Authors’ Instructions for the Preparation of Paper Submissions to the   
EG-ICE 2022 Workshop

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**Abstract.** This document sets out the requirements for preparing manuscripts for the EG-ICE. It is essential that all manuscripts conform to these instructions. The format given here can serve as an example of a correctly prepared manuscript. The abstract should summarize the contents of the paper and should contain at least 70 at most 150 words. It should be set in 10-point font size and should be inset 1.0 cm from the right and left margins. There should be two blank (10-point) lines before and after the abstract. This document is in the required format … under any circumstances, do not alter it (e.g., font sizes, line width, margins).

# Introduction

Authors are responsible for ensuring the accuracy of all information contained in their manuscripts (e.g., proper names of organizations, data and findings, references, etc.). Manuscripts must be prepared in proper English.

This file can be used as a template for writing the extended abstract and the paper. Please submit the *PDF file* of your paper using the online submission system at

<https://easychair.org/conferences/?conf=2022egice>

The maximum length of the paper should be not more than 10 pages including text, tables, figures and references. Electronic file should not exceed 5 megabytes.

# Extended Abstract

Authors are invited to submit an extended abstract of two pages (approximately 700 words) before *November 15, 2021*. Extended abstract submissions are optional. Authors can also just submit a full paper before the end of *January 10, 2022*. Format of the extended abstracts is the same as for papers except that the abstract block is omitted. The extended abstract shall provide a good overview of the intended paper and cover context/motivation, objectives and scope definition, methodology and main conclusions or expected research findings.

# Paper Preparation

Please ensure that the margins of the page are set for: 2.5 cm at the top, bottom, right and left margins. The text should be justified to occupy the full line width, so that the right margin is not ragged, with words hyphenated as appropriate.

### Styles.

We advise you to only use the styles defined in this template. If you are using other software, please use the following layout guide described below. Submitted abstracts and papers must follow the layout template. Non-conforming papers will not proceed to publication.

### Fonts.

Use the 10-point type for the name(s) of the author(s) and 10-point type for the address(es) and the abstract. For the main text, please use 12-point type and single-line spacing. The font style must be Times. Italic type may be used to emphasize words in running text. Bold type and underlining should be avoided.

### Title and Headings.

The title and headings should be capitalized (i.e., nouns, verbs, and all other words except articles, prepositions, and conjunctions should be set with an initial capital). The title is centered. The headings should be aligned to the left. Words joined by a hyphen are subject to a special rule. If the first word can stand alone, the second word should be capitalized. The font sizes are given in Table 1.

Table 1:Font sizes in Tables should be 10 point with the bold headings.

|  |  |  |
| --- | --- | --- |
| **Heading level** | **Example** | **Font size and style** |
| Title (centred) | Lecture Notes … | 14 point, bold |
| 1st-level heading | 1 Introduction | 12 point, bold |
| 2nd-level heading | 2.1 Printing Area | 12 point, bold |
| 3rd-level heading | **Headings.** Text follows … | 12 point, bold |
| 4th-level heading | *Remark.* Text follows … | 10 point, italic |

## Figures and Tables

Figures should be numbered and should have a caption which should always be positioned under the figures, in contrast to the caption belonging to a table, which should always appear above the table. Please center the captions between the margins and set them in 12-point type. The distance between text and figure should be about 8 mm, the distance between figure and caption about 5 mm.

Insert figures as close as possible to their first citation. Number them consecutively using Arabic numerals and center the title below the figure. In the text, refer to a figure as ‘Figure 1’, not using its relative position. Figures in the text are called out with capital F, here, Figure 1 display sets and relations. Do not use automated numbering/referencing for figures or tables in your paper, as it sometimes causes issues when creating a PDF; still ensure that the numbering is correct.

Figures should be in high resolution and text in figures should have at least 9-points. Figures, such as graphs and diagrams, should be embedded in vector format (e.g. .pdf or .emf), if at all possible. Otherwise, figures such as pictures should be with high resolution (300 dpi) when published at 100% (e.g., images at 72 dpi are in reality 25% of the required resolution). For example, Figure 1 in this manuscript is embedded as a picture with high resolution. Color is often preferable; any greyscale figure requires sharp contrast.

Insert tables as close as possible to their first citation. Otherwise, proceed in a similar manner like figures. Table-wide lines (horizontal 0.5 point thickness) separate the title from the column headings, the column headings from the body of the table, and the table from the following text. Do not use vertical lines and avoid the use of horizontal lines between the various rows of data. Separate each table from the adjacent text with the correct spacing (as shown in Table 1) or one empty line of text. Text in the tables should have font size 10, but not be indented and with space before and after it.

Figure and table captions end with a dot.

Bild1

Figure 1: Sets and Relations of a Planning Process Model.

## Equations and Units

Simple mathematical expressions and sub- and superscripted characters, such as CO23, are inserted in the text. Do not embed equations as an image.

Displayed equations or formulas are centered and set on a separate line (if needed, with an extra line or half-line space above and below) and numbered consecutively in parentheses at the right-hand margin. For reactions, preferably use the Times New Roman (normal text) arrow (see Equation (1)), but an equal sign may be substituted (see Equation (2)). Use a dash rather than a hyphen for the minus sign, (see Equation (3)). A good way to achieve the formatting above is to use a table (with invisible borderlines) with two columns, the right column being used for the numbering. The equations below are formatted like that.

|  |  |
| --- | --- |
|  | (1) |
|  | (2) |
|  | (3) |

The nomenclature and units for symbols must be defined in the text. SI units or acceptable metric equivalents must be used throughout.

## Program Code

Program listings or program commands in the text are normally set in Courier font 9-point.

## Lists

### Numbered lists should be formatted accordingly.

* Bulleted lists should be similarly formatted.

## Footnotes, Citations, and References

Do not use footnotes. Incorporate all required information in the body of the paper.

The Harvard referencing style must be used, e.g. ASHRAE (2005). The list of references is headed “References” and is not assigned a number in the decimal system of headings. The list should be set in small print and placed at the end of your contribution, in front of the appendix, if one exists. Please do not insert a page break before the list of references.

# References

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