

## SEBUA-12: GUIDE FOR AUTHORS

Emilia-Cerna Mladin<sup>\*,§</sup>, Derek Baker<sup>\*\*</sup> and Faruk Arinc<sup>\*\*</sup>  
<sup>\*</sup>University Politehnica of Bucharest, Bucharest, Romania  
<sup>\*\*</sup>Middle East Technical University, Ankara, Turkey

<sup>§</sup>Correspondence author. Fax: +40 402 9405, Email: [cerna\\_mladin@yahoo.fr](mailto:cerna_mladin@yahoo.fr)

**ABSTRACT** This Guide has been prepared for authors of papers submitted to SEBUA-12, the first ICHMT International Symposium on Sustainable Energy in Buildings and Urban Areas. It has been written in accordance with these requirements, and so may be used as a template for your papers. It is very long and very detailed; authors are requested to read these guidelines carefully and follow them precisely, in order to achieve uniformity in the presentation of the Proceedings. This Guide also contains a Transfer of Copyright Agreement, which must be signed by the senior author and returned to the Symposium Chairs at the time of submission of full papers and final abstracts.

## MANUSCRIPT SUBMISSION

Manuscripts are to be submitted in two stages:

- Maximum three page “*Initial Abstract*” by 1<sup>st</sup> of February, 2011.
- *Full Paper plus Final Abstract* no later than 1<sup>st</sup> of May, 2012.

Accompanying the full paper, authors must also submit, in a separate file, a final abstract, namely the Abstract from the full paper. This is for inclusion in the Book of Abstracts. It need not be the same as the *initial abstract*. The final abstract should also be formatted in the style of this Guide.

Initial abstracts must be submitted by email to [cerna\\_mladin@yahoo.fr](mailto:cerna_mladin@yahoo.fr). Abstracts and papers must be in Word format. LaTeX and PDF files will also *not* be accepted.

## ABSTRACT

The *initial abstract* should be at the most three pages, including equations, figures, tables and references (if required by the text in the abstract). It should summarise the background to the work, the assumptions made, the methods adopted and the results achieved, all in sufficient detail to enable an evaluation to be made of the suitability and relevance of the full paper.

The initial abstract should not contain an abstract!

## FULL PAPERS

Although submission is to be electronic, papers must be prepared ready for printing on A4 (210 × 297 mm) paper. The text should be single-column, single-spaced. If superscripts or subscripts make this a problem, wider line spacing may be necessary, but only for the relevant lines. Leave one blank line between paragraphs. Begin paragraphs flush at the left margin without indentation. The typing area of all pages should be 170 x 257 mm, *i.e.*, with 20 mm margins top (except for the first page), bottom, left and right. Each page should be completely filled with typing and/or diagrams (except perhaps the last page). **The total length of a paper, including all figures, tables and references if any, should be no more than about 20-25 pages, typical of the length limitation of journals** (but may, of course, be less).

Use Times or Times New Roman, 12-point font throughout, except for the header on the first page (Proceedings of CHT-08 etc., as shown above), which should be 10-point Arial. The text should be left and right justified.

## NOMENCLATURE

The editors of all the major heat transfer journals have adopted a common list of symbols. All authors should use these symbols for papers submitted for this symposium. To save space, symbols which are already defined in this list should *not* be included in the nomenclature for an individual paper. Only symbols peculiar to an individual paper should be included in a nomenclature list which should be placed immediately following the Abstract. The common list of symbols can be found in the *Journal of Heat Transfer*, Vol. 121, No. 4, pp. 770-773, November 1999.

## STATEMENT ON NUMERICAL ACCURACY

Authors must demonstrate that they have adequately established the accuracy of their computed results. They must observe the requirements of the ASME [Policy Statement on Numerical Accuracy](#) published in *Journal of Heat Transfer*, Vol. 121, No. 4, pp. 1109-1110, November 1999.

### **THE LAYOUT OF THE PAPER SHOULD FOLLOW THE STYLE OF THIS DOCUMENT.**

**Header** Place the header and the dummy paper number (SEBUA-12-xxx) at the top of the first page, as shown at the top of this document. The final paper number will be inserted by the organisers.

**Title** The title should appear 54 mm below the top edge of the page and centred. It should be brief, clear and descriptive. Use all bold capital letters (except if formulae or symbols appear in the title). Authors' names and affiliations should not be in bold. Leave one blank line between the title and the Authors' names. Leave four blank lines between the Authors' affiliation and the Abstract.

**Abstract** A brief abstract (200 – 300 words) should appear beneath the affiliation of the author(s). It should give an account of the most relevant contributions of the paper and indicate briefly the goal, methods, results, and conclusions. Avoid abbreviations, diagrams, and references in the Abstract. It must be understandable without reference to the text. Type the word **ABSTRACT** in bold capitals, beginning at the left hand margin; follow it by two letter spaces; then begin typing the abstract itself in lower case and single space in block style. Leave two blank lines between the abstract and the first major heading.

Do not add page numbers to the document.

## HEADINGS

If your paper is divided into **sections** and **subsections**, please use the format adopted here, in which first-level headings are in bold capitals, centred on the line, as above. Leave one line space above and below first level headings.

**Second Level Headings** Second level headings should be placed at the beginning of a paragraph and be in bold title case (initial letters in upper case, except for prepositions and conjunctions), left aligned; follow it by two letter spaces; then begin typing the text on the same line and continue the text without indenting. Leave one line space above the heading.

*Third-level headings.* Third-level headings should be placed at the beginning of a paragraph. Capitalise only the first letter (and any proper nouns), use italics and underline the heading; follow it by a period and two letter spaces; then begin typing the text on the same line and continue the text without indenting. Leave one line space above the heading.

*Equations, units, symbols, etc.* Equations should be typed neatly in position with appropriate space above and below to distinguish them from the text. Equations should be either centred or placed flush left, and assigned a number which should appear in parentheses flush to the right margin.

Subscripts and superscripts should clearly be typed as such, and the manuscript should be reviewed carefully to ensure there is no ambiguity in presentation. Numbers and letters which are intended to be subscripts or superscripts should not align with the rest of the text.

Do not use punctuation at the ends of equations. Align equal signs when equations stack with no intervening words. All numerical values should be reported in SI units. Decimals should always be shown by periods and not by commas or centred dots.

*Figures.* Care should be taken to ensure that figures are contained within the typing area. As a general rule, lettering in the figures should be comparable in size to that in the text. Figures should be placed within the text, at the top or bottom of the page containing or following the first mention of the figure.

Photographs should be supplied as JPG files. Colour photographs or figures will be acceptable for the CD Proceedings but may not be accepted in the printed publication.

Figures should be numbered consecutively, *e.g.* Fig. 1 or Figure 2, with a single letter space between the word “Figure” and the Arabic numeral. Use either “Fig.” or “Figure” but be consistent throughout the text. Centred one line below the illustration, type Fig.” or “Figure” (in upper and lower case) and its number followed by a period and two-letter space. Then type the legend single spaced, with an initial capital for the first word and for proper nouns only. Each illustration should have at least a two-line space above the illustration, a one-line space between the illustration and the legend, and at least a two-line space between the legend and the start of the text, as shown in Figure 1.

*Tables* Tables should be placed within the text, at the top or bottom of the page containing or following the first mention of the table. Table captions should appear **above** the respective table. Each table should have at least a two-line space both above the table and between the table and the following text.

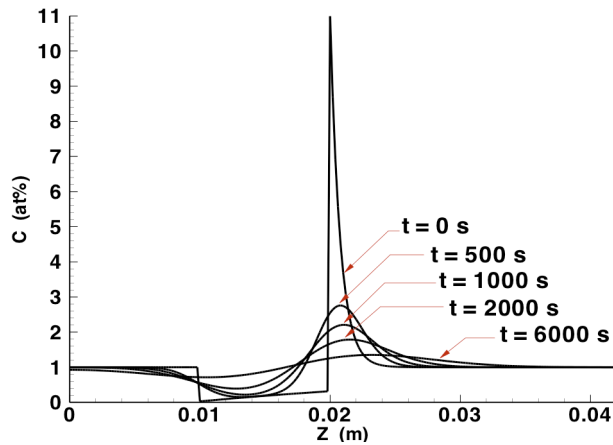


Figure 1. Solute decay with time.

When tables are mentioned in the text, they should be referred to as Table 1, Table 5, *i.e.*, with a single letter space between the word “Table” and the Arabic numeral.

The word “Table” should be capitalised and centred with the table number above the table. On the next line, the table caption should be typed single spaced and centred, with the first letter of all main words in capitals. Use horizontal rules above and below to separate title from column heads, ranks within column heads, column heads from table body, and table body from table footnotes or source. See, for example, Table 1.

Authors should ensure that a table is not split over two pages. Tables should occupy only as much space as is required.

*Footnotes.* Since footnotes tend to interrupt the natural flow of ideas in manuscript, they should be limited in number and used to indicate (a) acknowledgement of funding or sponsorship, or (b) copyright information or credit line if the material has been published previously. Footnotes should be identified by symbols: \* † ‡ etc. The footnote should be separated from the text by a one-line space and a 5 cm overbar. Start each footnote on a separate line at the left margin, typing the superscript symbol at the margin and immediately beginning the text of the footnote. Use the same font (12-point) as in the body of the text.

Table 1  
Comparison between Theory and Experiment

Date of test	Theoretical value (cm)		Experimental value (cm)	
	Left	Right	Left	Right
January 1	17.45	3.81	16.98	3.99
March 3	21.43	6.45	22.56	6.91

---

\* This is the format of a footnote.

## REFERENCES

References should be cited in the text using the Harvard System, *i.e.*, Author [year of publication]. For example:

Ritchie [1983] has shown that ... *or* It is well known [*e.g.*, Ritchie 1983] that ...

In the listing at the end of your paper, use alphabetical order of first author and the following formats:

*For journal papers:*

Ritchie, G.S. [1983], Nonlinear Dynamic Characteristics of a Finite Journal Bearing, *Trans. ASME, J. Lub. Tech.*, Vol. 1, No. 3, pp 375-376.

*For books:*

Kincaid, D. and Cheney, W. [1991], *Numerical Analysis*, Brooks/Cole Publ. Co., Pacific Grove, California.

*For conference papers:*

Silver, K., 1991. Electronic Mail: the New Way to Communicate. *In*: D.I. Raitt, ed., 9<sup>th</sup> *International Online Information Meeting, 3-5 December 1990 London*. Oxford: Learned Information, 323-330.

*For theses:*

Erdas, G. [1983], Free Vibration Analysis of Beams and Plates Using Finite Element Method, *M.Sc. Thesis*, METU Mech. Eng. Dept., Ankara.

## KEYWORDS

In a covering letter (*not* in the manuscript itself), please supply up to six or eight keywords which apply to your paper. This will assist in the preparation of an index for the Proceedings.

## NON-ENGLISH SPEAKING AUTHORS

Authors from non-English speaking countries are requested to find persons who are competent in English and familiar with the scientific language who can edit their manuscripts before submission. It is the responsibility of authors to ensure that the presentation of their papers reaches the same high level as that of the work they describe.

## CONCLUSION

Please send your initial abstract and full papers, *in Word (PC) format*, by email to [cerna\\_mladin@yahoo.fr](mailto:cerna_mladin@yahoo.fr)

Initial abstracts may be submitted at any time and must be submitted by 1<sup>st</sup> of February 2012. Full papers and their associated final abstracts must be submitted by 1<sup>st</sup> of May, 2012.

## COPYRIGHT

Each manuscript must be accompanied by a statement that it has not been published elsewhere and that it has not been simultaneously submitted for publication elsewhere. All accepted manuscripts, artwork, and photographs become the property of the publisher.

**Permission** The use of tables, drawings, diagrams, photographs, 50 words or more prose, more than one line of a poem, or other material from another source requires written permission to republish from the copyright holder. The total number of words from any one source is cumulative throughout a manuscript. When an author plans to revise or adapt an illustration for his/her own use, it is recommended to obtain permission. Most US government publications are not copyrighted and thus considered in the public domain. However, it is also wise to obtain permission to take material from them as these publications often contain previously copyrighted material.

It is the responsibility of the author to obtain written permission from whoever holds the copyright, usually a publisher, and also to pay any permission fees. Request for permission should be solicited as soon as the manuscript has been written, as the process is often quite slow. Once permission has been obtained, the correct credit (often the copyright holder stipulates the wording) must be included in a footnote or within the text, in a source note to a table, or in a credit line within a figure legend. In a book with extensive quotations from previously copyrighted works, it is sometimes desirable to include all credit lines on an expanded Acknowledgements page. Original permission letters must be forwarded to the publisher with the final manuscript. Production cannot proceed without them. (A sample form of "Request for Permission" is attached)

### **Transfer of Copyright for Multi-Authored Works**

The 1978 U.S. Copyright Law vests statutory copyright for each individual article with the author(s) of the article, or with their employers in the case of a "work made for hire". As the result, the publisher must ask contributors – excluding the contracted editor(s) – for copyright on each article, which must be formally assigned in writing. Articles cannot be accepted for publication without a signed Transfer of Copyright Agreement. All original signed forms must be submitted by the editor(s) to the publisher with the final manuscript.

BEGELL HOUSE INC.  
50 Cross Highway, Redding, CT 06896, USA  
Tel: (203) 938 1300 Fax: (203) 938 1304

### COPYRIGHT RELEASE

The transfer of copyright from author to publisher must be clearly stated in writing to enable the publisher to assure maximum dissemination of the author's work. Therefore, the following agreement, executed and signed by the author, is required with each manuscript submission.

Transfer of Copyright Agreement  
(Must be signed by the senior author and returned to  
[cerna\\_mladin@yahoo.fr](mailto:cerna_mladin@yahoo.fr)  
at the time of submission of the full paper)

The paper entitled

---

is herewith submitted for publication by Begell House, Inc.

It has not been published before and contains no matter that is scandalous, obscene, libellous, or otherwise contrary to law. When the paper is accepted for publication, I as the author, hereby agree to transfer (for U.S. Government employees: to the extent transferable) to Begell House Inc. all rights under existing copyright laws except for the following, which the author(s) specifically retain(s):

1. The right to make further copies of all or part of the published article for my use in classroom teaching;
2. The right to re-use all or part of this material in a compilation of my own works or in a textbook of which I am the author;
3. The right to make the copies of the published work for internal distribution within the institution which employs me.

I agree that copies under these circumstances will continue to carry the copyright notice which appeared in the original published work. I agree to inform my co-authors, if any, of the above items. This is a work for hire.

I agree to obtain, without expense to the Publisher, written permission to include in the work any copyrighted material for which permission is necessary and to deliver to the Publisher a copy of all these permissions with the accepted chapter.

Senior Author's  
Signature: \_\_\_\_\_

Date: \_\_\_\_\_

SAMPLE PERMISSION LETTER

Publisher  
Address  
Attn: Permission Dept.

Dear Permissions Editor,

I am preparing a paper entitled

\_\_\_\_\_

that will appear in an edited work to be published by Begell House, Inc. I would appreciate permission to (reproduce) (adapt) (quote) the following

\_\_\_\_\_

\_\_\_\_\_

in this and any future editions of the above book. May I please have nonexclusive world rights in all languages? Unless you indicate otherwise, I will use a standard citation as a credit line.

For your convenience, a copy of this letter may serve as a release form.

Sincerely yours,

(Your name, full address and signature)

=====

We grant permission for the use requested above.

\_\_\_\_\_

\_\_\_\_\_  
Publisher

\_\_\_\_\_  
Date