

# **Paper title – The title must fit on two lines (Times New Roman 16 pt bold, Style: Title)**

Author 1 (First name and Last name), Title (see Summary) <sup>1</sup>

Author 2, Title <sup>2</sup> (Times New Roman 11 pt, Styles: Normal/ Superscript)

Author 3, Title <sup>3</sup> (leave a space character between superscripted number and author's title)

<sup>1</sup> Organisation 1 (name of the organisation only), Country

<sup>2</sup> Organisation 2, Country (Times New Roman 11 pt, Styles: Normal/ Superscript)

<sup>3</sup> Organisation 3, Country (leave a space character between superscripted number and organisation)

**KEYWORDS:** *Paper, headings, text, figures, tables, lists, references (at maximum 7 keywords, Styles: Keywords + Bold/ Keywords)*

**SUMMARY:** *(Style: Summary Heading)*

*Summary should include main content of the paper. The maximum length of summary is approximately 15 lines. (Style: Summary)*

**Author and organisation information on the top should be included only to the very last version of the paper, because of the peer review!** *Title after author's name should be one of these: Professor, Associate Professor, Assistant Professor, D.Sc., Ph.D., Lic.Tech., M.Sc., B.Sc. or Eng. (and expressed like here). If none of the listed titles is suitable for you, you can leave it out.*

*Leave an empty line (11 pt, Style: Normal) between authors and organisations. Other spaces should be 18 pt between title and authors, 18 pt before keywords, 12 pt between keywords and summary, and 6 pt between paragraphs of the summary. All of these spaces are included in formatting styles.*

## **1. Introduction (Times New Roman 14 pt bold, Style: Heading 1)**

Paper should include a short introduction to the subject. This paper gives the guidelines to write a paper for the ninth Nordic Symposium on Building Physics.

Authors, who are entirely responsible for the formatting of their papers, should follow these instructions carefully. Authors are also responsible for the language in their papers. Papers and oral presentations in the symposium should be written in correct British or U.S. English. In addition, papers should not include any kind of commercialism.

At first papers are uploaded in pdf format to ease the review process. The final versions of the papers, which are revised and formatted on the basis of the reviewers' comments, should be uploaded in Microsoft Word (doc/ docx) format. Nevertheless, the editors are not expected to do any reformatting to the final papers.

## **2. First level heading (Times New Roman 14 pt bold, Style: Heading 1)**

Start writing body text here (Times New Roman 11 pt, Style: Body Text). Papers must be written on A4 size paper (21 × 29.7 cm). The left, right and top margins should be 2.5 cm and the bottom margin 4 cm. The maximum length of paper is 8 pages (including figures, tables, references, appendices etc.), when it is written according to these instructions.

Between the paragraphs of body text and after each heading there should be a space of 6 pt. Space before each level heading should be 12 pt. These spaces are included in the formatting styles. The maximum number of heading levels is limited to three.

When text, figures and tables are added, their size and format should be selected so that they are readable also, when the paper is printed in black-and-white and in B5 size (17.6 × 25 cm). In the printed proceedings size is reduced to approximately 85% of the original A4 size.

Use only one column and align text to the left. Use single line spacing. Do not indent the first line of paragraphs. Do not use justification (text aligned to both sides) or hyphenation and do not change the font. If you need to emphasize parts of the text, use italic style (not underlining or bold). Do not add page numbers or headers and footers, they will be added later.

**2.1 Second level heading (Times New Roman 11 pt bold, Style: Heading 2)**

Start writing body text here.

*2.1.1 Third level heading (Times New Roman 11 pt italic, Style: Heading 3)*

Start writing body text here.

*2.1.2 Figures and tables*

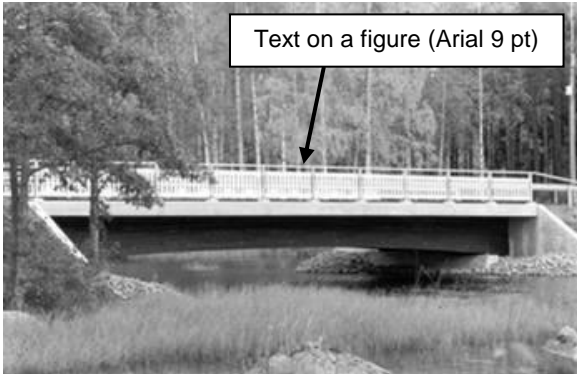
Figures and tables should be numbered consecutively. Add figure number and caption below each figure, and table number and caption above each table. Figure and table captions should be aligned to the left and the font should be Times New Roman 11 pt italic (Styles: Figure Caption/ Table Caption).

Spacing between body text and caption should be 9 pt and between caption and table or figure 3 pt. These spaces are included in the Caption styles. In tables should be used Times New Roman 11 pt, and in text, which is inside/ inserted on figures Arial 9 pt. Use only horizontal lines as table borders, like presented below.

*TABLE 1. Table caption (Times New Roman 11 pt italic, Style: Table Caption)*

| Column title in a table<br>(Times New Roman 11 pt, Style: Table Text) | Column title in a table | Column title in a table |
|---|-------------------------|-------------------------|
| Text in a table (Times New Roman 11 pt)                               | Text in a table         | Text in a table         |
| Text in a table (Style: Table Text)                                   | Text in a table         | Text in a table         |

Leave an empty line of 6 pt (Style: 6 pt Line) after each table. Figures and tables should be in the same line with the text, aligned to the left. The full width of the column must be reserved for figure or table. Single figures should not be embedded to body text.



*FIG 1. Figure caption (Times New Roman 11 pt italic, Style: Figure Caption)*

Figures in the paper can be coloured, but in the proceedings they will be printed in black-and-white. This should be taken into account in choosing the pictures and in chart formatting. In addition, the colours of figures should not be referred to in the text. The resolution should be  $150 \times 150$  dpi for photographs and  $300 \times 300$  dpi for drawings, which are inserted as pictures. Figures should be clear also when paper is printed in pdf format.

### 2.1.3 Units

All measuring units should be expressed according to the SI system.

### 2.1.4 Equations

Equations in paper should be typed using Times New Roman 11 pt italic (Style: Equations) and numbered consecutively as below. Equations should be indented by 1.5 cm from the left margin and equation numbers by 1.5 cm from the right margin. If the presented quantities are not expressed earlier in the text, they should be explained right after the equation (Style: Expressions).

$$v = \frac{M_w p_v}{RT} \quad (1)$$

Where  $M_w$  molar mass of water, 18.02 kg/kmol (Styles: Expressions/ Expressions + Italic)  
 $p_v$  partial pressure difference of water vapour (Pa)  
 $R$  molar gas constant, 8314.3 J/(mol·K)  
 $T$  temperature (K)

### 2.1.5 Lists

In lists, bullets are indented by 0.5 cm and text by 1 cm from the left margin. As bullets are recommended to use solid spheres as follows:

- text (Style: Bulleted List)
- text
- text

Lists may also be numbered as follows:

1. text (Style: Numbered List)
2. text
3. text

### 2.1.6 Footnotes and endnotes

Footnotes and endnotes should not be used.

## 3. Conclusions

Summarise the main observations and research results without repeating previously written text. Try also to present concrete advices for companies and researchers in the construction field, on how they can take into account and apply your results.

## 4. Acknowledgements

The last first level heading should be Acknowledgements. It is appropriate to acknowledge the study participants for their time and contribution. Acknowledgments should be kept short and those should focus solely on the parties of the project. These can be for example financiers, researchers, study committees and so on.

## **References (Times New Roman 14 pt bold, Style: References Heading)**

References title is unnumbered. References in text are indicated using the name-year (Harvard) system, expressing writer(s) name and/ or publishing year in parentheses as follows:

...according to the presented theory (Weber 2001)...

...Weber (2001) has stated that according to the presented theory...

The order of fields in the reference list is: authors, year, (paper title,) publication title, (volume number, publication editors, publisher, town and country of the publisher,) page area/ total pages. Do not list any reference, which is not referred to in your text. References should be listed in alphabetic order as follows using the Reference List style:

Nevander L.E. & Elmarsson B. 1994. Fuktteknik, Praktik och teori. 2nd ed. Stockholm, AB Svensk Byggtjänst och författarna. 538 p. (Times new Roman 11 pt, Style: Reference List)

SFS-EN 13829. 2000. Thermal performance of buildings. Determination of air permeability of buildings. Fan pressurization method (ISO 9972:1996, modified). Finnish Standards Association SFS.