

Paper Preparation Guide and Submission Instructions for Building Simulation and Optimization 2020 Conference

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

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

The last line below should be left blank.

Abstract

This document explains how to prepare a paper for submission to the Building Simulation and Optimization 2020 Conference. It also includes the instructions for submission and some other information. This document can also be used as a template if you are using LaTeX.

Introduction

The paper should be prepared in A4 size with 25 mm margins at top and bottom, and 20 mm margins at left and right. 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 section.

The top section of the first page of the paper is used for the title of the paper, list of authors, and authors affiliation. This section consists of 10 lines of exactly 14 points spacing.

After these 10 lines, the rest of the document is in two-column format, with a space between the two columns of 8 mm. The space between the columns should be centred on the paper.

Please **DO NOT** include page numbers. The paper must have 6 to 8 pages.

Parts of the paper

Title, authors, and authors affiliations

Titles should be in bold font size 12 points. Do not use more than 2 lines for the title, and try to limit it to ten words.

Authors, authors affiliations, and other information should be in font size 12. More than one affiliation of an author should be indicated by numbers, superscripted after the authors name.

You can add contact information (e-mails, telephone numbers, postal address, etc) and other information as you wish. However, the 10 lines limitation applies. If you need less than 10 lines for all the information, please leave the other lines blank.

Abstract

The abstract of your paper should be about 250 words.

Abstracts must clearly identify (i) the research objectives, (ii) the research methods and outcomes and, (iii) the novelty and contribution of the submission.

Main body

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

- Introduction
- Simulation and/or experiment
- Discussion and result analysis
- Conclusion
- Add other sections as you wish

The headings of each section should use font size of 12 points, with 6 and 3 points spacing above and below. The headings of the subsection should use 10-point size and bold, with 6 and 3 points spacing above and below. The text should be typed in 10-point font with spacing of 12 points. Both the sections and subsections should not be numbered.

Other sections

Add the following sections if applicable:

- Acknowledgements
- Nomenclature

References

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 such as Clarke (2015) or Chu and Majumdar (2012).

Figures and Tables

Figures and Tables are preferably included in the text where they are discussed rather than 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.

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

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Figure 1: A gentle reminder.

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 at the top or the bottom of the page, or on a separate page. Figure 2 is an example of an oversized figure.

Equations

Each significant equation or formula should be displayed on a separate line. Center equations and place consecutive equation numbers flush right in parentheses. For example,

$$a^2 + b^2 = c^2. \quad (1)$$

Mathematical symbols should be clear to avoid ambiguities. Equations should be referenced by their number as in (1). Symbols used in equations and in the main text should be italicised. A brief description of the symbols used in your paper should be added in a nomenclature section at the end of the text or inline with the text where the symbols are first used.

Submission instruction

1. To enable the blind review process please do not include your name and affiliation on the draft submitted for review.
2. Please convert your entire document to PDF format. Other formats are NOT acceptable.
3. Papers must be 6 to 8 pages long.
4. You can use any file name, but please do not use special characters, umlaute, etc.
5. The maximum file size is 10MB, but please use vector graphics where possible to reduce your file size.
6. If your paper has not met the requirements for submission, your file will not be processed for review and you will be requested to resubmit. If everything is in order, the paper will be uploaded to the review area of the conference website.

Conclusion

This paper has shown how to prepare a paper for submission to Building Simulation and Optimization 2020 Conference. Good luck with your paper. We hope to see you in Loughborough!

Acknowledgement

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

References

- Chu, S. and A. Majumdar (2012). Opportunities and challenges for a sustainable energy future. *Nature* 488, 294–303.
- Clarke, J. (2015). A vision for building performance simulation: a position paper prepared on behalf of the IBPSA Board. *Journal of Building Performance Simulation* 8(2), 39–43.

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