

10th International Energy Agency HEAT PUMP CONFERENCE 2011: Heat Pumps -The Solution for a Low-Carbon World

1 MANUSCRIPT REQUIREMENTS

Conference manuscripts must be in English and created in Word (must be 97 or later version, recommended 2003 or later version), single-spaced on DIN A4 (width: 21.0 cm, height; 29.7 cm) paper with margins as follows:

- top 2.5 cm
- left 2.5 cm
- right 2.5 cm
- bottom 2.5 cm

The manuscript, including references and tables, **must not exceed 12 pages and 10MB**. Each manuscript may contain a maximum of 10 figures (figures include graphs, photographs, charts, or drawings). Authors are responsible for making their contributions clear, concise, and accurate. Authors should keep in mind that the papers will be included on the CD Proceedings.

Manuscripts of a commercial nature, being irrelevant to heat pumps and having already been published will be rejected and will not be authorized for presentation. The process of validation and acceptance and/or rejection of papers shall be under the authority of a Programme Committee, which will not be held responsible for any errors appearing in the final text. Authors assume sole responsibility for their manuscript, both for its form and its substance, and are invited to check their manuscripts thoroughly before submittal.

At least one author/presenter is required to attend the 10th IEA Heat Pump conference to make a presentation the conference.

Page numbers in Arabic are required and must be placed on the right side of the header, 10-pt Arial font.

Paragraph text should be in Arial 11-point regular. Start paragraphs on a new line using no indentation. Use one blank line between paragraphs. Full justification will be used for all text, except paper titles, authorship, keywords, table titles, and figure captions, which should be centered.

2 MANUSCRIPT LAY-OUT

Title must be short and to the point but descriptive of contents. Use 14-pt Arial for the title. The title should be in all-caps, bold and centered.

Author Information must appear below the title in centered italics (leave one blank line between title and author note). Name, job title, affiliation, and address (city, state/prefecture, country) must be given for each author in the following form:

*J. Name, Professor, Department of Applied Sciences, University of Name,
City, State/Prefecture, Country*

Abstract. An abstract of not more than 180 words, summarizing the paper, must be included. Leave three blank lines between author note and abstract. The abstract should convey information, not just promise it. Always begin the abstract with rationale and objective

statements; never jump directly into the materials and methods. A concise abstract should summarize the work and indicate important research findings or results. The abstract should not contain references to bibliographic citations, figures, or table materials. The abstract should include the following: reasons for doing the work, objectives of the covered topics, brief description of the methods used, results, and conclusions.

Key Words. Key words should be included following the abstract to facilitate retrieval of the paper. List a minimum of 3 keywords but a maximum of 5. Use words that accurately relate to the subject and topics covered. Insert two blank lines after the last line of the abstract and list key words as in the example below, using 11-pt boldface Arial font.

Key Words: heat pumps, building energy systems, compressors

Introduction. The introduction should contain general background information, literature review, and/or events that led to the work reported. Definition of problem should be set in appropriate framework for the solution that will follow in the main body of the text. Leave 2 blank lines between abstract and introduction.

1 FIRST-ORDER HEADING (ALL CAPS, boldface type; insert one blank line after, two lines before; no periods are used after the final numeral in the heading numbers.) Start your paper with 1 INTRODUCTION.

1.1 Second-order Heading (Initial Caps; boldface type; insert one blank line after, one line before; no periods are used after the final numeral in the heading numbers.)

1.1.1 Third-order heading (sentence caps; boldface type; insert one blank line after, one line before; no periods are used after the final numeral in the heading numbers.)

Fourth-order headings. Numbered fourth-order headings should be avoided.

3 TABLES AND GRAPHICS

Tables. Introduce tables before inserting them and do so consecutively. Number tables consecutively (Table 1, Table 2, Table 3) throughout. Use 10-pt Arial boldface font for the table title and 10-pt Arial regular font for the table text and any notes in the table. Use the same in bold for column heads. The heading and title appear **above** the table.

Graphics. All graphs, figures, tables, maps, or other non-text material must be in electronic form and included in the document as they would appear in the final paper. Photographs and line drawings are to be numbered consecutively (Figure 1, Figure 2, Figure 3) and be introduced likewise. Figures must include captions in 10-pt bold-face Arial. The heading and title appear **below** the figure. Figures (artwork) must be clean, clear, and sharply defined, computer-generated art. Include the best possible quality hard copy of all figures. Insert figures in the text.

When submitting Tables and graphics:

- **Do not use shading**, use patterns to distinguish sections of charts if necessary.
- Insert tables and charts in the text.
- Include a separate image file for each graphic if possible

4 USAGE

Units of Measurement. Use International System of units (SI).

Equations. Each significant equation or formula should be displayed on a separate line. Position equations using a standard indentation from the left margin (i.e., all equations should have the same indentation). Place equation numbers flush right. Leave one blank line above and below each equation.

Nomenclature. Use a special nomenclature section when equations are used extensively. If five or fewer equations are used, the nomenclature may follow each equation.

Acronyms. When using acronyms, spell the acronym out at its first mention and place the acronym in parentheses. After that, use the acronym alone.

5 REFERENCES

References. Responsibility for accuracy rests solely with the author. Use the author-date method to cite references. Instead of a reference number, insert the author's last name and the date of publication in parentheses within the text (Baker 2004). Alphabetize the list of references at the end of the paper. (*NOTE:* there is no comma between name and date). Two authors' names may be included; for three or more, use "et al." For example: (James and Smith 1982), (James et al. 1980). If the "author" is an organization, use initials: (ORNL 1982).

The reference list at the end of the paper does not need to be numbered. Entries are arranged in alphabetical order, chronologically for a particular author or group of authors. All authors are listed in an entry (i.e., no "et al.") The style of the following examples is preferred:

Holman J.P. 1968. Heat Transfer, McGraw Hill, New York.

ASHRAE 1989. "ASHRAE Handbook-Fundamentals," p. 367, American Society of Heating, Refrigerating, and Air-Conditioning Engineers, Inc., Atlanta.

Holzle A.M., D. M. Munson, E. A. McCullough, and F.H. Rohles, Jr. 1983. "A validation study of the ASHRAE summer comfort envelope," *ASHRAE Transactions*, Vol. 90, Part 1B, pp. 126-138.

6 COPYRIGHT

Copyright. By submittal of his or her conference paper to the International Energy Agency Heat Pump Conference, the author(s) assumes full responsibility for ensuring that his or her paper does not infringe on another party's intellectual property rights, which include copyright and agree that the paper has not previously been submitted for publication elsewhere. Furthermore, the author, by submittal of his or her conference paper to the conference, grants publishing rights of that paper to the International Energy Agency Heat Pump Conference, which may

1. publish or arrange to publish the paper as part of the Conference proceedings,
2. copy and distribute the paper in its entirety in print and electronic form, and
3. copy and distribute excerpts from the paper.

7 WHERE TO SEND YOUR FULL PAPER

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<http://www.hpc2011.org/>

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