

Building Simulation: An International Journal

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1. Manuscript submission

Legal requirements

Submission of a manuscript implies: that the work described has not been published before; that it is not under consideration for publication anywhere else; that its publication has been approved by all co-authors, if any, as well as by the responsible authorities — tacitly or explicitly — at the institute where the work has been carried out. The publisher will not be held legally responsible should there be any claims for compensation.

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Authors wishing to include figures, tables, or text passages that have already been published elsewhere are required to obtain permission from the copyright owner(s) and to include evidence that such permission has been granted when submitting their papers. Any material received without such evidence will be assumed to originate from the author(s).

How to submit

Building Simulation uses an online manuscript submission and tracking system called Editorial Manager. Authors should submit their articles to the journal ONLINE: <http://www.editorialmanager.com/buil>. A wide range of submission file formats for text and illustrations is supported by the system. However manuscripts are preferably be submitted in Word format with any figures at the end of the manuscript. All source files uploaded by the authors will be automatically compiled into a single PDF file at the end of submission process. *Building Simulation* publishes all figures and illustrations in color and free of charge when deemed necessary.

Building Simulation adopts double blind review system. To accelerate the editorial process, we would like to ask you to upload the entire manuscript without any author names and acknowledgements (if any) placed within the text (**Blinded Manuscript**). Furthermore, please upload a separate file (**Title Page**), containing title, all author names (in correct order), affiliations, e-mail address of correspondence, and acknowledgements (if any).

When submitting your manuscript, please provide names and email address of two suggested reviewers.

The contact e-mail of editorial office: bsjournal@tsinghua.edu.cn

2. Manuscript preparation

Language

The journal's language is English. Either British English or American English spelling and terminology may be

used, but the system chosen should be followed consistently throughout the article. We request that the language is corrected before submission. Submissions with unsatisfactory English writing will be returned without review.

Editing services

All manuscripts are subject to copy editing.

Length of paper

There is no strict limit on the length of a manuscript. Nevertheless, authors are asked to make the manuscripts as concise as possible and to limit them to less than 40 manuscript pages. Three manuscript pages (12-point font, typed in double space) equal approximately one printed page. The space required for the figures and tables should be calculated on the basis of their final printed size.

Manuscript structure and instruction

Follow this order when typing manuscripts: Title page, Abstract, Keywords, List of symbols, Main text, Appendix, References, Tables, Figure Captions, and Figures.

Title page

The title page should include:

- A concise and informative title
- The name(s) of the author(s)
- The affiliation(s) and address(es) of the author(s)
- The e-mail address of the corresponding author
- Acknowledgements (if any)

Acknowledgments

Acknowledgments of people, grants, funds, etc. should be placed in a separate section on the title page. The names of funding organizations should be written in full.

Abstract

Please provide one paragraph abstract of 100–250 words. The abstract should not contain any undefined abbreviations or unspecified references.

Keywords

Please provide 4 to 6 keywords which can be used for indexing purposes.

Text formatting

For submission in Word

- Use a normal, plain font (e.g. 12-point Times Roman), double space line, and one column for text.
- Use the automatic page numbering function to number the pages.
- Do not use field functions.
- Use tab stops or other commands for indents, not the space bar.
- Use the table function, not spreadsheets, to make tables.
- Use the equation editor or MathType for equations.

Note: If you use Word 2007, do not create the equations with the default equation editor but use MathType instead.

Footnotes

Essential footnotes to the text should be numbered consecutively and placed at the bottom of the page to which they refer. Footnotes on the title page are not given reference symbols. Footnotes to the text are numbered consecutively; those to tables should be indicated by superscript lower-case letters (or asterisks for significance values and other statistical data).

Formulae and symbols

Formulae, symbols and all subscripts, superscripts, Greek letters, and other characters must be legible and carefully checked. Standard mathematical notation should be used. All symbols used in manuscript must be explained. A list of symbols should follow the abstract if such a list is needed. All equations must be numbered.

Single letters that denote mathematical constants, variables, and unknown quantities should be set in italic type in text and in equations. Numerals, operators, and punctuation should be set in Roman type (upright), as are commonly defined functions or abbreviations, e.g., cos, det, e or exp, lim, log, max, min, sin, tan, d (for derivative) should also be upright. Vectors, tensors, and matrices should be set in bold italic.

Heading levels (numbered)

Please use the decimal system of headings with no more than three levels.

Figures

- *Building Simulation* publishes all figures and illustrations in color and free of charge when deemed necessary.
- The preferred figure format is TIFF or JPEG with minimum resolution of 600dpi relative to the final figure size.
- All figures are to be numbered using Arab numerals.
- Figure parts should be denoted by lowercase letters.
- Figures should always be cited in text in consecutive numerical order.
- For each figure, please supply a figure caption.
- Make sure to identify all elements found in the figure in the caption.
- Identify any previously published material by giving the original source in the form of a reference at the end of the caption.

Tables

- All tables are to be numbered using Arab numerals.
- Tables should always be cited in text in consecutive numerical order.
- For each table, please supply a table heading. The table title should explain clearly and concisely the components of the table.
- Identify any previously published material by giving the original source in the form of a reference at the end of the table heading.
- Tables should not duplicate results presented elsewhere in the manuscript (for example, in graphs).

Units and abbreviations

Abbreviations should be used only if deemed absolutely necessary, and should be defined at first mention in the abstract and again in the main body of the text and used consistently thereafter.

Please adhere to internationally agreed standards such as those defined by the International Organization of Standardization (ISO). Metric SI units should be used throughout except where non-SI units are more common [e.g. liter (L) for volume].

Appendices

If there are more than one appendix, they should be numbered consecutively. Equations in appendices should be designated differently from those in the main body of the paper, e.g. (A1), (A2) etc. In each appendix equations should be numbered separately.

References

The list of references should only include works that are cited in the text and that have been published or accepted for publication. Personal communications and unpublished works should only be mentioned in the text. Do not use footnotes or endnotes as a substitute for a reference list.

Citation in text

Cite references in the text by *name* and *year* in parentheses. Some examples:

- Negotiation research spans many disciplines (Thompson 1990)
- This result was later contradicted (Becker and Seligman 1996)
- This effect has been widely studied (Abbott 1991; Barakat et al. 1995; Kelso and Smith 1998; Medvec et al. 1993)
- Negotiation research spans many disciplines (Thompson 1990a, b)

List style

Reference list entries should be alphabetized by the last names of the first author of each work.

(a) Journal article

Harris M, Karper E, Stacks G, Hoffman D, DeNiro R, Cruz P (2001). Writing labs and the Hollywood connection. *Journal of Film Writing*, 44: 213–245.

(b) Book (authored)

Calfee RC, Valencia RR (1991). *APA Guide to Preparing Manuscripts for Journal Publication*. Washington, DC: American Psychological Association.

(c) Book chapter

O'Neill JM, Egan J (1992). Men's and women's gender role journeys: metaphor for healing, transition, and transformation. In: Wainrib BR (ed), *Gender Issues Across the Life Cycle* (pp. 107–123). New York: Springer.

(d) Paper presented at a conference

Phelan JC, Link BG, Stueve A, Pescosolido BA (1996). Have public conceptions of mental health changed in the past half century? Does it matter? Paper presented at the 124th Annual Meeting of the American Public Health Association, New York.

(e) Paper in proceedings

Mahdavi A, Spasojevic B (2007). Incorporating simulation into building systems control logic. In: *Proceedings of the 10th International Building Performance Simulation Association Conference and Exhibition (BS2007)*, Beijing, China, pp.1175–1181.

(f) Thesis or Dissertation

Yang X (1999). Study of building material emissions and indoor air quality. PhD Dissertation, Building Technology Program, Department of Architecture, Massachusetts Institute of Technology, USA.

(g) Newspaper article

Di Rado A (1995, March 15). Trekking through college: classes explore modern society using the world of Star Trek. *Los Angeles Times*, p. A3.

(h) Patent

Dong J, Martin S, Waldo P. Method and system for dynamically presenting cluster analysis results. US Patent, US6380937B1, 2002-3-30.

(i) Non-English publication

Jiang Y et al. (2004). Liquid desiccant air-conditioning system and its applications, *Heating Ventilating & Air Conditioning*, 34(11): 88 – 97. (in Chinese).

(j) Article by DOI

Slifka MK, Whitton JL (2000). Clinical implications of dysregulated cytokine production. *Journal of Molecular Medicine*, doi:10.1007/s001090000086.

(k) Online document

Doe J (1999). Title of subordinate document. In: *The dictionary of substances and their effects*. Royal Society of Chemistry. Available via DIALOG. <http://www.rsc.org/dose/title>. Accessed 15 Jan. 1999.

Electronic supplementary material (ESM)

If EMS is submitted, it will be published as received from the author in the online version only. Electronic supplementary material may consist of

- information that cannot be printed: animations, video clips, sound recordings;
- information that is more convenient in electronic form: sequences, spectral data, etc.;
- large original data, e.g., additional tables, illustrations, etc.;
- if supplying any ESM, the text must make specific mention of the material as a citation, similar to that of figures and tables (e.g., "...as shown in Animation 3.").

3. Transliteration

Where possible, all examples from languages not using the Latin alphabet, in particular Asian languages, should be transliterated using an accepted system of transliteration. Authors should use their chosen system consistently throughout the manuscript. Where no standard system has been adopted in the literature (e.g., examples of certain dialects never described before), use symbols to represent sounds that are as close to the International Phonetic Alphabet (IPA) symbols as possible, and give explanations where appropriate. Where a transliteration system is already used in the literature, no new transliteration system invented by the author will be accepted.

4. After acceptance

Copyright

Authors will be asked to transfer copyright of the article to the Publisher (or grant the Publisher exclusive publication and dissemination rights). This will ensure the widest possible protection and dissemination of information under copyright laws.

Online first

The articles will be published online after receipt of the corrected proofs. This is the official first publication citable with the DOI. After release of the printed version, the paper can also be cited by issue and page numbers.

Proof reading

The purpose of the proof is to check for typesetting errors and the completeness and accuracy of the text, tables and figures. Substantial changes in content, e.g., new results, corrected values, title and authorship, are not allowed without the approval of the Editor.

After online publication, further changes can only be made in the form of an Erratum, which will be hyperlinked to the article.

5. Additional information

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