

INSTRUCTIONS FOR PREPARING PAPERS FOR THE PROCEEDINGS CD-ROM OF CC-HVAC 2006

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ABSTRACT

Detailed instructions are given for authors preparing papers for CC-HVAC 2006. These instructions should be followed closely when writing papers. All papers presented at CC-HVAC 2006 will be published on a Proceedings CD-ROM. Therefore, it is absolutely necessary to submit your papers in digital form.

This text is available as an MS Word document on the CC-HVAC 2006 website as specified in the Announcement. It can be downloaded and used as a template. The document contains the correct typographical settings in the form of ready-to-use MS Word styles.

INTRODUCTION

The 5th International Conference on Cold Climate - Heating, Ventilating and Air-Conditioning will be held from 21-24 May 2006 in Moscow, Russia. All papers presented at CC-HVAC 2006 will be gathered on a CD-ROM as its Proceedings. This means that this CD-ROM is equivalent to proceedings in book form. Moreover, it can be placed in catalogues, is retrievable and can be ordered by libraries and other interested companies or individuals.

Besides all the papers, the CC-HVAC 2006 Proceedings CD-ROM will contain a search engine that facilitates the retrieval of papers based on keyword(s), author or session. The papers are stored on the CD-ROM as Adobe Acrobat portable document files (.pdf files). Therefore the CD-ROM will also contain the Adobe Acrobat Reader to view and print the stored papers.

Participants of the CC-HVAC 2006 will also receive a book of abstracts. At the conference venue computers and printers will be available to read the CD-ROM and to print papers of personal interest.

GENERAL RULES

The paper is to be published as is, without additional proofreading or correcting. Therefore it is the author's responsibility to proofread it carefully before submission.

All papers will be refereed and may be rejected if they require significant reworking. Remember that there may not be enough time to return your paper for corrections.

The size of a paper is typically 8 pages, maximum 10 pages.

The typing space per page is about 180 mm wide and 245 mm high. The resulting margins are:

- A4 format - left 15 mm, right 15 mm, top 20 mm, bottom 30 mm
- Letter format - left 17.5 mm, right 17.5 mm, top 20 mm, bottom 15 mm.

The basic font in the paper is MS Word "Times New Roman", 12 pt, color black, left justified.

Paragraphs are single-spaced. Language is set to English (United States).

Please, do not number the pages.

Because the papers will be published in digital form on a CD-ROM, the authors have to produce their papers using MS Word (preferably MS Word 97 or later versions). All figures must be incorporated into the MS Word document. The file size of the MS Word document should not exceed 1.5 Mb. However, there is room on the CC-HVAC 2006 Proceedings CD-ROM for a limited number of papers with a larger file size.

Before December 1, 2005, both the MS Word document and the .pdf file, must be submitted in digital form in **one** of the following ways:

- As an attached file via e-mail to the e-mail address of the CC-HVAC 2006 Organizing Committee Secretariat (**Preferably**)
- On a 3½ inch diskette and sent to the regular postal address of the CC-HVAC 2006 Organizing Committee Secretariat (given below). In case the MS Word document is too large to fit on one diskette, various Zip programs can be used to compress the file and to span the MS Word document over more diskettes.
- On a CD-R or CD-R/W ROM and sent to the regular postal address of the CC-HVAC 2006 Organizing Committee Secretariat given below.
- On a CD-R/W ROM using the Direct Access program from Adaptec and also sent to the regular mail address of the CC-HVAC 2006 Organizing Committee Secretariat given below. This software makes the CD-R/W ROM available as a large diskette with a capacity of at least 450 Mb. Using the Windows Explorer, files can be copied directly to a Direct Access CD-R/W ROM.

The address CC-HVAC 2006 Organizing Committee Secretariat is:

Project Secretary

Russian Association of Engineers for Heating, Ventilation, Air-Conditioning,
Heat Supply & Building Thermal Physics (ABOK)

11, Rozhdestvenka st.

Moscow 107031,

Russia

E-mail: CC2006@abok.ru

For questions: brodatch@abok.ru

Telephone: +7-095-9216031

Please, note that papers solely submitted in printed form will be rejected.

First page

Title

The first page of the manuscript starts with the title in MS Word Times New Roman font, 14 pt, black, capital and centered. In this document a style 'Title' has been defined, that implements these typographical instructions for the title. Five (5) blank lines in the same style ('Title') should precede the title line(s).

Author(s)

After the title, the name(s) of the author(s) is (are) typed in MS Word Times New Roman font, 14 pt, black and centered. A style 'Authors' has been defined, which implements these typographical instructions for the author lines.

Three (3) blank lines in the same style ('Authors') should precede the name(s) of the author(s). In the author list, the name of the speaker has to be underlined, unless there is only one author.

Affiliation(s)

Next item on the first page of the paper is the affiliation of the author. The make-up of the affiliation lines is equal to the make-up of the author lines: MS Word Times New Roman font, 14 pt, black and centered, so the style 'Authors' has to be used when typing the affiliation. The affiliation should be preceded by 1 blank line.

Please use numerals (1. 2.) in case more than one affiliation has to be entered. The relation between author and affiliation has to be marked by placing the affiliation numbers in superscript (^{1 2}) behind the corresponding author in the author list.

Keywords

You have to state 2-6 keywords using MS Word Times New Roman font, 12 pt, black and centered. The style 'Keywords' can be used, when typing the keywords line. The Keywords line has to be preceded by 2 blank lines. The keywords have to be separated by commas.

Please, choose your keywords carefully as they are used in the search engine on the CC-HVAC 2006 Proceedings CD-ROM.

Abstract

Last item on the first page, preceding the main text, is the abstract. The abstract is typed using MS Word Times New Roman font, 12 pt, black and justified. From both sides the abstract text is indented 15 mm relative to the main text. A style 'Abstract' has been defined, implementing these typographical instructions for the abstract.

The word ABSTRACT, in capitals and centered, should be preceded by 2 blank lines. The abstract text should be preceded by 1 blank line. The abstract, limited to a maximum of 15 lines, should be kept as short as possible. Please bear in mind that the abstract is included in a book of abstracts, which will be given to the participants of CC-HVAC 2006.

The main text should follow immediate after the abstract. Please do not leave the abstract on the front page with only empty space below.

MAIN TEXT

Typographical instructions

The main text in the paper is typed in MS Word Times New Roman, 12 pt, color black, left justified. Paragraphs are single-spaced. Language is set to English (United States). The style 'Normal' has been adapted to follow these instructions.

Please do not overuse **bold** or *italic* face. It should only be used for stressing important words or expressions. Main headings, title, authors, etc. should **not** be typed in bold face. They all have their own clear typographical definitions and should be entered using their appropriate style.

Headings

Section main headings are typed in MS Word Times New Roman font, 14 pt, black, capital and centered. There is 1 blank line above and below each heading. The style 'Heading1' has been adapted to follow this typographical definition. The blank lines above and below have been incorporated in this style 'Heading1'. Please do **not** number headings. Do **not** use underline, bold or italic when typing the headings, please conform to the style 'Heading1'.

Subtitles should be typed using MS Word Times New Roman font, 12 pt, black, italic and left justified. Keep 1 blank line above and below each subtitle. The style 'Heading2' has been adapted to follow this typographical definition. The blank line below has been incorporated in this style 'Heading2'. You have to type the blank line preceding the subtitle yourself. This blank line has been intentionally left out of the style 'Heading2' to cope with the situation that a main heading is directly followed by a subtitle. Incorporating the blank line before the subtitle in the style Heading2 would result in 2 blank lines between main heading and subtitle.

You are urgently requested to use the styles Heading1 and Heading2. Using these styles results in a neat table of contents, when converting the MS Word document to the Adobe pdf-file on the CC-HVAC 2006 Proceedings CD-ROM.

The first line of the first paragraph below a main heading or subtitle should be indented by 5 mm or 5 spaces. A style 'InitialParagraph' has been defined to implement this typographical definition.

Footnotes

Footnotes should be marked in the text by superscripts * or ^{1,2,3} etc. They should be typed at the bottom of the page and separated from the text by a solid line extending from the left margin to the middle of the page. Please use the Header and Footer feature from MS Word to enter your footnotes.

FIGURES AND TABLES

Figures are always incorporated in the text and not placed at the end of the paper. Figures should be numbered. Figure captions must be typed using MS Word Arial, 10 pt. The style 'FigureCaption' implements this. Figures and figure captions should be centered if they occupy the whole page width. In figure captions, and when referring to a figure in the text, please use full word Figure and not abbreviated Fig. or fig. Narrow figures may be placed on the left or right side of the page and the remaining space filled with text.

Because the CC-HVAC 2006 papers will be published on a CC-HVAC 2006 Proceedings CD-ROM, the use of color in figures and graphs is possible, and strongly encouraged. Color improves the readability of graphs and figures significantly. The only problem of the use of color is the increase in file size of the MS Word document in relation to the limited space on the CC-HVAC 2006 Proceedings CD-ROM. The file size of the MS Word document should not exceed 1.5 Mb. However, there is room on the CC-HVAC 2006 Proceedings CD-ROM for a limited number of papers with a larger file size.

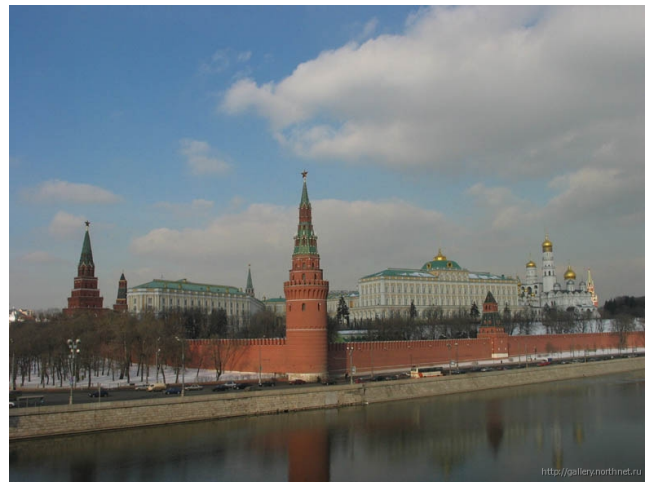
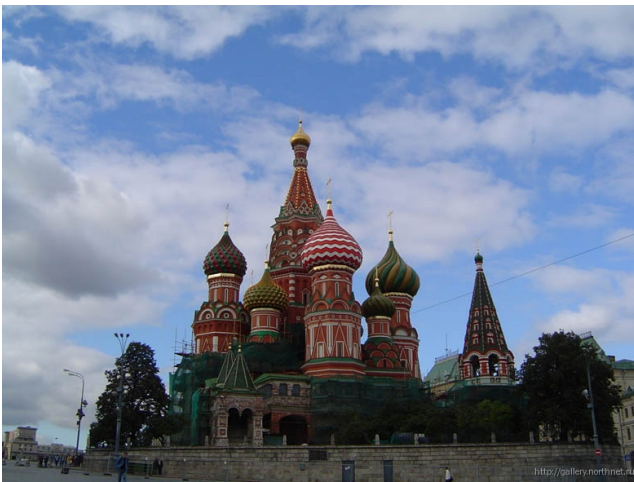


Figure 1. Welcome to Moscow and to the CC-HVAC 2006

Photographs should also be named Figures. The use of color photos is allowed. Carefully choose color depth and resolution in order to keep the total file size of the MS Word document within the maximum of 1.5 Mb.

Use framed tables having both horizontal and vertical dividers. Tables should be numbered. Table captions must be typed using MS Word Arial, 10 pt, left justified, and placed at the top of the table, with 1 blank line above and below. The style 'TableCaption' implements this.

Table 1. Dates and locations of the CC-HVAC Conferences:

Year	Site	Country
1994	Rovaniemi	Finland
1997	Reykjavik	Iceland
2000	Sapporo	Japan
2003	Trondheim	Norway
2006	Moscow	Russia

Please do not place figures, figure captions or tables vertically across the page.

EQUATIONS

All equations in the text should be centered and numbered flush with the right margin in parenthesis. Use the following settings for your MS Word equation editor:

Table 2: Styles setting MS Word equation editor.

Style	Font	Bold	Italic
Text	Times New Roman	No	No
Function	Times New Roman	No	No
Variable	Times New Roman	No	No
L.C. Greek	Symbol	No	No
U.C. Greek	Symbol	No	No
Symbol	Symbol	No	No
Matrix-Vector	Times New Roman	Yes	No
Number	Times New Roman	No	No

Table 3: Sizes setting MS Word equation editor.

Full	12 pt
Subscript/Superscript	10 pt
Sub- Subscript/Superscript	8 pt
Symbol	18 pt
Sub-symbol	12 pt

An exemplary equation is given below:

$$\Delta h_s = - \frac{R}{M_A} \left[\frac{d \ln \phi}{d(1/T)} \right]_{X=\text{const}} \quad (1)$$

Equations should be quoted in the text as ‘equation (#)’, where the number # is replaced with the appropriate number.

A convenient way to enter equations in MS Word according to this typographical definition is using tab stops. From the main menu choose Format -> Tabs. Set a tabstop at 9 cm with alignment Center and a tabstop at 18 cm with alignment Right. Now type the equation line starting with a tab, enter the equation using the equation editor, leave the equation editor, type a tab and enter the equation number.

TRADE NAMES, CORPORATE NAMES AND PERMISSIONS

Permission to use data, figures or texts previously published elsewhere must be obtained in writing from the publisher and author, and submitted with the paper.

To denote proprietary names and companies, write their names starting with a capital letter e.g. Excel, Teflon, Microsoft, Aspen, Matlab.

COPYRIGHT

By submitting a paper for presentation and for publication in the CC-HVAC 2006 Proceedings CD-ROM, the author(s):

1. Affirm that their paper has not been published elsewhere and that there will be no violation of copyright by its publication at CC-HVAC 2006 Proceedings CD-ROM; and
2. Grant to CC-HVAC 2006 non-exclusive copyright permission to include their paper in the CD-ROM Proceedings.
3. The best papers will be translated into Russian and published in one of the following journals: ABOK Journal, Energoberegenie, Santehnika, published by ABOK

The “non-exclusive” permission means that CC-HVAC 2006 would **not** restrict any further use of the material by the author for any other publication purpose.

COMMERCIALISM

No commercialism will be accepted in the presentation materials, whether oral, poster, or printed proceedings.

CONCLUSIONS

The proceedings will be published as a CC-HVAC 2006 Proceedings CD-ROM. When the rules outlined in this text are followed, we will be able to produce a good-looking Proceedings CD-ROM with a consistent layout.

ACKNOWLEDGMENT

This text is based on the simulated paper prepared by the organizing committee of the Forth Conference Cold Climate HVAC 2003 in Trondheim (Norway) , whose contributions are gratefully acknowledged.

NOTATION

SI units should be used.

LITERATURE

The American Science format has to be used: author, year, title, journal, vol., pages. When quoting in the text use Name, Year format (see ACKNOWLEDGMENT). Indent the second and further lines of each entry by 5 spaces or 5 mm. Please do not number entries, type in alphabetical order, and insert a blank line between entries. A style ‘Literature’ has been defined to implement this typographical rule. Some examples are given below:

Alves-Filho, O., Eikevik T.M., Strømmen, I., 2002, Instructions for Preparing Papers for the NDC'03 Proceedings (CD-Rom)

Fanger, P.O., 1972, Thermal comfort analysis and applications in environmental engineering, McGraw-Hill Book Company.

Murakami, S., Kato, S., Ito, K. and Hayashi, T., 2000, CFD Analysis of Indoor Chemical Environment and Inhaled Contaminant by Human Body, Proceedings of the 3rd International Conference on Cold Climate HVAC 2000, pp 1-18.