

GUIDELINES FOR THE AUTHORS PREPARING A PAPER FOR THE ROOMVENT 2014 CONFERENCE

Gustavo Oliveira Silva¹, Julio Montorial Prado²

¹ University of São Paulo, São Carlos, Brazil.

² IPT, São Paulo, Brazil.

Abstract

These are the guidelines preparing a paper for the proceedings of the Roomvent 2014. The papers are required to be written in the described format. Please follow these instructions. You can use this document to copy your article text.

The papers must be submitted electronically in Adobe Acrobat Reader pdf format, all in black and white without page numbers. Please check your own print-out to make sure the conversion to pdf was successful before uploading it. We aim to reduce the printing problems and costs as well as producing a homogeneous looking Proceedings.

Keywords: guidelines, layout, format, deadline, help

1 Contents

The paper must begin with the title, written in CAPITAL LETTERS. Do not centre the title. On a new line follow the initial(s) of the author's first name(s) and the author's last name(s). The affiliation is given in the next line, followed by a comma and the country. Follow the spacing used in this guideline.

An abstract of approximately 500 words is obligatory. Feel free to improve the one you already submitted. It is followed by a short list of keywords (maximum 5 words), which characterize the contents of the paper, in order to make the comparison with the other papers in the Proceedings easier. Therefore, generic terms are not good keywords; please use special terms or names of processes. The list of keywords is followed by the text, beginning with a short introduction and ending with some conclusions. This is succeeded by the list of references and an appendix (optional). The total number of pages must not exceed eight.

2 Layout

2.1 Fonts

Please use font types used in this guideline and indicated in Table 1.

2.2 Margins and paper

There should be a top margin of 25 mm, a bottom margin of 20 mm, left and right margin of 18 mm. Neither text, nor figures or tables should be printed outside these margins. The pdf format must be on white A4 paper (297 mm x 210 mm). Aligned right margin is optional.

2.3 Title of paper and authors

The title of the paper must be written in Arial 14 pt bold and throughout with CAPITAL LETTERS. If authors come from different affiliations, please list the affiliations and connect them by ^{superscript} footnotes. There is one line (12 pt) spacing between title and authors' names; two lines (24 pt) separate the authors' names and the "Abstract" heading.

2.4 Spaces and paragraphs

The paragraphs of a section start with a tab stop at 1 cm; there is no blank line between the paragraphs of a section. The text is written single spaced.

At the end of each section a blank line indicates the separation from the next header. If the next header is a main header (like ‘2 Layout’), use two blank lines.

After a main header there is 12 pt of space (like “2 Layout”). After other headers (like 2.4 Spaces and paragraphs) there is no additional space.

There is one line (12 pt) spacing between the abstract and the keywords.

Table 1: Font sizes and layouts

Item	Font	Font layout	Font size	Paragraph form in MSWord file
Title of Paper	Arial	Bold, CAPS	14 pt	No indent, spacing after 12 pt. Line spacing single. Alignment centred.
Authors	Arial	Bold	12 pt	No indent, spacing after 0 pt. Line spacing single. Alignment centred.
Affiliation	Times New Roman	Normal	12 pt	No indent, spacing after 24 pt. Line spacing single. Alignment centred.
First order section header	Arial	Bold	12 pt	Two line shifts after the paragraph in front. Spacing after 12 pt. Line spacing single.
Other headers	Arial	Bold	11 pt	One line shift after the paragraph in front. Spacing after 0 pt. Line spacing single.
Captions (figures and tables)	Times New Roman	Italic	12 pt	No indent. Spacing after 6 pt. Line spacing single.
Text	Times New Roman	Normal	12 pt	Indent first line by 1 cm. Spacing after 0 pt. Line spacing single.
Text in graphics	Times New Roman	Normal	8-12 pt	

2.5 Page numbers

Do not include page numbers in your pdf version! Page numbers will be added by the printer in consecutive order through the proceedings.

2.6 Figures and tables

Figures and tables should be integrated in the text like it is done in Fig. 1. Above the tables and under the figures there should be a table and figure number (bold, italic), respectively, and a caption (italic). Please make figures large enough, so that they are

legible even after the reduction to 86 %. The minimum font size in figures should be 8 pt,

	line thickness	grey scales	contrast	font sizes
acceptable: 	— 0.3mm — 0.5mm — 0.7mm	≥10%	black <40% white ≥40%	size 8pt size 10pt size 12pt
non-acceptable: 	— <0.1mm — >0.7mm	<10%	white <40% black ≥40%	size 6pt size 14pt

Figur 1. Guidelines for figures

the font type recommended is Arial, Helvetica, or a similar non-serif type.

Headings of tables should be placed above the table with 6 pt extra spacing between the heading and the table. Table notes should be placed directly under the table. There also should be an extra spacing of 6 pt between a figure and its caption. Photos included in the paper must be reproduced by a good scanner. What you see yourself in the pdf format is what you get.

2.8 Equations

Equations should be referred to in the text consecutively as Eq.(1) and marked by (1) at the right margin. The equation should be centred.

$$dT=T_{des} - T_m \quad (1)$$

In equations SI units must be used.

3 Length

The length of the papers is restricted to a **maximum of 8 pages**. If your paper ends up with an odd number of pages (3, 5, or 7), please add a blank page.

4 Language

All papers must be written in English. We recommend that the manuscript be carefully proof read, preferably by a native English speaker.

5 Deadline

Please submit your complete manuscript as soon as ready as and no later than February 2 2014.

6 Help

If you have any questions concerning these guidelines please contact the organizers at: info@roomvent2014.com.br

7 Arrangement of contents

The content of the paper should be arranged in the following order, where items in () are optional:

- Title of the paper
- Author name(s) and affiliation(s)
- Abstract
- Introduction
- Exposition chapters
- Conclusion
- (Acknowledgments)
- References

7 References

References should be indicated in the text using a style like Barankova et al. (2004) and Meyers et al. (2010). In the list of references, they should be cited in alphabetic order with the title of the paper in italic:

P. Barankova, K. G. Naydenov, A. K. Melikov, J. Sundell. *Distribution of carbon dioxide produced by people in a room* Book of abstracts, Roomvent 2004, pp. 337-338, Coimbra, Portugal, 5-8 September 2004.

Robert J. Meyers , Eric D. Williams, H. Scott Matthews, 2010, *Scoping the potential of monitoring and control technologies to reduce energy use in homes*, Energy and Buildings 42, pp 563–569