



ICEBO 2014

Author Instructions

Presentation: By submitting an abstract for inclusion in the 2014 ICEBO, it is accepted that the primary author, co-author or a qualified representative will attend to make the presentation of the paper during the conference. ICEBO will be 14-17 September 2014 in Beijing, China at Tsinghua University International Conference Center. Author's registration fees must be paid before papers are included in final program and conference proceedings.

Registration: The author must register and pay fees to attend the conference. For papers with more than one author, at least one author must register and attend the conference. Registration will be online at the ICEBO website: <http://icebo.tamu.edu> in May 2014.

Authors and Presenters may participate in ICEBO by selecting a presentation method below. Please indicate in your abstract your presentation method.

ICEBO Presentation Methods:

1. Peer-Reviewed/Research Transaction Paper
2. Non-Peer Reviewed/Conference Paper
3. PowerPoint Presentation

ABSTRACT INSTRUCTIONS

All authors and presenters must submit an abstract by January 21, 2014.

1. Abstracts should not be more than 400 words in length.
2. Include paper title and all co-authors.
3. Include primary author's full name, company, position, return address, email address and phone.
4. Include short biography of primary author.
5. Notice on submission if your final version will be peer reviewed paper, non-reviewed, or a PowerPoint Presentation.

January 21, 2014	All abstracts due
March 31, 2014	Draft papers due for peer review process
May 31, 2014	All final papers
July 1, 2014	PowerPoint presentations due

Where to Send: All materials should be **UPLOADED DIRECTLY TO MANUSCRIPT TRACKER** here

<https://www.manuscripttracker.com/journallist.htm>.

Select [ICEBO Beijing 2014, International Conference for Enhanced Building Operations](#).

Create a new user account, if needed.

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[Operations](#). Follow prompts and upload your materials as directed.

A confirmation email will be sent to you from Manuscript Tracker upon completion. After your abstract is reviewed, you will be able to view the comments from the editors.

Peer-Reviewed Option: Authors may choose to have their draft papers peer-reviewed or not. Peer-reviews are available for technical content, suitability for presentation and publication and comments returned to authors within approximately 8 weeks. You may decline the peer-review. Please indicate your choice in the abstract due January 21, 2014.

Format: Manuscripts should be prepared in accordance with the instructions detailed below.

Due Date of Final Copy: May 31, 2014. Final corrected papers must be received by this date to be published in the ICEBO Proceedings and Final Conference Program. All PowerPoint presentations and papers are due by May 31, 2014.

Approvals and Clearance: It is the primary author's responsibility to obtain all necessary clearances for the material presented in the paper(s), including permission to copy any previously published figures, and permission of all contributing authors.

Author's expenses: The ICEBO does not pay any expenses incurred by authors in connection with the preparation of manuscripts or for attendance at the conference to present the papers.

Conference Proceedings: The conference registration fee includes one copy of the Conference Proceedings. Author's registration fees must be paid before papers are included in final program and conference proceedings.

Publication: By submitting a paper, you agree that the ICEBO may copy, publish, repackage and/or redistribute the paper in any medium, including its Proceedings, web site, reprints or subsequent technical collections. The conference welcomes publication or redistribution of its technical papers after they have been presented at the conference. Please reference the

conference when publishing or re-distributing the paper.

Commercialism: Commercialism should be avoided during presentation of papers at the conference. Please refer to products in generic terms rather than by trade names. Product names may be mentioned in the references or in the acknowledgements. Pricing should not be mentioned in presentations.

Audio/Visual: Each conference presentation room will have a LCD projector. Please bring your final presentation, approved by the ICEBO staff, on a flash drive to the conference. PowerPoint is the customary software used for the conference presentations.

Required Briefing: The Session Chair and all presenting authors are required to attend a briefing on the morning of their presentations. You will have the opportunity to meet the other authors, the Session Chair, and any Session Aides who will assist you in your presentation.

HOSTS



**Building Energy
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AUTHOR'S INSTRUCTIONS FOR PREPARATION OF FINAL MANUSCRIPTS

These instructions provide guidelines for the preparation of papers for the 2014 International Conference for Enhanced Building Operations. Please follow all instructions carefully. If you have any questions, send an email to icebo@esl.tamu.edu for assistance.

TITLE/AUTHOR: The first page should contain the paper title, author and author's affiliation centered across the top of the page.

AUTHOR	POSITION	COMPANY	CITY & STATE
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An alternate method for two or more authors is shown below:

AUTHOR 1	AUTHOR 2	AUTHOR 3
POSITION 1	POSITION 2	POSITION 3
COMPANY 1	COMPANY 2	COMPANY 3
CITY & STATE 1	CITY & STATE 2	CITY & STATE 3

If all the authors work at the same location the following method is also acceptable:

AUTHOR 1	AUTHOR 2	AUTHOR 3
POSITION 1	POSITION 2	POSITION 3
	COMPANY	
	CITY & STATE	

A short abstract of no more than 150 words should follow the title and author's information in the left column.

TEXT:

1. The body of the paper should be single-spaced, using two 3-inch columns per page with no less than 0.5 inch between columns. Use 1-inch margins on all sides.
2. Begin the first page of the text three lines below the abstract on the left side of the page and continue the text on the column on the right. Subsequent pages will start at the top left column and continue onto the right column.
3. Paragraph indentions should be set at five spaces (or approximately 0.25 inches) and leave one line space between paragraphs.
4. Leave one line space between equations and text material.

TYPE FONT: Papers should be typed in the same font type and size as these instructions, 10-point Times Roman or equivalent.

MATHEMATICAL EXPRESSIONS: Numbers identifying equations should be flush right and enclosed in parentheses. Units should, where possible, be both Inch-Pound and SI.

HEADINGS: MAJOR HEADINGS should be typed in all capital letters and aligned flush with the left-hand margin of the column, with one space left above the heading and no space between the heading and the text.

MAJOR SUBHEADINGS are underlined, typed with initial letter of each word capitalized and aligned flush with the left-hand margin. One line of space is left above the major subheading; no space is left between the major subheading and the following text.

Subheadings are indented five spaces (or about 0.25 inches), underlined and followed by a period. One line of space is left above the subheading; no space is left between the subheading

and the following text.

ILLUSTRATIONS and FIGURES: All illustrations (graphs, line drawings, photographs, and tables) must fit within the margins.

Figures should appear in proper numerical order and after they are mentioned in the text. Figure numbers, captions and any explanatory legend should be below the figure and have the following form:

Figure 1. Schematic of HVAC Control Systems

Figures and illustrations, if oversized, may be placed across two columns, preferably at the top or bottom of the page on which they are mentioned. The caption should be properly centered under the illustration. Any subsequent text should begin again with the normal two-column layout.

TABLES: Tables may be extended across two columns. All tables must be in their proper position on the sheets, e.g. in numerical order and as close as possible after being mentioned. Two-column tables should be placed at the top or bottom of the page. The table title and number should be placed above the table and flush left.

FOOTNOTES: Footnotes are designated by the superscript numerals in the text and should be numbered consecutively starting with the number 1. Do not use footnotes for bibliographic references. The footnote should be written out at the bottom of the page, indented five spaces and single-spaced.

BIBLIOGRAPHIC REFERENCES: References should appear under the major heading REFERENCES at the end of the paper using the author-date reference method. For specifics about this method please refer to the ASHRAE Author's Manual.

EXAMPLES:

Holman, J.P. 1968. Heat Transfer. New York: McGraw Hill.

Moyer, R.C. 1983. Fume hood diversity for reduced energy consumption. *ASHRAE Journal* 25(9):50-52.

Azer, N.Z., and S. Said. 1982. Augmentation of condensation heat transfer by internally finned tubes and twisted tape inserts. *Proceedings of the 7th International Heat Transfer Conference, Munich, July 11-14.*

ASHRAE 1981. *ANSI/ASHRAE Standard 95-1981. Methods of Testing to Determine the Thermal Performance of Solar Domestic Water Heating Systems.* Atlanta: American Society of Heating, Refrigerating and Air-Conditioning Engineers, Inc.

WHERE TO SEND PAPER: All materials should be sent by email attachment to www.manuscripttracker.com. If electronic transfer is a problem then please send it by CD or flash drive to the physical address below.

Physical Address:

For UPS, FedEx, etc.: Alissa Simpson
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Biography Form - Please return to icebo@esl.tamu.edu

Name of Paper: _____

Author's Name(s): _____

Name of Presenter: _____

Presenter's Organization: _____

Presenter's Location: _____

Presenters Address: _____

Presenter's Telephone: _____ Fax: _____

Presenter's email: _____

Biography to be used to introduce presenter at conference session:
