

# Paper preparation guidelines for eSim 2018

John MacModeller<sup>1</sup>, Jane MacSimulator<sup>2</sup>, Another MacAuthor<sup>2</sup> (use Authors style)

<sup>1</sup> eSim Secretariat, Some Town, Some Country

<sup>2</sup> Another Institution, University of Origin, Some City, Some Country

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

(but make sure you allow enough space to include them in the final version and comply with the paper length requirements). The header consists of up to 10 lines. The last line below should be left blank.

***Abstract:** This document explains how to prepare a paper for submission to the eSim 2018 Conference. It can also be used as a template if you are using MS-Word. The abstract should be 100 to 150 words long and should provide a concise description of the paper. It should clearly identify the unique contributions and the major conclusions. The abstract should not include special characters or line breaks. The abstract is followed by an optional list of keywords, which uses the same style (Abstract).*

***Keywords:** building performance simulation, conference, Canada, eSim, guidelines*

## INTRODUCTION

The paper size should be set to letter (8.5 in x 11 in, 21.59 cm x 27.94 cm), 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 predefined styles applied to different parts 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 up to 10 lines using the Title and Authors styles. After these lines and the abstract, the rest of the document is in two-column format, with a space between the two columns of 10 mm. The space between the columns should be centered on the paper.

## PAPER LENGTH

Please **DO NOT** include page numbers. The paper must have **4 to 10 pages**.

## PARTS OF THE PAPER

### Title, authors, and authors' affiliations

The paper titles should be in bold font size 14 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 11 pt with exactly 14 pt line spacing. More than one affiliation of an author should be indicated by numbers, superscripted after the author's 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.

### Abstract

The abstract of your paper should be 100 to 150 words. It should be typed in 10-point font, italic (Abstract Style). The word "Abstract" at the beginning is typed with bold font.

Abstracts must clearly identify (i) what is the current state of the art, (ii) what are its deficiencies, (iii) what methods have been applied, (iv) what are the results, and (v) what is the lasting contribution of the submission.

The abstract is optionally followed by a list of keywords using the same formatting as the abstract.

### 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

### Headings

The headings of each section should use font size of 14 point, bold, small caps, with 9 and 3 points spacing above and below. The headings of the subsections (2<sup>nd</sup> level headings) should use 12-point size and bold, with 6 and 3 points spacing above and below. If needed, 3<sup>rd</sup> level headings should use 10-point size and bold, with 3 points spacing above and below. Headings should not be

numbered. Use the predefined styles (Heading 1, Heading 2, and Heading 3).

Body text should be typed in 10-point font with spacing of 1.08 lines (use predefined style Normal or Body Text).

## 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 first 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.

### Copyright Transfer and Disclaimer

Please read, understand and agree to the copyright transfer and disclaimer as indicated in Figure 2 before submitting a paper

Figure 1: A gentle reminder

Table 1 shows an example of a table, where the caption should be on the top of the table. The table shows the thermal conductivity  $k$  and the specific heat  $c_p$  for common materials. Please include a blank line above the table caption and below the table.

Table 1: Example of a table

Material	$k$ [W m <sup>-1</sup> K <sup>-1</sup> ]	$c_p$ [kJ kg <sup>-1</sup> K <sup>-1</sup> ]
Brick	0.04	1.2
Insulation	0.9	0.8
Wood	0.15	1.6

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. Here is an example:

$$E_{\lambda b} = \frac{2 \pi h c_0^2}{\lambda^5 \left( \exp\left(\frac{h c_0}{\lambda T}\right) - 1 \right)} \quad (1)$$

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 they symbols are first used.

## IF YOU USE MS-WORD

This document can be used as a template if you use MS-Word. Please use the style for each section as has been defined for this template. You can either use this document, rename it, and cut-and-paste your paper from other document(s) into this document, or you can use your document, open style organizer (Format – Style and then click “organizer”), delete all your styles and import the styles from this document.

## SUBMISSION INSTRUCTIONS

To enable the blind review process please do not include your name and affiliation on the draft submitted for review. Please convert your entire document to PDF format. Other formats are NOT acceptable.

### Papers must be 4 to 10 pages long.

You can use any file name, but please do not use special characters, umlauts, etc.

The maximum file size is 10 MB, but please use vector graphics where possible to reduce your file size.

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 web site.

[Note: a Section Break (Next Page) follows, so that a figure spanning over 2 columns can be introduced. To view section breaks in MS Word, click on the ¶ symbol].

## eSim 2018

I or we, the author(s) of the attached paper, have read the following Copyright Transfer and Disclaimer, and agree to them by submitting the attached paper.

- (1) The author(s) affirm that the paper has not been published elsewhere and, if the paper is accepted, will not be published elsewhere prior to eSim 2018.
- (2) If the paper is accepted, the author(s) will automatically grant to IBPSA-Canada a nonexclusive, royalty-free, perpetual, worldwide, irrevocable, sub-licensable, and transferable license to publish the paper (in unmodified form) in any fashion (including but not limited to inclusion in the eSim 2018 printed and electronic proceedings, via electronic means such as the world wide web, and inclusion in future compilations of papers). This "nonexclusive" license means that the author(s) are not restricted as to future use of the material except that exclusive rights cannot be granted to another.
- (3) The author(s) affirm that they have the right to grant the license specified in (2), that is, publication by IBPSA-Canada or its licensees will not be in conflict with copyright or other restrictions.
- (4) The author(s) acknowledge that acceptance of the paper does not imply IBPSA-Canada's endorsement of or agreement with the ideas presented. Under no circumstances shall IBPSA-Canada be liable for any damages resulting from use information included in the paper.

*Figure 2: Copyright agreement (example of a full-page figure)*

[Note: a Section Break (Continuous) follows, so that the 2-column format is used again below. To view section breaks in MS Word, click on the ¶ symbol in the ribbon].

## CONCLUSION

This paper has shown how to prepare a paper for submission to the eSim 2018 Conference. Good luck with your paper.

## ACKNOWLEDGEMENT

This document is a summary of various documents from previous IBPSA-Canada and IBPSA 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. *J Build Perform Simu* 8(2), 39–43.
- MacModeller, J., J. MacSimulator, A. MacAuthor. 2018. Paper preparation guidelines for eSim 2018. In *Proceedings of eSim 2018: The 10<sup>th</sup> Conference of IBPSA-Canada*, May 9-10, pp. 1–5. Montréal, QC.

## APPENDIX: LAYOUT SPECIFICATIONS

### Paper size and margins

- Paper size: Letter (21 cm x 29.7 cm)
- Margins: 2.5 cm top and bottom, 2.0 cm left and right

## Styles

- Title: Times New Roman 14 pt, centered, line spacing exactly 14 pt
- Authors: Times New Roman 11 pt, centered (used for authors and affiliations), line spacing exactly 14 pt
- Abstract: Times New Roman 10 pt, italic, justified (used for abstract and keywords), line spacing 1.08 line
- Normal text / body text: Times New Roman 10 pt, justified, 3 pt spacing before and 3 pt after, line spacing 1.08 line
- Heading 1: Times New Roman 14 pt, small caps, bold, 9 pt spacing before and 3 pt after, line spacing 1.08 line
- Heading 2: Times New Roman 12 pt, bold, 6 pt spacing before and 3 pt after, line spacing 1.08 line
- Heading 3: Times New Roman 10 pt, bold, 3 pt spacing before and 3 pt after, line spacing 1.08 line
- List bullet: based on Normal, hanging: 0.3 cm, don't add space between paragraphs of the same style, tab stops at 0.3 cm, 0.6 cm, 0.9 cm, 1.2 cm, left alignment, bulleted
- Caption: based on Normal, centered, italic, 6 pt spacing before and 6 pt after
- Bibliography: based on Normal with first line hanging by 0.5 cm

No header, footer and no page numbers should be used.