



# **CIBSE ASHRAE Technical Symposium 2023**

**Delivering Sustainable, Safe and  
Healthy Buildings for a net zero  
future**

**University of Strathclyde**

20-21 April 2023

## **Paper, Case Study, Review, Opinion and Poster Submission Guide**

These notes are aimed at ensuring consistency and to make the process smooth and efficient for you as an author, as well as helping the planning committee. This contains information for papers, case studies and posters – please check your notification to see whether you have been invited to present a paper or case study (both presented by oral presentation) or a poster (with the optional support of a reviewed paper and/or a 4-minute compendary ‘poster pitch’).

**It is important to read through the relevant section of the remainder of this guidance note prior to completing your submission.**

**Please feel free to contact us at [symposium@cibse.org](mailto:symposium@cibse.org) if you have any queries.**

All material submitted is assumed to be exclusively for the CIBSE Technical Symposium 2022, and not to have been submitted for publication elsewhere. All authors must assign **non-exclusive** rights to the Chartered Institution of Building Services Engineers (by completing an onlineform) – this allows both CIBSE and the authors to publish the work.

The materials must not contain text or graphics that might be considered as promoting a commercial product or organisation. Commercial names (and product names) and logos should not normally be used – a single use may be acceptable if it is essential for the understanding of the material.

All material must have been ethically derived and if there is any use animal or human subjects, the author should ensure that the manuscript contains a statement that all procedures were performed in compliance with relevant laws and guidelines and that the author’s own institutional committee(s) have approved them.

It is the responsibility of the author(s) to obtain written consent from the original publisher and author(s) to use any material published previously elsewhere.

Please be prepared to update your paper after the peer reviews have been completed.

Final PDF files of the paper/case study/poster (including modifications arising from the review process) will be required by **Thursday 02 March 2023**. Acceptance is conditional on addressing any referees' comments as advised to authors by the planning committee.

The PDF files you submit must have your reference number as a 3-digit number (that you were sent by email when your paper was commissioned) as the file name e.g 003.pdf. (You will also need to fill in field with that **Reference Number** on the submission page).

The Symposium Planning Committee reserves the right to reject at any stage any paper/case study/poster that is deemed as failing to meet the required criteria.

**Permissions** It is the responsibility of the author(s) to obtain written consent from the original publisher and author(s) to use any material published previously elsewhere.

## Papers and Reviews

Full Papers and Reviews are expected to be between 3000 and (maximum) 5000 words and Opinion Papers between 1000 and 3000 words should be submitted as a PDF file ready for electronic distribution to conference attendees. All material should be fully substantiated. **Opinion papers** will only be accepted if they include a rational and justified argument with an appropriate focus and conclusion.

Papers and reviews should be presented generally in line with the "Example Paper to Indicate Formatting" document. They should include the following items in the order given:

### **Title Page**

**Title** The title should indicate the content of the contribution precisely, be as short as possible (normally not more than 12 words) and worded so as to distinguish the paper from other known publications. The first word and other keywords should be suitable for indexing.

**Authors and affiliations** Authors should include their title, forename (or initials), surname and post-nominals, (including any CIBSE membership), the establishment where the work was carried out (if the author has left this establishment his/her present address should be given as a footnote). Optionally an email address can also be included. For papers with several contributors (note that **only exceptionally would there be more than 3 contributors**), the order of authorship should be made clear and only the 'responsible author' named with their email contact information listed.

**Abstract** Please provide an abstract of 75 to 125 words. It should guide readers on whether the contribution will interest them, giving a brief outline of the content of the paper and drawing attention to new information, principal conclusions, and recommendation. The abstract should be understandable independently without reference to the main paper text.

**Keywords** Up to five relevant keywords should be given that can assist in indexing the paper

**Text** This should be written in the third person, in simple and concise terms and give sufficient introduction to the subject to be understood readily without undue reference to other publications. Conclusions and recommendations should be drawn together at the end of the text; the conclusions should not merely summarise the body of the paper. Trade names must not be mentioned, nor may the manufacturers be stated except in the form of an acknowledgement of information or assistance at the end of a paper. Mathematical expressions should be inserted very clearly with all symbols defined. Subheadings should be typed on separate lines and numbered 1., 1.1, 1.1.1 etc. to indicate their progressive order of importance. The use of more than three levels of heading should be avoided.

**Appendices** These **should only be used if essential** to explain statements in the text and kept to a minimum. Any detailed mathematical derivation of formulae should appear after the references.

**References** These should be based on the Vancouver style. References should be cited consecutively in the text using clearly defined numbers to refer to the list. All authors should be given

and titles written in full. First and last page numbers, volume number and year of publication should also be given for each reference, with issue numbers or exact dates of periodicals. For conference reports etc. information should be given to enable the readers to identify the reference easily. Material not freely available (e.g., private communications, unpublished and internal reports etc.) should not be included in the references.

*For a journal*

1 Surname Initial, Article Title, Journal Title, YEAR, ISSUE: PAGE NUMBERS.

*For a book*

2 Surname Initial, Book title, Publisher, YEAR.

*For an article within a book*

3 Surname Initial, Book title, Publisher, YEAR. PAGE NUMBERS

*For conference proceedings*

4 Surname Initial, Paper title, Conference name, Conference location, Conf organisation, YEAR.

*For a PhD thesis*

5 Surname Initial, PhD thesis, Awarding College/Uni, YEAR.

*For a Web Site*

6 Page/Site Title, viewed date, URL

**Bibliography** There may be items which you have consulted but not cited as references. These can be listed at the end of your paper in a 'bibliography' in alphabetical order by author and formatted as the references above. If you can cite from a piece of work it must be in the reference list not in the bibliography.

**Acknowledgements** Authors should acknowledge any financial or practical assistance given.

**Tables and Figures** These should be incorporated into the body text and be included within the same file as the main text, clearly numbered and titled. Each table or figure should have a title stating concisely the nature of information given. Units should be in brackets at the head of columns. The same information should not be included in both tables and figures. Photographs should be of good quality.

**Headers and Footers** At least the first page of the paper should include the header 'CIBSE ASHRAE Technical Symposium, UK, Strathclyde 2023'. The footer should contain the page number.

**Typescript** When preparing your final submission:

- Use Arial or Helvetica font
- Use a minimum of formatting
- Roman, bold and italic type can be used, but use only one typeface and size - 12pt
- The text should be aligned left and unjustified, with hyphenation cancelled
- Indents, underlining and tabs should be avoided unless absolutely necessary
- Headings and paragraphs should be separated by two carriage returns
- There should be only one space between words and only one space after any punctuation

## **Style**

**General** Abbreviations should be spelled out when first used in the text. Full stops should be used in lower case abbreviations (e.g., i.e.) but not for capitals (CIBSE, UK). Spelling to follow the Oxford English Dictionary.

**Mathematical** Numbers below 10 should be written out in the text unless used in conjunction with units (e.g., three fans, 4 kg).

Use commas (not spaces) within numbers (e.g., 10,000).

Full points (not commas) should be used for decimals. For numbers less than one, a nought should be inserted before the decimal point (e.g., 0.125).

Authors should use standard terms and symbols, which should comply wherever possible with the relevant UK, European or International standard; in particular BS 4727 and BS 5775. See also CIBSE Guide section C7 'Units and miscellaneous data'. SI units must be used. A list of symbols is desirable.

## Case Studies

Case studies are primarily a virtual presentation aimed at those who do not wish to produce a fully refereed paper but wish to present to the Symposium. The supporting case study material should comprise no more than 4 A4 sides of summary information that supports the virtual presentation.

The style of the material is not prescribed but a draft should be submitted by **Wednesday 21<sup>st</sup> December 2022**.

The first should include presenter surname and initials, and their post-nominals, (including any CIBSE membership), the establishment where the work was carried out (if the author has left this establishment his/her present address should be given as a footnote). The presenter should include their telephone/fax/email contact information listed.

Trade names must not be mentioned, nor may the manufacturers be stated except in the form of an acknowledgement of information or assistance at the end of the case study.

The sheets should include the header '**CIBSE ASHRAE Technical Symposium, Strathclyde, April 2023**'.

## Posters

**Posters should only be prepared if specifically requested by the planning committee to present using a poster.**

These should initially be submitted as PDF files for review by **Wednesday 21<sup>st</sup> December 2022**.

The poster should include:

**Poster Title** The title should indicate the content of the contribution precisely, be as short as possible (normally not more than 10 words) and worded so as to distinguish the poster from other known publications. The first word and other keywords should be suitable for indexing.

**Poster Authors and Affiliations** Authors should include their surname and initials, and their post-nominals, (including any CIBSE membership), the establishment where the work was carried out (if the author has left this establishment his/her present address should be given as a footnote). For posters with several contributors, the order of authorship should be made clear and the 'responsible author' named with their telephone/email contact information listed.

The poster should also include the words 'CIBSE Technical Symposium, Strathclyde April 2023'.

**Poster Layout** The layout of the poster is not prescribed however authors are recommended to carefully consider the layout to make it both accessible and informative. As an example, see the guidance at <https://guides.nyu.edu/posters>.

## Compendiary 'Poster Pitch'

If offered and agreed by the planning committee there is a limited availability option to take part in a 4 minute compendiary 'poster pitch' that will require a maximum of 4 slides PLUS a first slide that provides the title and author information that could be, for example, "What I am trying to achieve" - "How I did it" - "How it will positively affect the industry". The content of the slides is up to you. You may choose to use no slides. Note that your business affiliation may only be included in the first and last slide but please remember that you have only 4 minutes in total to present the slides.

If a compendiary poster pitch is made available to you by the planning committee the slides must be submitted no later than **03 February 2023**. **NOTE** that this is in addition to submitting the poster (for initial review by **21<sup>st</sup> December 2022**).