

IIR 3rd Conference on Thermophysical Properties and Transfer Processes of Refrigerants Boulder, CO, 2009

Guidelines for Authors Regarding Preparation of Manuscripts

Contents: The manuscripts should report on original research or on technical developments and their applications. They should contain quality scientific or technical information. Authors assume sole responsibility for their manuscript, both for its form and its substance, and should check their manuscripts thoroughly before submittal. The process of validation and acceptance and/or rejection of papers shall be under the authority of the Scientific Committee; however, the committee will not be held responsible for any errors appearing in the final text.

No Commercialism is Permitted: Commercialism in the manuscript and during oral presentation is not permitted. If included in the manuscript, commercialization will be deleted or the paper will be rejected.

Commercialism includes visual, written or verbal references; i.e., trademarks, logos, university sponsors, consulting firms, manufacturers, vendors, contracting agencies or identification of other commercial interests. Generic names should be used. We request, except for the first slide and author identification in the manuscript, that company names, logos and other references to proprietary equipment not to be included in the manuscripts, on slides, or oral presentations. Grants, other financial aid or special assistance may be cited in the “Acknowledgements” section. Pictures of products are permitted if the trade name or manufacturer’s logo or slogan is not visible, and when inclusion of the picture aids in comprehension and readership.

Language: Manuscripts should be written and presented in English. Non-native English speaking authors should consider a fluently English-speaking person to check the language of the manuscript. The recommended technical terminology can be found in the IIR’s International Dictionary of Refrigeration.

Number of Pages: The entire manuscript (i.e., text, figures, tables, references and abstracts) must be no more than eight pages. Any manuscript having excess pages will not be published.

Document Layout:

- **Title:** must be the same as the submitted abstract’s title
- **Author(s) information**
- **Abstract:** an informative summary of no more than 250 words.
- **Introduction**
- **Main body** (a few sections are possible): discuss experimental designs, test procedures, theoretical consideration, and results. Sections with appropriate subtitles should describe the test equipment, measurements, observations, and mathematics needed to perform the experiments. Case histories, systems descriptions or applications should contain original aspects, out-of-standard performances or noteworthy details that should be clearly identified and described. Discussion of the results, qualifications, limits to the accuracy of tests and calculations should also be included in this part.
- **Conclusions:** list conclusions and summarize the significance of the paper as clearly and concisely as possible.
- **Acknowledgements:** a short section may acknowledge special assistance (e.g., financial aid, help of guiding technical committees, individuals, or other groups).
- **Nomenclature:** use a special nomenclature section when equations are used extensively. If few equations are used, the nomenclature may follow each equation.
- **References**

- **Appendixes:** may include supporting data, sample calculations, derivations of complicated mathematical equations, and detailed description of apparatus. This material counts in the page limitations.

Submittal format and margin settings: Authors are asked to submit a manuscript in either 8.5 x 11 inch U.S. standard letter format or A4 format following the margin settings explained in this document. The papers presented at the conference will be published in the Conference Proceedings CD.

It is imperative that the authors observe the margin settings, especially if they use A4 format. Table 1 presents the margins to be used depending on the paper size used by the author. For the manuscript submitted in A4 format, the top margin has to be set at 2.54 cm (1 inch), the left margin has to be set at 2.54 cm (1 inch), the bottom margin has to be set at 4.29 cm (1.69 inch), and the right margin has to be set at 1.96 cm (0.77 inch). For the manuscript submitted in 8.5 x 11 inch U.S. Standard Letter format, all margins have to be set at 1 inch (2.54 cm). Thus, the width of the text for both paper sizes should not exceed 16.5 cm (6.5 inch), and the length of the text should not exceed 22.9 cm (9 inch).

Table 1. Page margins for manuscripts submitted to the 2009 IIR Conference

Margin Position	Top	Bottom	Left	Right
A4 Size	2.54 cm (1 inch)	4.29 cm (1.69 inch)	2.54 cm (1 inch)	1.96 cm (0.77 inch)
U.S. Standard Letter Size	1 inch (2.54 cm)	1 inch (2.54 cm)	1 inch (2.54 cm)	1 inch (2.54 cm)

Typeface: Times or Times New Roman font must be used throughout the manuscript.

Title, Main-Section Titles, and Sub-Section Titles of the Manuscript: Apply the following recommendations:

Manuscript Title:

- Text: centered; font: bold; all letters should be capital
- Font size: 14 points
- Place a blank line above and below the title.

Main-Section Titles:

- Text: centered; font: bold; all letters should be capital
- Font size: 12 points
- Number the main-section titles (i.e., 1, 2, 3, etc.) with the exception of Abstract, Nomenclature, References, and Acknowledgement sections.
- Place a blank line above and below the title.

Sub-Section Titles:

- Text: justified left; font: bold; only the first letters should be capital
- Font size: 11 points
- Number the sub-section titles (i.e., 1.1, 1.2, 1.3, etc.).
- Place a blank line above the sub-section title but not below it.

Sub-sub-sections should be avoided.

Paragraphs: All paragraphs must be single-spaced with a double space between each paragraph. Paragraphs are not to be indented. Use single-line spacing between lines where symbols require 1.5 line spaces. Use 11 points font size.

Author(s): The number of authors should be limited to six, except if permission is given for exceptional circumstances. List the full name with the family name appearing last. Provide the affiliation of each author, including the city and country. In addition, for the corresponding author, include the complete mailing address, e-mail address, and fax number. Use superscripted lower case letters in parenthesis to indicate which affiliation goes with which author. The different parts of the address(es) should be separated by commas. If more than one line is necessary, the various lines should be of approximately the same length. The text should be centered.

For the author's name, use bolded letters of 12 points font size. For the affiliation and contact information, use regular letters of 11 points font size.

Abstract: Manuscripts should feature an abstract of no more than 250 words.

Header: Authors are asked to enter the paper number in a right-justified header in the following format: Paper No: 245. The header should be placed 1.9 cm (0.75 inch) from the top edge. Use regular font of 10 points size.

Footer and Page Numbering: Authors are asked to add a two-line footer centered on each page of the manuscript. The footer has to be placed 3.5 cm (1 3/8 inch) from the bottom edge of the page if A4 format is used. The footer should be placed 1.9 cm (0.75 inch) from the bottom edge of the page if 8.5 x 11 inch U.S. Standard Letter format is used.

The first line has to read:

IIR 3rd Conference on Thermophysical Properties and Transfer Processes of Refrigerants, Boulder, CO, 2009

The second line has to read the page number. Use regular font of 10 points size for both lines.

Units: The SI system of units should be used. The SI practice of using space to separate groups of three digits in long numbers should be adopted, e.g., 45 987.6. For very large or very small numbers, use standard form notation (i.e., $2.13 \cdot 10^{-4}$). Express units with denominators in the following form (m s^{-1} , W m^{-2}) rather than (m/s, W/m^2).

Equations: Use "Equation Editor" whenever possible. Equations should be centered, numbered in order (i.e., (1), (2), (3), etc.) down the right-hand side of the page and cited in the text with its number, e.g., "...as shown in Eq. (1)". Equations should be separated from the text above and below by a blank line.

Symbols: Symbols used in equations should be explained directly within the paragraph they first appear or in a Nomenclature section at the end of the manuscript. Symbols for physical quantities should be *italicized*. Exceptions are symbols for established dimensionless groups, which should not be italicized. Example: Reynolds Number $\text{Re} = \rho wd/u$.

Tables and Figures: Each table should be numbered (Table 1, Table 2, Table 3, etc.), with the caption being placed above the table. Each figure should be numbered (Figure 1, Figure 2, Figure 3, etc.), with the caption being placed below the figure. Figures and tables should not run into the margins and should appear in their entirety on one page.

In the text, figures and tables should be named as follows: Fig. 1, Fig. 2, Fig. 3, etc., and Table 1, Table 2, Table 3, etc. Fonts used in figures should be large enough to be legible.

References: Within the text of the manuscripts, bibliographical sources should be cited by giving the last name(s) of the author(s) and the year of publication. The year should always be in parentheses, whether or not the name of the author(s) is.

The two possibilities are illustrated below:

Albert (1957) showed that the blend was azeotropic.

or: It was shown that the blend was azeotropic (Albert, 1957).

When there are two authors, the names of both should be cited, e.g.:

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 or more authors, only the first author of the source should be cited. The names of the other authors should be designated by "et al.", e.g.:

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 lower-case letter "a" to the year of publication of the first source cited, "b" for the second source, and so on, as shown hereafter:

Klaus (1980a) discovered...

and further on in the text:

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

The sources cited in the text should be listed in the References section in alphabetic order of the author's name or of the first author's name, if there are several authors. The sources should be presented as follows:

1 - Article from a periodical

Name(s) of the author(s), first name initial(s), year of publication, title of article, title of periodical abbreviated according to accepted conventions, volume number, issue number in parenthesis, first and last page.

Example:

Herbe L., Lundqvist P., 1997. CFC and HCFC refrigerants retrofits. *Int. J. Refrigeration* 20 (1), 49-54.

2 - Paper published in conference proceedings

Name(s) of the author(s), first name initial(s), year of publication, title of article, In: title of the conference, place of the conference, publisher of proceedings, first and last page.

Example:

Pearson S.F., 1996. Uses of Hydrocarbon Refrigerants. In: *Proceedings of the IIR Conference of Application for Natural Refrigerants, Aarhus, Denmark, IIF/IIR*, 439-446.

3 - Book

Name(s) of the author(s), first name initial(s), year of publication, title of the book, name of publisher, place of publication, number of pages. Establishments can be considered authors when they assume main responsibility for the text and the publication reflects their collective reflections or activities.

Example:

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

4 - Book chapter

Name(s) of the author(s), first name initial(s), year of publication, title of chapter, *In*: name(s) and initial(s) of the co-coordinator(s), title of the book in italics, name of publisher, place of publication, first and last page.

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: 33-144.

Review of Submitted Manuscripts: All papers will undergo a review process to ensure appropriate editorial and technical quality. After the preliminary review by the Conference Secretariat, papers will be reviewed by international experts. The experts will rate the paper as to the timelines and interest, technical accuracy, and effective communication. The reviewer evaluations will establish whether the paper is acceptable for presentation at the Conference, needs immediate revision, or should be rejected. The authors will not know the identities of the reviewers.

Paper Presentations: All accepted manuscripts will be included in the conference program for oral presentation. Each author will be allocated 15 minutes for presentation with additional time allowed for discussion. To promote an open discussion, no record will be taken.

Conference Proceedings CD: A Conference Proceedings CD will be distributed to participants during registration. The CD will include papers accepted for presentation, provided at least one author has been pre-registered by April 30, 2009, the deadline for receipt of the final manuscripts. One registered author cannot support more than two multi-authored papers. Authors will have the option to submit their papers, or updated versions, to International Journal of Refrigeration; these papers will undergo a regular Journal review.