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12th International Conference on  
*Phase-Change Materials and Slurries  
for Refrigeration and Air Conditioning*  
21 – 23 May, 2018  
Orford (QC), Canada

## **GUIDELINES FOR AUTHORS ON THE PREPARATION OF MANUSCRIPTS**

Contributions accepted for presentation will be published in the conference proceedings. The entire manuscript (i.e. text, figures, tables, references and abstracts) should not exceed 8 pages. No manuscripts having excess pages will be published. In order to standardise manuscript presentation authors are requested to adhere strictly to the instructions below.

### **CONTENTS**

The manuscripts should report on original research or technology developments and their applications. They should contain quality scientific or technical information. Manuscripts of a commercial nature will be rejected and will not be authorised for presentation. The process of validation and acceptance and/or rejection of papers shall be under the authority of the Organising and Scientific Committees. However, they could not be held responsible for any errors, which may occur in the final text. Authors assume the sole responsibility for their contributions (in terms of content, format and layout) and are required to check the manuscripts thoroughly and carefully before submittal.

### **LANGUAGE**

All manuscripts should be written in English. Established international terminology should be used as much as possible (e.g., in compliance with the IIR's *International Dictionary of Refrigeration*).

### **NO COMMERCIALISM**

Commercialisation in the manuscript is not permitted. Manuscripts are meant to advance the general state of the art. A conference is not the place to promote sales. If included in the manuscript, commercialisation will either be rejected or deleted. However, a suitable promotion of professional achievements is welcome if presented in an appropriate way.

### **ABSTRACT**

Manuscripts should feature an abstract of at most 150 words in English.

### **TYPEFACE AND PARAGRAPH FORMAT**

"Times New Roman" or a similar font should be used, along with 12-pt type, black ink and single spacing between lines.

Paragraphs are to be separated by a distance of 6pt from each other and should not be indented.

### **MARGINS**

All text of the manuscript must be located within a 170-mm by 266-mm rectangle of an A4 page, with margins as indicated in Table 1.

**Table 1.** Page margins for manuscripts presented at PCMs & Slurries 2010.

Margin Position	Top	Bottom	Left	Right
Margin size (cm)	1.3	1.8	2.0	2.0

## **TITLE**

The title of the manuscript should be in font size 14 pt, centred in capital letters and boldface type, with three blank lines above and one below it.

## **AUTHOR(S)**

The number of authors should be limited to 4 (four) unless exceptional circumstances justify more co-authors.

The initial of the author's first name should be given first, followed by his last name.

The lead author's complete mailing address including the fax number and e-mail address should be given, including his/her company or organisation. It is to this address that correspondence is to be sent. The address and affiliation of a second author may be mentioned, if judged necessary. Asterisks should be used to indicate which address goes with which author. The address(es) should be centred and in lower-case letters. The different parts of the address(es) should be separated by commas and if more than one line is necessary, the various lines should be of roughly the same length.

## **TITLES AND SECTION HEADINGS**

All titles of sections should be centred, in boldface capital letters and numbered (i.e. 1., 2., 3., etc.) except the abstracts, nomenclature and references. A blank line should be placed above and below the titles.

Sub-section headings should be in small boldface letters, justified left and numbered as well (e.g. 1.1., 1.2., 1.3., etc.). A blank line should be placed above and 6 pt below them.

Sub-sub-sections should be avoided. If used, they should be justified left, in underlined lower-case letters, with text beginning to the right of the sub-sub-section heading.

## **FOOTER**

A one-line centred footer will appear on each page of the manuscript placed at 0.6 cm from the bottom edge of the page. The footer text "*9<sup>th</sup> IIR Conference on Phase-Change Materials and Slurries for Refrigeration and Air Conditioning, Sofia (Bulgaria)*" is readily included in the sample manuscript attached hereby.

## **PAGE NUMBERING**

As shown in the sample manuscript, all pages are initially numbered in the footer line from 1 up to 8 and real numbers will further be included by the computer designer while compiling the whole proceedings book.

## **UNITS**

The SI system of units should be used.

## EQUATIONS

Equations should be centred, numbered in order, down the right-hand side of the page and cited in the text with their number, for instance Eq. (1), Eq. (2), Eqs (5)-(8), etc. Equations should be separated from the text above and below by a blank line.

## TABLES AND FIGURES

Each table should be numbered (e.g. Tables 1, 2, 3, etc.), with the caption being placed above the table. Each figure should be numbered (Figures 1, 2, 3, etc.), with the caption being placed below the figure.

Figures and tables should be incorporated in the text, preferably centred, and should not run into the margins.

All figures and tables should be referred in the text, e.g. Figure 1, ..., Figure 3, ..., Figures 5-7, Table 1, ..., Table 6, Tables 7-9, etc., with names put in parentheses if they do not form part of the sentence.

Fonts used in figures should be large enough to be legible.

## NOMENCLATURE

If necessary, a symbol-nomenclature glossary should be placed at the end of the manuscript.

## REFERENCES

Within the text of a manuscript, 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 as follows:

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 lead author of the source should be cited. The names of the other authors should be designated by *et al.* in italics, 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 at the manuscript end in alphabetical order of the author's name or of the lead author if there are several authors. The sources should be presented as follows:

### **Articles from a periodical**

Name(s) of the author(s), first name initial(s), year of publication, title of article, title of periodical in italics and abbreviated according to international standards, volume number, issue number (between parentheses), first and last page, e.g.:

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

### **Papers published in conference proceedings**

Name(s) of the author(s), first name initial(s), year of publication, title of article, title of the conference in italics, publisher of proceedings: first and last page, e.g.:

**Forbes Pearson S. (1996).** Uses of Hydrocarbon Refrigerants, *Proc. Aarhus Conference*, IIF/IIR: 439-446.

### **Books**

Name(s) of the author(s), first name initial(s), year of publication, title of the book in italics, name of publisher, place of publication, number of pages, e.g.:

**Janna S.W. (1986).** *Engineering Heat Transfer*, PWS Publishers, Boston, 769 p.

Establishments can be considered authors when they assume main responsibility for the text and their publications reflect their collective reflections or activities.

### **Book chapters**

Name(s) of the author(s), first name initial(s), year of publication, title of chapter, In: title of the book in italics, Ed(s).: name(s) and initial(s) of editors or co-ordinator(s), name of publisher, place of publication, first and last page, e.g.:

**Duminil M. (1995).** Principes de la production du froid, In: *La chaîne du froid – Le froid au service de l'homme*, Eds.: Côme D. and Ulrich. R., Hermann, Paris: 33-144.

## **MANUSCRIPT SUBMITTAL**

All manuscripts, prepared in Word for Windows format, should be e-mailed to the conference secretariat as indicated on the website.

### **MODEL**

A model manuscript is attached to facilitate the work of conference contributors.