

GUIDELINES FOR PREPARATION, SUBMITTAL AND PRESENTATION OF PAPERS

1. PRELIMINARY NOTES

Scope

Scope of the present guidelines is to obtain a satisfactory level of quality for the Proceedings of AiCARR Conferences and in the same time an effective course of the event. Smooth flow of treated topics, homogeneous typographic appearance, clarity of graphs and figures are of prominent importance for a conference and related Proceedings to become a reference point for the the theme covered..

Submitted material

Authors are requested to submit **within the terms indicated by the Conference Secretariat and in electronic format only** the following material:

1. manuscript of their paper, **.doc version**;
2. short CV of the author charged with the presentation of the paper at the conference;
and in a second moment
- 3 “Power Point” presentation of the paper.

Instructions given in the following items should be followed.

Corresponding author

For multi-authored papers a corresponding author will be indicated in the e-mail message accompanying the transmission of the files. The Corresponding Author will receive all correspondence from the Conference Secretariat; it is his full responsibility for **keeping any co-author(s) informed** on the progress of their paper.

General restrictions

Only **unpublished works** will be accepted for review. Author and co-author(s) are requested not to disseminate the manuscript or any information therein contained prior to publication.

Authors are warned to exclude any commercial reference or advertisement from their submissions. Commercialism includes visual, written or verbal references, i.e. trademarks, logos, sponsors, consulting firms, manufacturers, vendors, contracting agencies, or identification of other commercial interests. Generic terms should be used. Pictures of products are permitted provided the trade name or manufacturer’s logo or slogan is not visible.

Papers describing researches on a specific manufacturer’s product may include the producer’s name and model number in the text only if the inclusion aids comprehension and readership.

Specific reference to Governmental Bodies, Associations or Agencies enacting HVAC&R related Standards/Codes is allowed.

Patents should be mentioned as to make evident the limitation on their use. Grants or other financial aids and special assistance or support may be described in the “Acknowledgements” section.

If an author feels that his message cannot be clearly communicated by using the above guidelines, he should mention specific points of incompatibility to the Conferences Secretariat and request exceptions or guidance to solve the problem.

Reviewing of Submitted Papers

All submitted papers will undergo a paper review process which is carried out to ensure that the quality of the content is appropriate for presentation at the Conference. A preliminary review of papers by the Scientific Committee determines if the manuscript meets the requirements specified in the present document (mostly editorial). The paper is then reviewed by international experts who rate it as to interest (scope), timely and effective proposition of ideas, technical accuracy and contents. Authors will not be aware of the reviewers identity. Responses by the reviewers establish whether the paper is acceptable in the submitted form for presentation at the Conference, needs immediate revision or should be rejected.

The Corresponding Author will receive a commentary from the reviewers, as soon as possible or– in any case – after the deadline for manuscripts submission.

Papers Accepted for Presentation but Requiring Immediate Revision

The Corresponding Author is requested to make the amendments asked for by the reviewers and return the edited and corrected manuscript in electronic form (see also Manuscripts Submission) **within the date prescribed by the Congress Secretariat.**

Congress Proceedings

For the publication of the accepted paper in the Congress Proceedings and final program, at least one of the Co-authors should register at the Congress.

2. PREPARATION OF MANUSCRIPTS

2.1. General information

Authors are kindly requested to strictly comply with the following instructions.

It is also available, in the website www.aicarr.it, an MS Word “doc” file, which bears all editorial characteristics including margins and spaces, character bodies, equations, types of figures etc., on which the Author may easily work and directly include his paper’s text and all other details.

Please note that the editorial format of the above file has exactly the same form that will appear in the printed conference Proceedings.

Language

Papers are to be written in English. Terminology should follow conventions as much as possible. When new terminology is introduced, full descriptions should be given.

Word Processing Software

The manuscript will be prepared in electronic form only. The Congress Secretariat will be using MS Word for Windows.

Mac and Linux users are kindly requested to convert their files in Windows formats.

2.2. Presenting Author’s CV

The author designated to present the paper is requested to supply, as a separate document, a brief (maximum eight lines, 10 points font) “About the Author” inset, in order to allow the Session Chairperson to introduce the Author to the audience. This inset should be forwarded with the paper submittal.

2.3. Manuscript characteristics

General information

The manuscript, typed as specified below, **must not exceed 12 single-spacing single-sided pages**, including graphs, drawings, photographs, references and tables. Do not use manual hyphenation.

Document Layout

The document lay-out is practically exhibited in the above mentioned “BASE. ENGLISH.doc” file, which can also be found in the Aicarr website along with the present guidelines. Here below the essential points are reported for the Author’s convenience.

- **Title of the paper:** must be the same as indicated in the submitted abstract.
- **Author’s name:** in the case of multiple authors, names in the desired order.
- **Summary:** an informative summary of not more than 250 words.
- **Introduction:** should contain general background information, an existing literature review and/or events that led to the work reported.
- **Main body:** should illustrate new experimental projects, test procedures, theoretical considerations, and results. Sections with appropriate subtitles should describe the test equipment, measurements, observations, and mathematic procedures needed to perform the experiments. Case histories, systems descriptions or applications should contain original aspects, out-of-standard performances or noteworthy details that should be clearly identified and described. Discussion of the results, qualifications, limits to the accuracy of tests and calculations shall also be included in this section.
- **Conclusions:** this part should list conclusions and offer a summary of the significance of the paper as clearly and concisely as possible.
- **Acknowledgements:** a short section may acknowledge special assistance (i.e. financial support, help of guiding technical committees, individuals, or other groups). Professional qualification and organisation affiliation should identify persons mentioned by name.

- **Symbols:** use a special nomenclature section when equations are used extensively. If five or fewer equations are used, the nomenclature may follow each equation.
- **References and Bibliography:** use the author-date method to quote references and bibliography.
- **Appendixes:** should include all elements, if necessary, that could otherwise make too heavy the main text of the paper, although deemed necessary for its full understanding, such as supportive data, sample calculations, derivations of complicated mathematical equations, detailed description of apparatus. **This material counts in the number of pages limitation.**
- **Computer programs:** lengthy calculation programs or printouts too cumbersome for publication will only be approved under exceptional circumstances. Programs representation should be limited to what is necessary for technical use of the material.
- **Lists:** Indent items in a list will be preceded by a number and period. For example:

The HVAC system was designed to perform the following functions:

1. Placement of research equipment and walls;
2. Minimal energy consumption.

If the list is short, listed items may be indented and preceded by a bullet. For example:

- relative equipment first cost;
- relative future cost of gas and electric energy;
- relative amounts of heating and cooling loads.

Separate items may form a list inside the text in which each item is preceded by a number in parentheses and separate by a semicolon. For example:

...the following: (1) relative equipment first cost; (2) relative future cost of gas and electric energy; and (3) relative amounts of heating and cooling loads.

- **Equations:** use “Equation editor” whenever possible. Position equations using a standard indentation from the left margin. Place equation numbers flush right. Spell out the word “equation” and capitalise it in the text (example: “... substituting into Equation 6 ...”). If an equation requires more than one line, break it before an operational sign (+, -, ·, /, :, =) and align the operational signs on the left. If two or more equations are grouped together, leave space between each individual equations. Equation including a fraction sign can be given in a single line by using the slash symbol “/” to save space, provided the mathematical meaning remains clear. In a highly mathematical or theoretical paper, consider developing equations in appendix rather than in the body of the paper. All symbols used should be fully defined. Either a nomenclature section should be placed at the end of the manuscript or the symbols should be defined in the text under the equation in which they are first used. If necessary, the nomenclature section only may have two columns to save space.
- **Symbols:** Symbols for physical quantities should be *italicized*. Exceptions are symbols for established dimensionless groups, that should not be italicized. Example: Reynolds Number $Re = \rho wd / \mu$.
- **Units:** Only SI Units will be used. For very large or very small numbers, use exponential form notation (i.e. $2.13 \cdot 10^{-4}$) or use space to separate groups of three digits, e.g.: 45 987.6. Express units with denominators either in the exponential form “m s⁻¹, W m⁻²” (preferred) or in the form “m/s, W/m²”, however avoid mixing both forms in the same paper. Write units unambiguously, i.e. W/(m K), not W/m K. When used with numerals, units must be abbreviated (full stops are not used with abbreviations). i.e. “10 m” not “10 meters” or “10 mt.”; units must not be italicized to ease the distinction from symbols. For details please refer to “Miniguída Aicarr”, section “Measure units”.
- **Graphs and drawings:** Figures (graphs, charts, drawings, and photographs) must be embedded in the text. Number figures consecutively (use Arabic numbers). Spell out and capitalise the word “figure” within the text (examples: “see Figure 1”, “as in Figure 2”, etc.). Figures must be clean, clear, and sharply defined. Line diagrams are preferred where possible. Do not use shading. Use 1 point or thicker lines in figures, and proper point size for text inside, to allow legibility. Colour photos or charts or half tones in general should be avoided as they do not reproduce well in printing.
- **Appendixes:** Identify each appendix with a letter in sequence (Appendix A, Appendix B, etc.). Label figures, tables, and equations in the appendix with the same letter and number them in sequence (A-1, A-2; B-1, B-2; etc.).
- **References:** References and bibliography will be listed at the end of manuscript. The list needs not to be numbered. Entries will be arranged in alphabetical order, chronologically for a particular author or group of authors. For quotations in the text, insert the author’s family name and the date of publication in parentheses; when there are two authors, the names of both should be cited; when there are three authors or

more, only the lead author of the source should be cited and the names of the other authors should be designated by *et al.* in italic type. To quote organisations, use acronyms; the full name can be spelled out in the reference entry. When the same author and the same year of publication are cited from more than one source, the sources should be distinguished in both text and references list by adding the letter “a” to the year of publication of the first source quoted, “b” to the second source, and so on.

Example of *quotations in the reference list*:

Moyer, R.C. 1983. Fume hood diversity for reduced energy consumption. *ASHRAE Journal*, Vol. 25, No. 9 (Sept.), pp. 50-52.

Holman, J.P. 1968. *Heat transfer*, p. 39. Mc Graw Hill, New York

ASHRAE 1989. *1989 ASHRAE Handbook-fundamentals*, p. 367. American Society of Heating, Refrigerating and Air-Conditioning Engineers, Inc., Atlanta, USA.

Cavallini, A. and Zecchin, R. 1971a. High velocity condensation of organic ...

Cavallini, A. and Zecchin, R. 1971b. Condensazione ad alta velocità entro tubi...

Examples of *quotations in text*:

A new manufacturing process was developed (White *et al.* 1998)

Further comparisons [...] can be found in (Cavallini and Zecchin 1971a)

Experimental data on forced convection [...] are reported [...] in (Cavallini and Zecchin 1971b).

3. MANUSCRIPTS SUBMITTAL

Authors are kindly asked to submit their manuscripts in electronic form using two files, one in MS Word for Windows (.doc) and a second in Adobe Acrobat Reader (.pdf). Files are to be forwarded to the **e-mail address and within the date indicated by the Secretariat** in the letter of acceptance of the Abstract.

In summary, submission requirements are:

- a **covering e-mail message** to indicate:
 - ✓ paper title and name of the author(s);
 - ✓ the paper reference code (as assigned by the Conferences Secretariat after abstract acceptance);
 - ✓ name and full address (postal and e-mail, telephone and fax numbers) of the Corresponding Author.
- The file (.doc) of the presenting author CV (attachment).
- The two files (.doc and .pdf) of the manuscript (attachment).

All documents will be attached to the covering e-mail message sent (maximum server capacity 8MB); please use “zip” procedure if necessary.

4. PRESENTATION OF PAPERS AT THE CONFERENCE

Oral or poster presentation

Papers, accepted and included in the final program, will be presented orally in the Conference Session or in a possible Poster Session, in case the Scientific Committee has decided to have such a session. Assignment of papers to the oral or poster session is established by the Scientific Committee. In particular poster sessions will be dedicated to papers that include a several tables and manufacturing details which require a visual static examination rather than a vision by running slides. Papers included in poster sessions will be introduced by the Conference Chairperson who will outline their particular characteristics.

Oral presentation

Authors can use “Power Point” software by using the pre-defined template only. The pre-defined template, bearing the mention to the specific congress, will be sent by the Secretariat with the communication of the final acceptance of the paper. Each author will be advised on the time assigned for the oral presentation; the time slot includes a period for the discussion.

Poster presentation

For the poster presentation authors must provide a special panel having characteristics and dimensions to be communicated with the final acceptance of the paper.. Posters should be forwarded before the registration time of the conference and remain available until the end of the same; posters will be installed on special supports

provided by the Secretariat. The Author or authors designated to the poster illustration must be present during the time assigned for the session by the Organizing Committee.

QUESTIONS

For any questions relating to the submission of papers, please contact AiCARR at the telephone number +39 02 67479270 or send an e-mail to info@aicarr.it

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