

2008 International Conference for Enhanced Building Operations (ICEBO) Author Instructions

Presentation: By submitting a paper to the 2008 ICEBO, it is agreed that the primary author, co-author or a qualified representative will be present to make the presentation of the paper during the conference to be held October 20-21 in Berlin, Germany.

Registration: The author must register for the conference. For papers with more than one author, at least one of the authors must register for the conference. Registration is at the ICEBO website: <http://icebo.tamu.edu> .

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

Due Date of Draft Copy: June 2, 2008. All papers will be peer-reviewed for technical content, suitability for presentation and publication and comments returned to authors within approximately 4 to 6 weeks. Any authors wishing their paper to not be peer-reviewed are electing to not be included in the Proceedings.

Draft papers are to be submitted by email as fully integrated electronic files in MS Word readable format to: lanatolleson@tees.tamus.edu. Files may be zipped to reduce file size.

Due Date of Final Copy: August 25, 2008. Final corrected papers must be received by this date to be published in the ICEBO proceedings.

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 attendance at the conference to present the papers.

Conference Proceedings: The registration fee includes one CD-ROM of the Proceedings. All authors will have the opportunity to purchase additional copies of the proceedings for a discounted rate of \$25, regularly priced at \$50.

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, supplements, 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.

Audio/Visual: Each conference presentation room will have a LCD projector. Please bring your presentation on a CD-ROM or flash drive. You will be notified of any changes to the AV equipment prior to the conference.

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

AUTHOR'S INSTRUCTIONS FOR PREPARATION OF MANUSCRIPTS

These instructions provide guidelines for the preparation of papers for the 2008 International Conference for Enhanced Building Operations. Please follow all instructions carefully. If you have any questions, feel free to contact the ICEBO Program Coordinator, Lana Tolleson, at (979) 847-8950, email at lanatolleson@tees.tamus.edu.

TITLE/AUTHOR

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

Paper Title
Author
Position
Company
City, State & Country

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 & Country 1	City, State & Country 2	City, State & Country 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 & Country	

ABSTRACT

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.