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## MANUSCRIPT SUBMISSION GUIDELINES

### TYPES OF CONTRIBUTIONS

#### Article

Articles should be 4000-6000 words long, although articles longer than 6000 words will be accepted on an occasional basis and should not exceed 15 standard pages including abstracts, illustrations, tables and references.

#### Book review

This item should be 1000-1500 words.

#### Conference reports

This item should be 1000-1500 words.

### PREPARATION

#### Language

Contributions submitted for publication should be prepared in good quality written English.

#### Subdivision

Articles should be divided into clearly defined and numbered sections. Each subsection is given a brief heading. Each heading should appear on its own separate line.

#### Abstract

A concise and factual abstract is required (100-200 words). The abstract should state briefly the purpose of the research, the principal results and major conclusions. An abstract is often presented separately from the article, so it must be able to stand alone. For this reason, references and non-standard or uncommon abbreviations should be avoided.

#### Introduction

State the objectives of the work and provide an adequate background, avoiding a detailed literature survey or a summary of the results.

#### Methods

Provide sufficient detail to allow the work to be reproduced. Methods already published should be indicated by a reference: only relevant modifications should be described.

#### Results

Results should be clear and concise.

#### Discussion

This should explore the significance of the results of the work, not repeat them. Avoid extensive citations and discussion of published literature.

#### Conclusions

The main conclusions of the study may be presented separately from the article, so it must be able to stand alone.

#### Keywords

Immediately after the abstract, provide a maximum of 5 keywords, avoiding general and plural terms and multiple concepts. Be sparing with abbreviations: only abbreviations firmly established in the field may be eligible. These keywords will be used for indexing purposes.

## **Acknowledgements**

Collate acknowledgements in a separate section at the end of the article before the references. List here those individuals who provided help during the research (e.g., providing language help, writing assistance or proof reading the article, etc.). Please note the source of funding of the research. It is the author's responsibility to obtain and supply with the manuscript written permission to quote materials that has appeared in another publication.

## **Footnotes**

Do not use footnotes.

## **Tables**

Number tables consecutively in accordance with their appearance in the text. All tables should carry separate titles above the table body and indicate them with italic letters.

## **Figures**

Number figures consecutively in accordance with their appearance in the text. All figures carry separate titles below the figure and indicate them with italic letters.

## **References**

### *Citation in text*

Please ensure that every reference cited in the text is also present in the reference list (and vice versa). Any references cited in the abstract must be given in full. Unpublished results and personal communications are not recommended in the reference list, but may be mentioned in the text. If these references are included in the reference list they should follow the standard reference style of the journal and should include a substitution of the publication date with either "Unpublished results" or "Personal communication" Citation of a reference as "in press" implies that the item has been accepted for publication.

### *Web references*

As a minimum, the full URL should be given and the date when the reference was last accessed. Any further information, if known (DOI, author names, dates, reference to a source publication, etc.), should also be given. Web references can be listed separately (e.g., after the reference list) under a different heading if desired, or can be included in the reference list.

### *Reference style*

Text: Indicate references by number(s) in square brackets in line with the text. The actual authors can be referred to, but the reference number(s) must always be given.

Example: "... as demonstrated [3, 6]. Bánhidi and Zöld [8] obtained a different result..."

List: Number the references (numbers in square brackets) in the list in the order in which they appear in the text.

Examples:

Reference to a journal publication:

[1] Bánhidi, L., Zöld, A. et al. 2000. Impact of indoor temperature fluctuations on thermal comfort feeling, Proc. of Healthy Buildings, Vol. 2, Espoo, Finland, August 6–10, pp. 557–562.

Reference to a book:

[2] Petitjean, R. Total hydronic balancing, Ljung: Tour&Andersson AB, 1997.

Reference to a chapter in an edited book:

[3] Kreider, J., Rabl, A. Heating and cooling of buildings, McGraw Hill, New York, 1994, pp. 281–304.

Reference to a standard:

[4] ISO 13790:2004 Thermal performance of buildings – Calculation of energy use for space heating

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The format of the article is A/4 and should be used MS-Word (DOC or DOCX). Please make sure that artwork files are in an acceptable format (TIFF, JPG, EPS or MS Office files) and with the correct resolution.

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