

The following template should be used as a guide in preparing your original 2,500 minimum word technical paper specifically written for the Certified Cost Professional (CCP) exam. However, *please note: if you are submitting a presentation, publication, thesis or dissertation used within the last three years, your paper must not exceed 5,000 words and must be reformatted to the specifications outlined in this template, if necessary.*

While this template may be useful in ensuring your technical paper will incorporate all structural areas to be evaluated by technical paper graders, you will be responsible to demonstrate professional content, clarity, and relevance through your topic and writing skills, which are also evaluated by the graders.

All technical papers must be submitted with the CCP application.

If you have any questions, please contact the Certification Department at 304-296-8444.

CCP Certification Technical Paper Template
(Rev. 2013-07-10, Rev. 2014-06-05, 2017-07-27)

The Title of the Paper
Date Written

AACE ID Number

List of Tables

Table 1, "Title 1"	Pg. #
Table 2, "Title 2"	Pg. #
Table 3, "Title 3"	Pg. #
	
	
	
	
	

List of Figures

Figure 1 "Figure 1 Title"

Pg.

#

Figure 2 "Figure 2 Title"

Pg.

#

List of Equations

Equation 1	“Equation 1 Title”	Pg. #
Equation 2	“Equation 2 Title”	----- Pg. #

Abstract

The purpose of an abstract is to entice potential customers to purchase the material or attend the presentation. Abstracts between 100 to 175 words are generally well received. Longer abstracts tend to be short versions of the material.

This template is formatted to have the correct automated numbering: Roman numerals starting on page two (Table of Contents) and Arabic numerals starting with the Introduction page.

Introduction

The introduction should be designed to attract the reader’s attention and give an idea of the paper’s focus.

The Problem or Introduction

Discuss the background of the problem to set the stage for the intent of the paper.

Topic 1

“This is how a reference is to be made throughout the paper.” [1] (content needs to be placed within quotes and referenced by a corresponding number, just as illustrated.)

Term	X ⁶	X ⁵	X ⁴	X ³	X ²	X ¹	Constant
Display Plot	3E-09	-9E-07	0.0001	-0.0057	0.1715	-2.4906	13.776
Data Plot	2.95E-09	-3.5E-05	0.17007	-444.84	654440	-5.13E+08	1.68E+11

Table 1—Polynomial Coefficient Comparison

(source referenced)

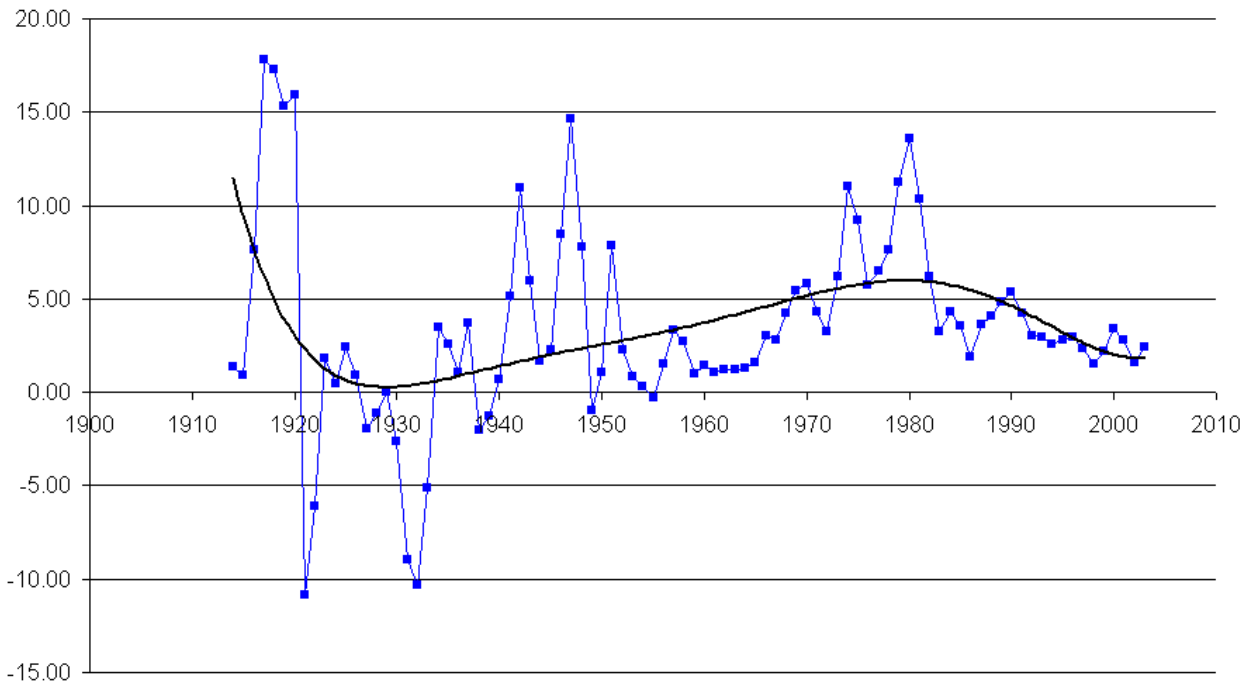


Figure 1 — Average Percent Inflation vs Year

(source referenced)

This is an example of a figure. Figures and tables must be legible. Titles in graphs, figures, and table should also be kept to 6-8 words (source must be referenced).

Equations

When using an equation such as the example that follows, show the equation and then explain each of the variables from left to right. When text is read from left to right, the reader can easily follow the variable explanation from top to bottom.

$$dS/S = \exp (\mu \times (dT) + \text{std} \times \epsilon \times (dT)^{1/2}) \tag{Eq 1}$$

exp = the inverse of LN, the natural logarithm of number

dS = change in the variable's value from one step to the next

S = previous value

μ = the annualized growth or average increase between steps

dT = change in time from one step to the next

std = annualized volatility, or standard deviation

ϵ = value from a probability distribution (Monte Carlo)

Conclusion

A conclusion should clearly demonstrate everything promised in the abstract has been accomplished. Whatever was identified in the introduction or statement of the problem section of the paper has been addressed. And using this template will greatly enhance the review process of AACE.

Bibliography

<u>No.</u>	<u>Description</u>
1	Breyfogle, III, F 1999 <i>Chapter 9, Six Sigma Measurements</i> Implementing Six Sigma: Smarter Solutions Using Statistical Methods First Edition Pages(s)144 John Wiley & Sons, Inc., New York
2	Whiteside, II, PE, J. 2009 <i>DEV.01—How to Write a Technical Presentation</i> 2009 AACE International Transactions AACE International, Morgantown, WV

EXCEPTION: If the author has a legal paper and wishes to use legal in-line referencing, then the author must request, in writing, a waiver and may be asked to submit an example. In-line referencing that is not formatted in the way used in legal papers will be denied. In-line referencing will not be allowed as an alternative to footnoting.

Examples:

MCI Constructors, Inc., DCCAB No. D-924, 1996 WL 331212 (D.C.C.A.B. 1996) (awarding contractor loss of productivity damages for the interruption to its rhythm and sequence of contract work resulting from owner-caused delays, changes and accelerations)

See also United States Indus., Inc. v. Blake Constr. Co., 671 F.2d 539 (D.C. Cir. 1982) (holding that a subcontractor is entitled to recover damages where a contractor's failure to properly schedule and coordinate a subcontractor's work activities led to lost productivity)