

BAUSIM 2018: FULL PAPER GUIDE AND SUBMISSION INSTRUCTIONS (ENGLISH VERSION)

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Names and affiliations SHOULD NOT BE INCLUDED in the paper submitted for review.

The Header consists of 10 lines with exactly 1,25 line spacing.

To submit please deactivate the line numbers (they are just for your information); last line should be a blank line.

ABSTRACT

This document contains the full paper guidelines of the BauSIM 2018 conference. Furthermore, it includes the instructions for online submission. Please use this template, if you are working with MS-Word.

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INTRODUCTION

The maximum length of full papers is 8 pages. Only unpublished originals will be accepted.

All submissions have to go through a review process. Each author can hand in only one conference paper as main author. In justified exceptional cases, this arrangement may be deviated after consultation with the organizational team. It is possible to take part on several contributions as a co-writer.

The full paper format is A4 with an overall margin of 2.5 cm at all sides of the paper (top, bottom, right and left). Use font type Arial for the entire document.

The top section of the first page contains the title, authors and authors' affiliation. This section consists of 10 lines with a spacing of 1.25.

The subsequent document is in two-column format. Each column has a width of 7.6 cm. The spacing between the columns is 0.8 cm and should be centered. The left edge of the first column should have a distance of 2.5 cm counted from the left edge of the page. The left edge of the second column should have a distance of 10,9 cm accordingly. The 2.5 cm

distance at the bottom of the page is essential for the insertion of page numbers.

The corresponding page numbers are inserted by the publisher. Do not include page numbers in your contribution.

PARTS OF THE FULL PAPER

Title, authors and authors' affiliations

Titles should be in font Arial, size 12, bold and capitalized.

The length of the title is confined to two lines. The title ends with a frame line (0.5 points) (style: Titel- Head).

Authors, authors' affiliations and other information should be in font Arial, size 10, but italic and in colour grey (RBG 170/170/170). Multiple affiliations have to be indicated by numbers, superscripted after the corresponding author's name (style: Untertitel- Head).

You can add additional contact information (E-mail, phone, mailing address, etc.) as you wish. However, the 10 lines limitation applies. If less than 10 lines are needed, please leave the remaining ones blank.

Abstract

The abstract of the paper should not exceed 100 words and should be a brief but concise description of your work.

Main part

The main part of the full paper should contain (but is not limited to) the following points:

- Brief introduction

- Concept or approach (e.g.: Simulation and/or experiment)
- Analysis and discussion of the results
- Short summary
- additional sections where necessary

The headings of each section are formatted as follows: 10 points uppercase font with 12 and 3 points spacing above and below. For headings of the subsection use 10 points size, bold, with 6 and 3 point spacing above and below. General text should be typed in Arial, 10 points font with 1.25 spacing. Sections and subsections must not contain numbering.

References

All cited publications should be listed in alphabetical order at the end of the text. The second line and the subsequent lines of each entry have an indent of 0.63 cm. In the main text, refer to a reference using author-year style (e.g. Mitchell et al., 1995).

Figures and Tables

Figures and tables have to be embedded in the text. Figure 1 shows an example of a graph with an enumerated caption below the figure. A blank line shall enclose both, the figure and the caption (Font: Arial, 3 points, spacing 1.15; style "Tabellen-/Abbildungsabstand").

Colored illustrations are possible. The printed version of the proceedings will be in black-and-white. Please consider that there might appear strong discrepancies between the colored figures appearing on your screen and the printed version. Limit the resolution of your figures and images to 300 dpi.

Figures in the text must be numbered and marked with a signature (Arial, font size 8 points, italic, 1.15 line spacing). Just like the body text, the alignment is left. (style: "Abbildungsbezeichnung").

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Figure 1: A gentle reminder.

Table 1 shows an example of a table. In contrast to the labeling of figures, the corresponding captions should be placed above the table. This caption ends with a frame line of 0.5 point below (style: Tabellenbezeichnung).

Table 1: Example of a table

Heading 1	Heading 2	Heading 3
example 1	example 2	example 3

The headings in the tables are in Arial, 8 points, bold and centered (see Style: Tabelle-Überschrift). The normal text in the table is in the same format but without bold (style: Tabellen-Text).

Large images and tables can also be placed in the text. In this case, make sure that they are at the top or bottom of the page, and span both columns (e.g. see Figure 2).

Equations

Mathematical symbols and formulae should be clearly depicted in order to avoid ambiguities. The equations should be numbered at the right margin of the corresponding column. For the equations use the same style as used for the figures.

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This document can serve as a template for MS-Word users. Please make use of the styles that were predefined for this template. For this purpose, you have the following options:

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- MS-Word 2010: Create a new document. Go to the "Developer" tab, choose "Document Template > Organizer > Styles >" select "Close File" in left window. The information of the button changes to "Open File". Hit the "Open File" in the left window and select the file containing the styles you want to import. Pushing the "Copy" button imports the styles into your new document (only recommended for experienced users).

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SUBMISSION INSTRUCTION

1. Do not include names, affiliation etc. in the full paper submitted for review.
2. The filenames must follow the rules:

p+(XXX)+vX

where: XXX is the PaperID and X is the number of it's version.

The first submission of a contribution always ends with v1. Example: PaperID 92 should be labelled as p092v1.pdf.

CONCLUSION

This paper shows how to prepare a contribution for BauSIM 2018 conference. We wish you all the best for the preparation of your paper and would be glad to welcome you in Karlsruhe in September 2018!

ACKNOWLEDGEMENT

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.

BauSIM 2018 (Karlsruhe, Germany) – Fifth Local IBPSA-Germany/Austria conference

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Figure 2: The author will be required to accept these conditions when they submit their paper via the web site.