TITLE: Instructions for the Authors of Papers

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**Abstract**

These instructions explain how to prepare your paper for the HEIBS conference. They include guidance on layout, illustrations, text style and references. They are presented exactly as your paper should appear. Papers will appear exactly as they have been prepared by the author. Therefore, it is essential that the paper be accurately and attractively presented. It is highly advised to use this template to prepare your paper in Microsoft Word.

**Keywords:**

Paper; Instructions

# Introduction

The goal of this template is to achieve uniformity in the papers appearing in the HEIBS Conference. The typography, layout and style used in these instructions are exactly the same, as you should use when preparing your paper. The papers will be attached to the proceedings ‘as is’. **No final corrections will be made by the publisher.**

The paper must be sent in MS Word *docx* or *doc* format.

The official language of the Conference is English. Papers written in other languages will not be accepted.

The final paper must not exceed eight pages in length. Every paper will be numbered separately. Please leave the numbers in the footer and do not modify it.

# Authors

The paper title and authors should be exactly in the format as indicated in this template in order to maintain uniformity throughout the proceedings.

Affiliations of authors should be indicated by superscript numbers as in the example. **Do not use academic titles** (Prof. Dr. etc.).

# Formating the paper

## Print area

The paper size is the A4 (210mm x 297mm). Set the page margins to 20 mm for the top margin and 20 mm for bottom, 25 mm for left, and 25 mm for right.

## Title

Put the title directly under the top margin. The title should be in Arial 12 point boldcentered. Use capitals as indicated in the title of this example. The authors section should be in Arial 9 point normal.

## Abstract

Your abstract should not exceed 300 words. It should provide a brief summary of the contents of your paper. Begin typing your abstract 90 mm from the top margin. It should be centered across the page, indented 12 mm from the left and right page margins and justified. The heading Abstract should be typed in Arial 9 point bold font. The body of the abstract should be in Arial 9 point normal.

## Keywords

Leave one carriage return between the abstract and the keywords.

The heading Keywords should be in Arial 9 point bold. The keywords should be in Arial 9 point normal, separated with semicolons.

Select keywords that can be used to identify the subject of your paper.

## Paper body

Begin typing your paper 130 mm from the top margin. Use a two-column format, and set the spacing between the columns at 5 mm, so that column width is 82,5 mm.

## Font and line spacing

Arial 9 point font must be used. Please do not use other fonts. Follow this rule also in figures.

If is it necessary to use other font, please embed the font to the document (Word options – Save – check embed fonts in the file)!

The line spacing should be set at single spacing ‘at least 10 points’. Leave 3 points after each paragraph.

## Headings and heading spacing

We recommend using no more than three levels of headings, indicated in these instructions as Heading 1, Heading 2 and Heading 3. The styles for these headings are included in this Word template.

Avoid loose Headings to appear at the bottom of a page.

# Heading 1

To indicate the major parts of your paper, use the Heading 1 Style. This style is used for the following section headings in this text: Introduction, Formating the paper, etc.

The style for Heading 1 is Arial 10 point bold with capitals. The numbering is used with a 5 mm hanging indent to accommodate the number and 3 point spacing after the heading.

## Heading 2

To denote logical subsections of major sections, use the Heading 2 style. Number the subsections accordingly. In these instructions, for example, the subsections of Section 3 are numbered 3.1, 3.2, 3.3, etc.

The style for Heading 2 is Arial 9 point bold with a 7.5 mm hanging indent to accommodate the number and 3 point spacing before and after the heading. Begin typing the text in the line beneath the heading.

### Heading 3

To denote further divisions of a subsection, if relevant, use Heading 3. These divisions are not numbered. The style for Heading 3 is Arial 9 point italic justified to the left margin, with 3 point spacing before and after the heading. Begin typing the text in the line beneath the heading.

# Text

## Units

We recommend that authors use SI units.

## Style

The following list summarizes several important points of style to keep in mind when preparing your paper for the ICBBM 2015 Conference:

* Do not use underlining in your paper.
* Use bold for emphasis, but keep its use to a minimum.
* Use a consistent spelling style throughout the paper (US or UK).
* Use single quotes.
* Use %, not percent.
* Do not use ampersands (&) except as part of the official name of an organization or company.
* Keep hyphenation to a minimum. Do not hyphenate ‘coordinate’ or ‘non’ words, such as ‘nonlinear’.
* Do not end headings with full stops.
* Leave one character space after all punctuation.

## Mathematic text and equations

Equations should be justified to the left margin and numbered at the right margin. Leave 6 points before and 6 points after the equation, as indicated in the Equation style on the Word template.

 (1)

For equation font sizes, use 9 point for full size, 7 point for subscript and superscript, and 5 point for sub-subscript and sub-superscript.

Use italics for variables (*u*); bold for vectors (no arrows) (**u**); bold italic for variable vectors (***u***) and capital bold italic (***U***) for variable matrices. Use *i*th, *j*th, *n*th, not *i*th, *j*th, *n*th. The order of brackets should be {[()]}, except where brackets have special significance.

## Lists

Mark each item with a solid bullet ‘’ or with an Arabic numeral followed by a full stop, e.g., 1. 2. 3. and so on. Be consistent in marking list items.

Refer to Section 4.2 for an example of a bulleted list. Following is an example of a numbered list:

1. For complete or near complete sentences, begin with a capital letter and end with a full stop.
2. For short phrases, start with lower case letters and end with semicolons.
3. Do not capitalize or punctuate single items.
4. Use a colon to introduce the list.

# Figures and tables

Make sure that all graphical content is sharp and printable in sufficient quality (at least 300 dpi, CMYK). It is possible to use both grayscale or color graphics.

Lines should be thick enough to allow proper reproduction.

When preparing figures and tables, make sure that all lettering inside the figure is no smaller than the size of the paper text - 9 point.



*Fig. 1: The HEIBS logo.*

Take care that figures copied from other sources do not contain Asian fonts!

Number figures and tables consecutively, e.g., Fig. 1, Fig. 2, Fig. 3; Tab. 1, Tab. 2, Tab. 3. See Fig. 1 and 2 for examples of figure and caption placement. Refer to Tab. 1 for an example of a table centered across two columns.

Each figure and each table must have a caption. Captions should be centered at the foot of the figure and typed in the same 9 point font used in the paper but italic. Begin the caption with a capital letter and end with a full stop. Always refer to figures as ‘Fig.’. Leave 6 point spacing between the figure and the caption. Place the figure or table on the text page close to the relevant citation. If a figure or table is too large to fit into one column, it can be centered across both columns at the top or the bottom of the page. Make sure that it does not extend into the page margins. Do not wrap the text around the figures. The figures have caption below the figure. The tables have caption above the table.



*Fig. 2: Diagram of the system.*

# Summary

This paper summarizes the instructions for preparing an electronic publishing paper for the proceedings of the First International Conference on Healthy – Energy Efficiency & Intelligent Building Systems.

# Acknowledgments

If you need to thank to all who contributed to preparing your paper, please put this section into your text.

# References

Relevant works previously published must be cited in the reference list. List the references at the end of the paper, in **order of author’s name**.

References are to be marked in the text by giving the name of the first author and the publishing year in square brackets, e.g. [Smith 2008]. Only those publications actually cited in the paper can be included in the list of references. Please follow the format for references as follows (if more than four authors, give the name of the first four authors followed by et al.):

**Paper in a journal:**

[Author1 year] Author1, A.A.; Author2, B.B.; Author3, C.C.; Author4, D.D. et al.; Title of paper. Journal, months (if applicable) year, volume number, issue number, page numbers (first-last), ISSN (if applicable).

**Paper in proceedings:**

[Author1 year] Author1, A.A.; Author2, B.B.; Title of paper. In: B.B. Editor, ed. (if applicable) Title of conference proceedings including place and date of conference, Place: Publisher, page numbers (first-last), ISBN (if applicable).

**Technical reports or thesis:**

[Author1 year] Author1, A.A.; Author2, B.B.; Author3, C.C.; Title of report/thesis. Identification code. Location: Institute or Publisher, year.

*Tab. 1: Example of table centered across two columns.*

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| --- | --- | --- | --- | --- |
| **corner** | **corner** | **corner** | **corner** | **corner** |
| col 2 | col 2 | col 2 | col 2 | col 2 |
| col 3 | col 3 | col 3 | col 3 | col 3 |