

1 **BAUSIM 2020: FULL PAPER GUIDE AND SUBMISSION INSTRUCTIONS**
2 **(ENGLISH VERSION)**
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7 Names and affiliations **SHOULD NOT BE INCLUDED** in the paper submitted for review.

8 The header consists of 10 lines with exactly 14 points spacing.

9 The line numbers are for information only. The last line should be a blank line.
10

ABSTRACT

This document contains the full paper guidelines of the BauSIM 2020 conference. Furthermore, it includes the instructions for online submission. Please use this template, if you are working with MS-Word.

Please submit your text as Microsoft Word Document and as PDF file.

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 Only unpublished originals will be accepted.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.

The full paper format is A4 with an overall margin of 25 mm at all sides of the paper (top, bottom, right and left). Use font type Times (Times New Roman) for the entire document. You can choose between different styles, depending on the section (see explanations below).

The top section of the first page contains the title, authors and authors' affiliation. This section consists of 10 lines with a spacing of exactly 14 points.

The subsequent document is in two-column format. Each column has a width of 76 mm. The spacing between the columns is 8 mm and should be centered. The left edge of the first column should have a distance of 25 mm counted from the left edge of the page. The left edge of the second column should have a distance of 109 mm accordingly. The 25 mm 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.

Never use spaced letters and never use more than one space after each word. Do not use any footnotes, please insert the information into the text.

PARTS OF THE FULL PAPER

Title, authors and authors' affiliations

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

The length of the title is confined to two lines and should contain a maximum of ten words.

Authors, authors' affiliations and other information should be in font size 12. Multiple affiliations have to be indicated by numbers, superscripted after the corresponding author's name.

You can add additional contact information (email, 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:

- Introduction
- Simulation and/or experiment
- Analysis and discussion of the results
- Summary
- Additional sections where necessary

The headings of each section are formatted as follows: 12 point uppercase font underlined with 6 and 3 point spacing above and below. For headings of the subsection use 10 point size, bold, with 6 and 3 point spacing above and below. General text should be typed in 10 point font with 12 point spacing.

Sections and subsections must not contain numbering.

References

All cited publications shall 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. The figure shall be enclosed by a blank line (style “small space”). Figure 1 shows an example of a graph with an enumerated caption below the figure.

Colored illustrations are welcome. Please consider that there might appear strong discrepancies between the coloured figures appearing on your screen and the printed version.

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Figure 1: A gentle reminder

Table 1 shows an example of a table. The corresponding captions should be placed above the table.

*Table 1:
Example of a table*

HEADING 1	HEADING 2	HEADING 3
Entry 1	Entry 2	Entry 3

It is possible to include oversized figures and tables in the text. However, you should arrange the layout properly so that it appears on the top or the bottom of the page, or preferably on a separate page. Figure 2 represents an example of an oversized figure.

Equations

Mathematical symbols and formulae should be clearly depicted in order to avoid ambiguities.

Use the MS-equation editor for writing equations (may be found in Insert menu, Object dialog box in most MS Word programs) or similar editors. Equations should not be indented and “Formula” style should be used. The equations should be numbered at the right margin of the corresponding column. Refer to equations by these numbers. See for example Equation 1 below:

The Reynolds number of the source is defined as follows:

$$\text{Re} = \frac{\rho v l}{\mu} \quad (1)$$

Re = Reynolds number; ρ = density; v = kinematic viscosity; l = characteristic linear dimension; μ = dynamic viscosity.

For simple equations in the text always use superscript and subscript (select Font in the Format menu).

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)
- Author & Author (2004)
- (Author 2004a, b, Author & Author 2006)
- (Author et al. 2004) *instead of* (Author, Author & Author 2004)
- *Use the following if needed:* (Author, in press); (Author, in prep.)

Always use the official SI notations:

USING MS-WORD

This document serves as a template for submission of the the full paper. Please make use of the styles, that were predefined for this template. For this purpose you have the following options:

- Use copy & paste to insert your text in the actual template.
- MS-Word 97-2003: Create a new document. Open the style organizer dialog “Format & Style”, click “organizer”, delete all your styles and import the styles from this document.
- 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).

In case you decided to use this document as your template, do not forget to disable the line numbers on top of the first page prior to the paper submission.

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 2020 conference. We wish you all the best for the preparation of your paper and would be glad to welcome you in Graz in September 2020!

ACKNOWLEDGEMENT

This document is a summary of various documents from previous Building Simulation conference.

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 2020 (Graz, Austria)

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