## 11. Quotes

Use of quotes should be used sparingly with the purpose of providing key points from references. This is intended to keep in compliance with US Copyright law and stay well within the “fair use” interpretation.

It is unacceptable to quote material for the sole purpose of providing a passage because another author or source has written something with better clarity. Copyright law and other professional organizations (IEEE) consider this plagiarism and not within the boundary of “fair use”. [Chilling Effects, 2013] Authors are highly encouraged to paraphrase other source material and include a citation in the bibliography. Citations are required when referencing someone else’s: ideas, processes, results, or words. Failure to do so is considered plagiarism by US Copyright law and the Digital Millennium Copyright Act (DCMA). This will be strictly enforced to reduce the liability of AACE since authors cannot extend indemnity to AACE.

## 12. Commercialism

The goal is to enhance the body of knowledge of AACE members, not to promote products and service of a particular company. Papers and presentations cannot contain commercials for individual/company products or services. Refrain from using company/product names and logos. Do not submit papers on company letterhead. Commercial vendors may not author or co-author papers referencing their own companies or products.

During presentations, do not wear clothing with company or product logos.

### **13. Miscellaneous**

It is expected that each author/co-author listed on the paper has contributed to the development of the paper.

Do not include the author biographical information or photos in the paper itself.

Do not include credits, honors, acknowledgments etc.

#### **D. POWERPOINT TEMPLATE/PRESENTATION SLIDES**

For the slide presentations it is mandatory that the AACE International provided template(s) be used and the slides be sent in the Microsoft PowerPoint® format (not as Adobe® PDFs.)

The first slide of your presentation must contain the title of your presentation and the author(s) name(s). Use one biography slide for each author/presenter.

You may NOT use your company/institution name or logo on your slides. The only time you may use your company name is on the biography slide(s) and on the final slide of the presentation.

All presentations must be submitted for review and approval.

#### **E. TECHNICAL PAPER EVALUATION CRITERIA (TPEC)**

All papers will be reviewed by the Technical Program Review Committee using the latest version of the TPEC. The final determination of paper acceptance is governed by the review score. Authors will be given feedback and if changes are necessary for publication, these will be documented in the TPEC and the authors will be given a time frame to make any necessary corrections and re-submit their paper.

In cases where the paper does not meet minimum acceptable quality or there is insufficient time to make corrections, AACE will advise the author that the paper will be rejected and cancel the presentation.

Even though your paper will be peer reviewed by the Technical Program Review Committee, please have your business colleagues or peers review the paper and presentation slides for suggested improvements prior to formal submission.

After the paper and presentation slides are finalized, review the abstract and make changes as necessary to synchronize the final abstract with the finished paper and presentation. As papers and presentations tend to evolve over time, it is critical to revise the abstract accordingly.

#### **F. MISCELLANEOUS**

##### **1. Audience**

Your audience will be experienced AACE members and interested professionals. Focus the paper and presentation to convey cost engineering knowledge to the audience.

The Technical Program Review Committee determines the subject level for the paper based on the definitions below. The subject level is not to reflect the skill level of the author, but to advise the attendee or reader the level of expertise that may find the material most beneficial.

#### *Basic Subject Level*

Audience: Practitioners are developing prerequisite skills and knowledge that is fundamental for proficient work. Authors present concepts which have been reduced to the simplest and most significant form possible to teach the developing practitioners.

#### *Intermediate Subject Level*

Audience: Practitioners demonstrate solid knowledge and ability, and can apply the competency with minimal or no guidance in the full range of typical situations. Authors present concepts to give practitioners guidance to handle novel or more complex situations.

#### *Advanced Subject Level*

Audience: Subject material is oriented for practitioners who demonstrate advanced knowledge and ability, and can apply the competency in new or complex situations. Authors serve as subject matter experts to other professionals.

## **2. Green Room**

A “green room” is being offered by the Technical Board at the Annual Meeting. A notification will be sent to all authors inquiring if the author is interested in participating in a “green room” practice session. The number of sessions is limited and filled on a first-come first-served basis.

The “green room” is equipped with a screen and projector so that you can make a “real time” presentation before your scheduled presentation. You will be provided with tips on improvements to the slides, and style of presentation. We want to assist first time presenters with techniques that are performance enhancing. It is also valuable for co-authors that are making joint presentations.

## **3. Photographs of Authors**

Submit a digital photograph of each author.

## **4. Language**

English is the official language of the meetings and of their proceedings.

## **5. Submitting Your Materials**

We prefer that you e-mail all your materials and files to us.

If you need to .zip the files, please make sure to name the .zip file it according to this format: **AACE\_PaperID.zip**, otherwise it will not reach us because of our firewall and anti-spam filters.

You must bring a copy of your presentation slides to the meeting on a USB drive.

## **6. Audio/Visual Equipment**

AACE will provide the following audio-visual equipment in each presentation room: laptop computer, computer projector, screen, and microphone. Each laptop will be loaded with PowerPoint and equipped with a USB card

reader. If you require special equipment, such as internet hookup, and desire to pay the rental cost yourself, we will be happy to make the arrangements for you. In this case, please contact our meetings department (meetings@aacei.org) two months prior to the meeting so that we can ensure that the equipment is available for your presentation.

## **7. Registering for the Meeting**

All presenters are required to pre-register for the Technical Program of the meeting. You may register online at [www.aacei.org](http://www.aacei.org). If you fail to do so, your presentation will be excluded from the program, and you run the risk of being excluded to present at future AACE International events. **You must register at least two months prior to the meeting.**

### G. PIIAA AND AACE DATA POLICY (INTELLECTUAL PROPERTY, CONFIDENTIAL AND PROPRIETARY DATA)

Scope:

The Proprietary Information and Invention Assignment Agreement (“PIIAA”) protects the employer’s rights in the major categories of intellectual property, namely works of authorship, trade secrets and inventions. US law, and the laws of most other countries, protect those categories of intellectual property through copyright, the laws of trade secrecy and patent law respectively. The PIIAA accomplishes two main things: (i) it gets the employee or contractor to acknowledge his or her obligation to protect the employer’s trade secrets and (ii) it confirms that the employer, and not the employee or contractor, owns all the intellectual property that the employee or contractor develops.

Occasionally, there are concerns about the wisdom of an individual or company's request to publish what seems to be confidential and competitively sensitive information. This type of data is deemed to fall outside the “Anti-Competitiveness, Safe Harbor Compliance” guidelines to which AACE adheres. When potentially confidential, competitive data, or intellectual property is received, then AACE requires a formal approval from an officer of the company or entity that owns the data.

Required Release Statement and Officer Attestation Certificate:

AACE requires the authors to obtain a statement approving the publication, either from the company's officers listed in their SEC filings, or, for any other officers, a statement (letter or email should be fine) accompanied by a Secretary's or Officer's certificate that sets out the officer's role and the delegation of authority to that officer. If the authors and co-authors are officers of the company, in general, they are not allowed to provide this statement because this is considered a conflict of interest. In the event that the authors are from several different companies, then each company will need to provide a statement.

Timeline and Final Disposition of Author’s Material:

If the request is denied or a response is not received in 5 business days, then it will be assumed that company does not wish that information to become public. If the request is not received, then AACE is required to destroy the information, even though the material was received legitimately and through no action on the part of AACE.

### H. “ANTI-COMPETITIVENESS, SAFE HARBOR COMPLIANCE”

The US Department of Justice (DOJ) and Federal Trade Commission (FTC) [FTC/DOJ] have established an "antitrust safety zone" for benchmarking surveys, technical papers, and studies, which is set out in the five points below. Essentially, the "safety zone" means that there is no antitrust problem with a third-party conducted benchmarking survey so long as there are at least 5 participants who supply data for each metric, no participant accounts for more than 25% of the weighted average any metric, and the results are presented in an aggregated/blinded fashion. This

standard is essentially the same for other countries [OECD, 2010] and “safe harbor” requirements between the EU and US are very similar. [EU vs US Safe Harbor Comparison, 2001]

Absent extraordinary circumstances, the agencies will not challenge an information exchange if:

1. the exchange is managed by a third party;
2. the information provided by participants is based on data that is more than three months old;
3. there are at least five contributors of data for each disseminated statistic;
4. no individual participant’s data represents more than 25 percent of any particular statistic; and
5. disseminated information is sufficiently aggregated such that participants are unable to identify the data of any other participants. [OECD, 2010],[EU vs US Safe Harbor Comparison, 2001]

## I. SUMMARY AND DEADLINES

Go to: [www.aacei.org/am/guidelines](http://www.aacei.org/am/guidelines) and download these documents:

- a) Official Requirements for Preparing Papers and Presentations (this document)
  - b) Publication and Speaker Agreement
  - c) Technical Paper Template
  - d) Technical Presentation Template
  - e) Technical Paper Evaluation Criteria (TPEC)
  - f) Commonly Misunderstood Words and Definitions
  - g) Published Copy/Publication Date
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- Submit your paper by January 31<sup>st</sup>.
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  - Submit a photograph of each author by January 31<sup>st</sup>.
  - Submit your presentation slides by March 31<sup>st</sup>.
  - Register for the technical program two month prior to the meeting: [www.aacei.org/am/currentAM](http://www.aacei.org/am/currentAM)
  - Forms, manuscripts, and presentation slides may be sent by e-mail to: [trans@aacei.org](mailto:trans@aacei.org)

## J. ADDITIONAL REFERENCES

Chilling Effects

Website: <http://chillingeffects.org/fairuse/faq.cgi#QID823>

George Washington Law  
2013

EU vs US Safe Harbor comparison:

Sher, Brian (Nabarro LLP)

Sicalides, Barbara (Pepper Hamilton LLP)

Competition Handbook 2011

“Competitor collaborations: new EU guidelines and US law compared”

Practical Law Company®

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2001

FTC/DOJ, Federal Trade Commission and the U.S. Department of Justice  
“Antitrust Guidelines for Collaborations Among Competitors”  
2000

Organisation de Coopération et de Développement Économiques (OECD)  
Organisation for Economic Co-operation and Development (OECD)  
“ROUNDTABLE ON INFORMATION EXCHANGES BETWEEN COMPETITORS UNDER  
COMPETITION LAW”  
DAF/COMP/WD(2010)117  
2010