BauSIM 2024 in Vienna: FULL Paper Guide and Submission Instruction (English Version)

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Name and affiliation should not be included in the REVIEW-VERSION.

*(maximum 10 lines, last line remains blank)*

# Abstract

This document describes the formatting guidelines for creating a full paper for the BauSIM 2024 conference. It also contains information on online submission. Please use this file as a template if you are using MS Word.

The full paper must be submitted as a PDF (source file will be requested in the final version if required).

# Introduction

The maximum number of pages available for a full paper is 8. Only unpublished original versions in the spirit of the conference will be accepted.

The paper must be uploaded to conftool by **January 1, 2024,** at the latest. The abstract must be submitted directly to conftool by **December 1, 2023**.

<https://www.conftool.com/bausim2024/>

All contributions undergo a double-blind review process.

The submission format is A4 with a margin of 25 mm on all sides (top, bottom, right, left). Please use Arial font for the entire document. There are different styles to choose from depending on the section (see below for explanation).

The top section of the first page is intended for the title of the essay, the list of authors, and their contact details. This section consists of 10 lines.

The remainder of the document is arranged in two columns after these 10 lines. Each column is 76 mm wide, the column spacing is 8 mm. The space between the columns should be centered. The left edge of the first column should be 25 mm from the left edge of the page. The left edge of the second column should be 109 mm from the left edge of the page. A space of 25 mm must be left at the bottom for page numbers.

Please number the pages (e.g., 1/3 for page 1 of 3 pages).

Do not use hyphenation; never use more than one space after each word. Do not use footnotes, but insert the relevant information in the text.

# Parts of the Full Paper

## Title, authors, and affiliation

### Title

The title has a font size of 14 points and is in bold type.

Please use a maximum of two lines for your title and limit yourself to a maximum of 10 words.

### Authors

Authors have a font size of 12 points. If more than one location is to be referenced as a contact, superscript numbers must be used.

### Affiliation

Contact details and information have a font size of 11 points. Additional contact data (e-mail addresses, telephone numbers, addresses, etc.) can be added at your own discretion. In any case, there is a 10-line limit. If fewer than 10 lines are required, please leave the remaining lines blank.

## Abstract

The abstract of your paper should be about 200 words. It should be a short and concise description of your work.

## Main Part

The main body should contain the following sections, if possible, but is not limited to these:

* Introduction
* Simulation and/or experiment
* Results analysis and discussion
* Summary
* Further sections if necessary

The headings of the individual sections are formatted as follows: 12-point font size, bold, 6 or 3-point spacing before and after respectively. For subsection headings, use 10-point font size, normal font, bold with 6 or 3-point spacing before or after. Text is formatted with a font size of 10 points, single line spacing, and 3-point spacing for a paragraph.

Sections and subsections should not be numbered.

## References

All publications cited in the text should be listed at the end of the article in alphabetical order. The second and all subsequent lines of each entry are indented (0.63 cm). References in the text should be made in the format "author-year" (e.g., Mitchell et al., 1995).

## Figures and Tables

Figures and tables are embedded in the text. Figure 1 serves as an example of a graphic integrated into the text with a numbered caption below the figure.



Figure 1: Logo BauSIM 2024

Color illustrations are welcome. Please keep in mind that color illustrations that appear clear on the screen may differ greatly in print. Ensure sufficient quality for illustrations (resolution of at least 72 dpi for a photo, embed graphics as vector graphics if possible).

The captions should be designed in such a way that the reader can understand the illustration even without reading the paper.

Table 1 shows an example of a table. In this case, please use a caption before the table.

Table 1: Example Table

|  |  |  |
| --- | --- | --- |
| **Heading 1** | **Heading 2** | **Heading 3** |
| Eintrag 1 | Eintrag 2 | Eintrag 3 |
| Eintrag 4 | Eintrag 5 | Eintrag 6 |

Large images and tables can also be placed in the text. In this case, make sure that they are arranged across columns at the top or bottom.

## Equations

Mathematical symbols and formulas should be presented clearly to avoid ambiguity. Use the MS formula editor or similar (e.g., MathCad).

The equations should be numbered in round brackets on the right-hand side of the corresponding column. Refer to the formulas with these numbers (see Equation 1 below):

The Reynolds number is defined as follows:

(1)

 = Reynolds number;  = density;  = kinematic viscosity;  = characteristic linear dimension;  = dynamic viscosity.

For simple equations in the text, always use superscripts and subscripts.

## Symbols and Units

Consistency of style is very important. Note the spacing, punctuation, and caps in all the examples below.

* References in the text: Figure 1, Figures 2-5, 7, 9a, b (not abbreviated)
* References between parentheses: (Fig. 1), (Figs 2-5, 7, 9a, b) (abbreviated)
* Author & Author (2004)
* (Author, 2004a, b, Author & Author, 2006)
* (Author et al., 2004) instead of (Author, Author & Author, 2004)
* Use the following if needed: (Author, in press); (Author, in prep.)

Always use the official SI notations.

# Using MS-Word

Please submit your full paper as a PDF. Source files will be explicitly requested for "Camera Ready" versions.

If you use Microsoft Word for your document, please use the corresponding style sheets (defined in this template).

# Submission notes

Please delete the name and affiliation in the version(s) to be reviewed.

When submitting the final version, these must be included; they cannot be viewed by the reviewers.

# Conclusion

This article shows how to design a contribution for the BauSIM 2024 conference. We wish you every success with the preparation and look forward to welcoming you in Vienna in September 2024!

# Acknowledgement

This document is based on the description and template from the previous BauSIM 2022.

# References

Mitchell, J.W., Beckman, W.A. 1995. Instructions for IBPSA Manuscripts, SEL, University of Wisconsin, Madison USA.

Hensen J. 2003. Paper Preparation Guide and Submission Instruction for Building Simulation 2003 Conference, Eindhoven, Netherlands