Manuscript preparation guidelines for 2nd CESBP: use lower case for title

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ABSTRACT: Your abstract has been accepted for the 2nd Central European Symposium on Building Physics in Vienna. This template gives the guidelines for preparation of manuscripts. Please follow these instructions carefully to ensure a uniform appearance of the proceedings for CESBP 2013.

1 INTRODUCTION

The 2013 Central European Symposium on Building Physics will be organized in Vienna, Austria, by Vienna University of Technology, Department of Building Physics and Building Ecology. The conference will focus on various subjects within the field of Building Physics. It will provide a forum for scientists, researchers, and practitioners from all over the world to disseminate technical information, new ideas, and latest developments. Moreover, the conference is expected to provide a platform for exchange of knowledge and experiences between scientists from different countries.

It is expected for all papers submitted to the conference to be in English language. Please use this A4 template for your manuscripts, which should not exceed 8 pages. The manuscripts will be printed on the proceedings book and on the proceedings CD.

2 GETTING STARTED

Start by renaming this template document by clicking "Save As" in the "Files" menu. Now you can type your paper into this template.

2.1 *Page Layout*

Use an A4 size paper. The text should fit exactly into the type area of 187 × 272 mm (7.36" × 10.71"). To check the correct settings of margins in File menu, Page Setup dialog box and in Format menu, Columns dialog box, see Table 1.

Table 1. Margin settings for A4 size paper

File menu -> Page Setup dialog box	cm	inches
Top	1.2	0.47"
Bottom	1.3	0.51"
Left	1.15	0.45"
Right	1.15	0.45"
All other	0.0	0.0"
Format menu -> Columns dialog box	cm	inches
Column width	9.0	3.54"
Column spacing	0.7	0.28"

2.2 *Title, author and affiliation frame*

Type the title of your paper in lower case (no caps except for proper nouns) at the top of the document. The title should be no longer than 75 characters. (Use the "Paper title" style; Times New Roman font and 18 pt size. The line spacing of the title is exactly 20 pt and the spacing after text is 19 pt in the Format menu, Paragraph dialog box.)

Type the name of the first author, first the initials and then the last name. If any of the co-authors have the same affiliation as the first author, add his/her name after an & (or a comma if more names follow). (Use the "Author" style; Times New Roman font and 14 pt size. The line spacing of the title is exactly 16 pt in the Format menu, Paragraph dialog box.)

On the next line, type the affiliation (Name of the institute, City, State/Province, Country). (Use the "Affiliation" style; Times New Roman font, 12 pt size and Italic style. The line spacing of the title is exactly 13 pt and the spacing after text is 5 pt in the Format menu, Paragraph dialog box.) If there are authors linked to other institutes, type the name(s) of the author(s) and affiliation(s) on the following lines with appropriate text styles.

All these texts fit in a frame which should not be changed (Width: Exactly 187 mm (7.36"); Height: Exactly 73 mm (2.87") from top margin; Lock anchor).

2.3 *Abstract frame*

Type your abstract of not more than 400 words into the frame after the word "ABSTRACT:". The top of the first line of the abstract will be 73 mm (2.87") from the top of the type area. The complete abstract will fall in the abstract frame, the settings of which should also not be changed (Width: Exactly 187 mm (7.36"); Height: Automatic; Vertical 73 mm (2.87") from margin; Lock anchor).

2.4 *First heading*

For the first heading of the manuscript, use the "Heading 1; Heading 1 + Before: 0 Pt" style, which is Times New Roman font, 12 pt size, left aligned, exactly 13 pt line spacing and 13 pt spacing after text.

3 LAYOUT OF TEXT

3.1 *Text and indenting*

Text is set in two columns of 9 cm (3.54") width, each with 7 mm (0.28") spacing between the columns. For text, use Times New Roman font and 12 pt size. The line spacing of the title is exactly 13 pt and alignment is "Justified" in the Format menu, Paragraph dialog box. First lines of paragraphs are indented 5 mm (0.2") except for paragraphs after a heading. Use the "First paragraph" style for paragraphs after headings and "Normal; text" style for all other paragraphs.

Never add any space between lines or paragraphs. When a column has blank lines at the bottom of the page, add space above and below headings. The titles of journals and books should be in italics. Never use bold and never underline any text. Never use letter spacing and never use more than one space after each word. Do not use any footnotes, please insert the information into the text.

3.2 *Headings*

Type primary headings in upper case letters, use the "Heading 1; Heading 1" style, which is Times New Roman font, 12 pt size, left aligned, exactly 13 pt line spacing, 26 pt before text and 13 pt spacing after text.

Type secondary headings in lower case letters, use the "Heading 2; Heading 2" style, which is Times New Roman font, 12 pt size, Italic style, left aligned, exactly 13 pt line spacing, 20 pt before text and 6 pt spacing after text.

Type tertiary headings in lower case letters, use the "Heading 3; Heading 3" style, which is Times New Roman font, 12 pt size, Italic style, left aligned, exactly 13 pt line spacing and 13 pt spacing before text.

Headings and the first lines of text following the heading are not indented.

If a primary heading is directly followed by a secondary heading, only a 7 pt should be set between the two headings. In this case, primary heading should be "Heading 1; Heading 1 + After: 0 pt" style and secondary heading should be "Heading 2; Heading 2 + Before: 7 pt" style. (As 3 and 3.1 in this document)

3.3 *Tables and figures*

Use 10 pt size and exactly 11 pt line spacing for tables ("Table text" style), table captions ("Table caption" style) and figure captions ("Figure caption" style).

Figures and tables should fit within the column width of 90 mm (3.54") or within the type area width of 187 mm (7.36"). Locate tables and figures close to their first references in the text and number them consecutively.

Type the table caption above the table and figure caption below the figure, like Figure 1 and Table 1 in this document. Leave two lines of space between figure and text, as well as between all captions and the text of the paper.

3.3.1 *Figures*

Figures should be in black only. Figures should fit within the column width of 90 mm (3.54") or within the type area width of 187 mm (7.36"). Figures should use the "Figure" style and be left aligned, never centered.
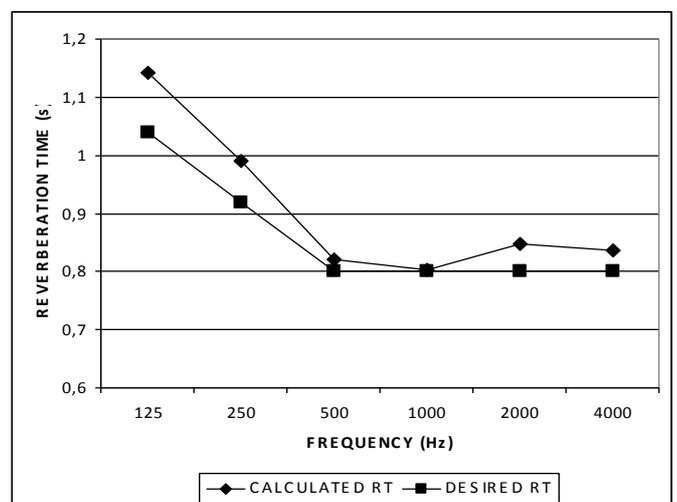

Figure 1. Caption of a typical figure.

The most convenient place for placing figures is at the top or bottom of the page. Never place any

text next to a figure on the same column. Do not place them sideways on a page; however if this cannot be avoided, the figure and its caption should be using a whole page, with no other text.

Photographs should be black and white, with good contrast. The proceedings will be printed in black only. For this reason avoid the use of colour in figures and photographs.

3.3.2 *Tables*

In tables, *, **, etc. reference marks should be used and the footnotes should be set directly underneath the table. Explanations should be given at the foot of the table, not within the table itself. Indicate units in the line immediately below the heading. Align all headings to the left of their column and start these headings with an initial capital.

Keep in mind that everything will be reduced to 75%. Therefore, 9 point should be the minimum size of the lettering. Lines should preferably be 0.2 mm (0.1") thick.

3.4 *Listing and numbering*

When listing facts, "List signs" or "List numbers" styles may be used.

3.5 *Equations*

Use the equation editor for writing equations (may be found in Insert menu, Object dialog box in most MS Word programs). Equations should not be indented and "Formula" style should be used. Number the equations consecutively and place the number with the tab key at the end of the line, between parentheses. Refer to equations by these numbers. See for example Equation 1 below:

The Fresnel number of the source is defined as follows:

$$N = \frac{R'-R}{\lambda/2} = \frac{k}{\pi}\left(R'-R\right) \tag{1}$$

where N = Fresnel number; R' = shortest source-edge-receiver path ($r_s + r_r$); R = source-receiver direct path; $k = (2\pi/\lambda)$.

For simple equations in the text always use superscript and subscript (select Font in the Format menu). Do not use the equation editor in between text on the same line.

3.6 *Symbols and units*

Consistency of style is very important. Note the spacing, punctuation and caps in all the examples below.
– *References in the text:* Figure 1, Figures 2-5, 7, 9a, b (not abbreviated)
– *References between parentheses:* (Fig. 1), (Figs 2-5, 7, 9a, b) (abbreviated)

– USA / UK / Netherlands / the Netherlands *instead of* U.S.A. / U.K. / The Netherlands
– Author & Author (2004) *instead of* Author and Author (2004)
– (Author 2004a, b, Author & Author 2006) *instead of* (Author, 2004a,b; Author and Author, 2006)
– (Author et al. 2004) *instead of* (Author, Author & Author 2004)
– *Use the following if needed:* (Author, in press); (Author, in prep.); (Author, unpubl.); (Author, pers. comm.)
Always use the official SI notations:
– kg / m / kJ / mm *instead of* kg. (Kg) / m. / kJ. (KJ) / mm.;
– 0.70 *instead of* 0,70; 8000 *instead of* 8,000 *but if more than* 10,000: 10,000 *instead of* 10000
– BP / BC / AD *instead of* B.P. / B.C. / A.D.
– × 30 *instead of* ×30 / X30 / x 30; 6 + 8 > 9 *instead of* 6+8>9 *but* −6 / +6 *instead of* − 6 / + 6
– e.g. / i.e. *instead of* e.g., / i.e.,

4 SUBMISSION OF MATERIAL

Manuscript submission information is posted on the CESBP-2013 website (www.cesbp2013.org). All authors will be notified of the online manuscript submissions by electronic mail.

REFERENCES

To give a reference in the text, place only the authors' last names and the date of publication in parentheses. For example: (Edison & Bell 1901)

At the end of the paper, list all references in alphabetical order underneath the heading REFERENCES ("Reference heading" style). Note that the Reference heading is not numbered. The references should be typed with "Reference text" style, 10 pt size and exactly 11 pt line spacing. The second and further lines should be indented 5.0 mm (0.2"). If several works by the same author are cited, entries should be chronological. If both the author and the year are identical, lettering such as 2004a, 2004b, may be used.

The syntax for book and article references is given below:
Last name, First name or Initials (ed.) year. *Book title in Italics*. City: Publisher.
Last name, First name or Initials year. Title of article. *Title of Journal in Italics* (series number if necessary) volume number (issue number if necessary): page numbers.

Some examples are given below:

ASHRAE 2001. *Thermal comfort conditions for human occupancy, Standart 55-81*. Atlanta.
Holman, J.P. 1976. *Heat transfer*. New York: Mc Graw Hill.
Swift, G.W. 2007. Thermoacoustics. In T.D. Rossing (ed), *Springer Handbook of Acoustics*: 239-256. New York: Springer.