



The Hong Kong Institution of Engineers
Building Services Division



ASHRAE
Hong Kong Chapter



CIBSE, Hong Kong Branch

Shandong - Hong Kong 2003 Joint Symposium

on

New Technology for Better Built Environment

應用新科技促進建築環境

7-9 July 2003, Qingdao, Shandong, PRC

Guidelines For Authors On Preparation And Submission Of Manuscripts

A. Preparation Of Manuscripts

1. GENERAL

Papers accepted will be published in the proceedings of the symposium. In order to standardize manuscript presentation, authors are asked to comply *strictly* with the following instructions.

Manuscripts (*including* the abstract, text, figures, tables, and references) submitted must not exceed **ten (10)** pages, including all the contents.

2. WORD PROCESSING SOFTWARE

Where possible, it is suggested that the manuscript is prepared and submitted in an electronic form (i.e. prepared on a computer using word processing software, and submitted

on a disk or by E-mail). The Symposium Secretariat will be using MS Word, so it is preferable for your manuscripts to be prepared with MS Word. Irrespective of how the manuscript is prepared, an original paper copy of the manuscript must be submitted to be used as a reference and printing master-copy in case of formatting changes due to conversion between different word processing packages.

3. CONTENT

The manuscripts should report on original research or on technical developments and their applications. They should contain quality scientific or technical information. Manuscripts of a solely commercial nature will not be accepted for presentation or for publication in the Proceedings. Authors must take full responsibility for both the form and substance of their manuscript. The Symposium organizers will not be held responsible for any errors appearing in the final text.

4. LANGUAGE AND UNITS

The manuscript can be written in English or Chinese. If it is in English, there should be a Chinese translation of the title and abstract following the abstract in English, and vice versa if the manuscript is in Chinese. The terminology should follow conventions as much as possible. When new terminology is introduced, full descriptions should be given in the paper. The SI system of units should be used.

5. PAGE FORMAT

5.1 Margins

All text of the manuscript, except the footer described below, should be on an A4 page with margins as indicated in Table 1.

Table 1: A4 page margins for papers presented at the Symposium

Margin Position	Top	Bottom	Left	Right
Margin Size (mm)	25	25	25	25

5.2 Typeface and Paragraph Format

The "Times New Roman" font or similar proportional font should be used with 12-point type, black ink and single spacing between lines. 中文可用明麗體(12 點).

Paragraphs should be started on a new line. Full justification should be used for all text except paper titles, author list, section headings, table titles and figure captions.

6. MANUSCRIPT FORMAT

6.1 General Format of The Manuscript (As Shown Below)

This Is The Title

W. X. Surname and Y. Z. Surname
Organization

ABSTRACT

Keywords: Up to, five, keywords

標題

作者
機構

摘要

關鍵詞：

1. FIRST SECTION TITLE (e.g. INTRODUCTION)

2. SECOND SECTION TITLE

2.1 Subsection Headings

2.2 Subsection Headings

3. THIRD SECTION TITLE

4. ... etc.

5. LAST SECTION TITLE (e.g. CONCLUSIONS)

REFERENCES

6.2 Title

The title of the manuscript should be centered in boldface letters with font size of 14. One blank line should be included below the title.

6.3 Author(s)

The authors' names should be given in centered normal letters with font size of 12. The initial of the author's first names should be given first, followed by their last (family) name. The authors' organization should be given, and asterisks should be used to indicate which organization corresponds with which author.

6.4 Abstract

Manuscripts should have an informative abstract of no more than 250 words at the start. The abstract in the full manuscript does not have to be exactly the same as the initial abstract submitted, however, it is expected that the manuscript content will be consistent with the initial abstract.

6.5 Section Titles and Sub-section Headings

The titles of the main sections should be left justified and in boldface capital letters. With the exception of the abstract, nomenclature and references, they should be numbered (i.e., 1, 2, 3, etc.). A blank line should be placed above and below the section titles.

Sub-section headings should be in normal letters (but first letter of each word in capital) and left justified. They should be numbered (i.e., 1.1, 1.2, 1.3, etc.). A blank line should be placed above and below sub-section headings.

Sub-sub-sections should be avoided unless absolutely necessary. If they are used, the sub-sub-section heading should be numbered (e.g., 1.1.1), left justified, similar style as the sub-section headings but in italic.

6.6 Equations and Symbols

Equations should be numbered in order (i.e., (1), (2), (3), etc.) down the right-hand margin of the page, and cited in the text using their numbers e.g. eq. (1). Equations should be separated from the text above and below by a blank line. It is suggested that any alphabetical letters used as symbols in equations are given in italics font to differentiate them from normal text. Try to use symbols in common use to aid understanding.

All symbols used should be defined fully. 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 appropriate, the nomenclature section **ONLY** may have two columns to save space. Express units with denominators either in the form $(\text{m}\cdot\text{s}^{-1}, \text{W}\cdot\text{m}^{-2}\cdot\text{C}^{-1})$ or in the form $(\text{m}/\text{s}, \text{W}/\text{m}^2\text{C})$, but not a mixture of both forms. For very large or very small numbers, use standard form notation (e.g. 2.13×10^{-4}).

Equations involving division can be linearised using the “slash” symbol, /, to save space provided the mathematical meaning remains clear. The following example shows both the best form of presentation for an equation, and an acceptable linearised version:

$$t = \frac{4\pi R^2 (T - T_a)}{23\mu} \quad (1)$$

$$t = 4\pi R^2 (T - T_a) / (23\mu) \quad (2)$$

6.7 Tables and Figures

Each table should be numbered (Table 1, 2, 3, etc.), with a centered table heading and title being placed above the table. The table heading and number should be in boldface, whereas the table title should be in normal font. Use of single lines for table borders, and to define column and row label cells is recommended. Single lines may also be used to define individual cell boundaries if it aids clarity of the table.

Each figure should be numbered (Figure 1, 2, 3, etc.), with a centered figure heading and caption being placed below the figure. The figure heading and number should be in boldface, whereas the figure caption should be in normal font. If possible, the figure should be electronically generated or an electronic version created so that it can be inserted directly into the word-processed version of the manuscript.

Tables and figures should be incorporated into the text and should not run into the margins. It is recommended that tables and figures be placed at either the top or bottom of a page. At least one blank line should be used to separate tables and figures from text ending immediately above or commencing immediately below them.

6.8 References

Within the text of an article, bibliographical sources should be cited by giving the last (family) name(s) of the author(s) and the year of publication. The two possibilities that can be used are:

- Albert (1957) showed that the blend was azeotropic.
- or It has been shown that the blend was azeotropic (Albert, 1957).

When there are two authors, the names of both should be cited. For example:

- Albert and Klaus (1981) observed that the blend was azeotropic.
- or It was observed recently that the blend was azeotropic (Albert and Klaus, 1981).

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 italics font. For example:

- Lee *et al.* (1982) developed a new blend.
- or A new blend was developed (Lee *et al.*, 1982).

When the same author and the same year of publication are cited from more than one source, the sources should be distinguished in the text by adding the small letter "a" to the year of publication of the first source cited, "b" for the second source, and so on. For example:

Klaus (1980a) discovered...

and further on in the text:

Klaus (1980b) also pointed out that...

The sources cited in the text should be listed in alphabetical order by lead author's last (family) name at the end of the manuscript. Organizations can be considered authors when they assume main responsibility for the text and their publications reflect their collective activities. The references should be presented as follows.

6.8.1 *Article from a Periodical*

Last name(s) of the author(s), first name initial(s), year of publication, title of article, title of periodical in italics and abbreviated according to international standards, volume number, issue number: first and last page. For example:

Herbe, L., Lundqvist, P., 1997, CFC and HCFC refrigerants retrofits, *Int. J. Refrig.*, vol. 20, no. 1: p. 49-54.

6.8.2 *Paper Published in a Conference Proceedings*

Last name(s) of the author(s), first name initial(s), year of publication, title of article, title of the conference in italics, publisher of proceedings: first and last page. For example:

Pearson, S.F., 1996, Uses of hydrocarbon refrigerants, *Proc. Aarhus Conf.*, IIF/IIR: p. 439-446.

6.8.3 *Book*

Last name(s) of the author(s), first name initial(s), year of publication, title of the book in italics, name of publisher, place of publication, number of pages. For example:

Janna, S.W., 1986, *Engineering Heat Transfer*, PWS Publishers, Boston, 769 p.

6.8.4 *Book Chapter*

Last name(s) of the author(s), first name initial(s), year of publication, title of chapter, *In*: last name(s) and initial(s) of the editor(s), title of the book in italics, name of publisher, place of publication: first and last page. For example:

Duminil, M., 1995, Principes de la production du froid, *In*: Côme, D., Ulrich. R., *La chaîne du froid – Le froid au service de l'homme*, Hermann, Paris: p. 33-144.

B. Submission Of Manuscripts

Authors are asked to submit manuscripts in both electronic and paper copy forms. Although most of the reviewing and editing will be based on the electronic version, the paper copy is vital to provide a reference and master-copy for printing in case of unintentional formatting changes, especially due to conversion between different word processing packages.

Authors must dispatch their manuscripts in time for them to arrive the secretariat by **15 May 2003**. In summary, the submission requirements are:

1. BY MAIL

- (a) One original (single sided) and one copy (double sided) of the complete manuscript;
- (b) A PC compatible diskette with files containing:
 - the manuscript in the original word-processing package format,
 - the manuscript in Rich-Text-Format (*.RTF) format (if the original word-processing package is not MS-Word),
- (c) A covering letter indicating the:
 - paper title and authorship,
 - a filename index for the diskette containing the electronic versions of the manuscript and figures, and
 - the name and version of the word-processing software used for manuscript preparation.
- (d) Documents should be posted to:
Ir K. T. Chan
c/o Department of Building Services Engineering
The Hong Kong Polytechnic University
Hung Hom, Kowloon, Hong Kong

2. BY E-MAIL

- (a) An e-mail message indicating:
 - paper title and authorship,
 - a filename index for the attached electronic versions of the manuscript and figures, and
 - the name and version of the word-processing software used for manuscript preparation.
- (b) Files attached to the e-mail message containing
 - the manuscript in the original word-processing package format,
 - the manuscript in Rich-Text-Format (*.RTF) format (if the original word-processing package is not MS-Word),
- (c) E-mail to Ir K. T. Chan, address: **bektc@polyu.edu.hk**
- (d) In addition, please send by mail a hard (paper) copy of original (single sided) of the complete manuscript.