

1 **PAPER PREPARATION GUIDE AND SUBMISSION INSTRUCTIONS**
2 **FOR BUILDING SIMULATION 2005 CONFERENCE**

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7 The names and affiliations SHOULD NOT be included in the draft submitted for review.

8 The header consists of 10 lines with exactly 14 points spacing.

9 The line numbers are for information only. The last line below should be left blank.

10

ABSTRACT

This document explains how to prepare a paper for submission to Building Simulation 2005 Conference. It also includes the instruction for submission and some other information. This document can also be used as a template if you are using MS-Word.

INTRODUCTION

The paper should be prepared in A4 size with overall margin of 25 mm on all sides of the paper (top, bottom, right and left). Use font type Times (Times New Roman) for the entire document with different style at different part of the paper, as explained later in each sections.

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PARTS OF THE PAPER

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Abstract

The abstract of your paper should be about 100 words. It should be a brief but concise description of your paper and should clearly identify the unique features of your study.

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The main body of the paper should contain (but not limited to):

- Introduction
- Simulation and/or experiment
- Discussion and result analysis
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Add the following sections if applicable:

- Acknowledgements
- Nomenclature

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All publications cited in the text should be listed at the end of the text ordered alphabetically (in the order of the name of the author). The second line of each entry should be indented. In the main text, refer to a reference using author-year style (e.g. Mitchell et al., 1995).

Figures and Tables

Figures and Tables can be included in the text or you can put them at the end of the paper. Both must have

a number and caption. Figure 1 is an example of a graph in the text with a caption below the figure. Please include a blank line above the figure and below the caption.

Colour images are welcome. However, the printed version of the proceedings will be in black-and-white. Coloured simulation result (e.g. contour graph) might be clear on the screen, while it is totally blurred when printed.

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Figure 1 A gentle reminder

Table 1 shows an example of a table, where the caption should be on the top of the table.

Table 1
Example of a table

HEADING 1	HEADING 2	HEADING 3
Entry 1	Entry 2	Entry 3

Oversized figures and tables may be included in the text. However, you should arrange the layout properly so that it appears in the top or the bottom of the page, or preferably in a separate page. Figure 2 is an example of oversized figure.

Equations

Mathematical symbols and formulae should be clear to avoid ambiguities. Equation numbers should appear in parentheses and be numbered consecutively. A brief description of the symbols used in your paper should then be added in a nomenclature section at the end of the text.

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CONCLUSION

This paper has shown how to prepare a paper for submission to Building Simulation 2005 Conference. Good luck with your paper. Hope to see you in Montréal!

ACKNOWLEDGMENT

This document is a summary of various documents from previous Building Simulation Conferences.

REFERENCES

- Mitchell, J.W., Beckman, W.A. 1995. Instructions for IBPSA Manuscripts, SEL, University of Wisconsin, Madison USA.
- Hensen J. 2003. Paper Preparation Guide and Submission Instruction for Building Simulation 2003 Conference, Eindhoven The Netherlands.

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