Paper Preparation Guide and Submission Instructions for Building Simulation 2027 Conference

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Abstract

This document explains how to prepare a paper for submission to the Building Simulation 2027 Conference. It also includes the instructions for submission and some other information. The same guide comes as an MS-Word and an InDesign template; all three produce the same layout.

Key Innovations

- Key innovations section added
- Practical implications section added

Practical Implications

This updated template allows practitioners to quickly grasp the practical implications of any paper. Use it and share your work to a broader audience!

Introduction

The paper should be prepared in A4 size, portrait oriented, with 25 mm margins at top and bottom, and 20 mm margins at left and right. Use font type Times (Times New Roman) for the entire document with different style at different part of the paper, as explained later. The **maximum number of pages is 8**. Eight pages is a hard limit: there is no option to buy additional pages, and a longer paper will be sent back. Practice papers use the same template and are limited to 4 pages. If you want to fit more into those eight pages, the LaTeX and InDesign templates give you more control over the typesetting than Word does, within the same layout. Please **do not** add page numbers, headers or footers.

Note specifically for LaTeX: keep everything between the layout markers in the preamble as it is and use the commands of this template for every part of the paper. Margins, column widths, spacing and type sizes are the same for every paper in these proceedings, and a paper that arrives with a layout of its own goes back to its authors. Compile with pdfLaTeX and biber, which Overleaf does on its own. Put your references into `references.bib` and cite them with `\textcite` and `\autocite`.

The paper includes 2 sections (top section and main body) and different parts. Mandatory (in bold) and optional (recommended but not limited to) parts are:

Top section

- **Title**
- **Authors**
- **Authors' affiliations**

Main body

- **Abstract**
- **Key innovations**
- **Practical implications**
- **Introduction**
- Methods
- Results
- Discussion
- **Conclusion**
- Acknowledgments
- AI notice
- Nomenclature
- **References**

Optional parts can be replaced according to the needs but the order should be preserved.

Second level paragraphs are acceptable. Lower level paragraphs are discouraged.

Do not leave empty lines between titles, paragraphs and figures in the main body. Use paragraph spacing above and below titles and paragraphs as specified in the following.

Parts of the paper: top section

The top section of the first page of the paper is used for the title of the paper, list of authors, and authors' affiliation. It is in single column format with lines of exactly 14 points spacing, and takes as many lines as it needs.

Title, authors, and authors' affiliations

Titles should be in bold font size 12 points. Do not use more than 2 lines for the title, and try to limit it to ten words. Write the title in title case. A subtitle, if any, follows the title after a colon and is in sentence case.

Authors, authors' affiliations, and other information should be in font size 12 points. In case of more than one affiliation, reference superscripts after the author's names and before the corresponding affiliation will be added.

Mark the corresponding author with an asterisk and give their e-mail address in a line of its own below the affiliations, as in the example above.

Main body

After the top section, the rest of the document is in two-column format, with a space between the two columns of 8 mm. The space between the columns should be centred on the paper. Line spacing is exactly 12 points for the body text; headings, tables and figures have their own spacing.

The main text should be typed in 10 point font, justified, with 3 points spacing below each paragraph.

The headings of each section should use font size of 12 point, capitalized, with 3 and 3 points spacing above and below (`\section*`). The headings of the subsection should use 10 points size and bold style, with 3 points spacing below (`\subsection*`). Left alignment is used for headings. Both the sections and subsections should not be numbered.

Abstract

The abstract of the paper should be about 100 words.

Abstracts must clearly identify (i) what is the current state of the art, (ii) what are its deficiencies, (iii) what methods have been applied, (iv) what are the results, and (v) what is the lasting contribution of the submission.

Key innovations

In 1–5 bullet points, clearly highlight where this paper moves beyond the state of the art.

Practical implications

The practical implications section should be about 20–50 words.

Capture succinctly what a simulation practitioner should take away from your paper: always do . . . ; avoid . . . ; consider x and beware of y in case of . . .

Figures and Tables

Figures and Tables are preferably included in the text where they are discussed rather than at the end of the paper. A centred alignment with 3 and 3 points spacing above and below is required.

Both figures and tables must have a number and caption. Every figure and every table must be referred to in the text. Figure 1 (refer this way to a figure in the text, do not use Fig. 1 or figure 1) is an example of a graph in the text. Captions always follow the figure in italic font size 10 points, and centred, with 3 and 3 points spacing above and below.

If figures authorship does not belong to one of the authors, authors are required to ask to the copyright owner the permission to use that material and to provide a proof that the permission has been accorded.

Colour images are welcome.

Resolution matters more than file size. A raster image has to carry at least 300 dots per inch at the size at which it appears in the paper. One column is 81 mm wide, so a figure filling a column needs about 960 pixels across; a figure spanning the full text width of 170 mm needs about 2000. A screenshot pasted at screen resolution carries roughly 72 dpi and will look soft in print, however crisp it looks on your monitor.

Drawings, plots and diagrams should be inserted as vector graphics rather than as images of pixels. They stay sharp at any size, and they are usually smaller than the same figure saved as a raster image. Photographs are the exception and belong in a raster format.

A figure may span both columns where the content demands it, as Figure 2 does; use `figure*` for that and place it at the top or the bottom of a page. A figure taking a whole page is acceptable only where it genuinely needs the room, for instance a set of sub-figures labelled (a) to (e); such a page belongs at the end of the paper.

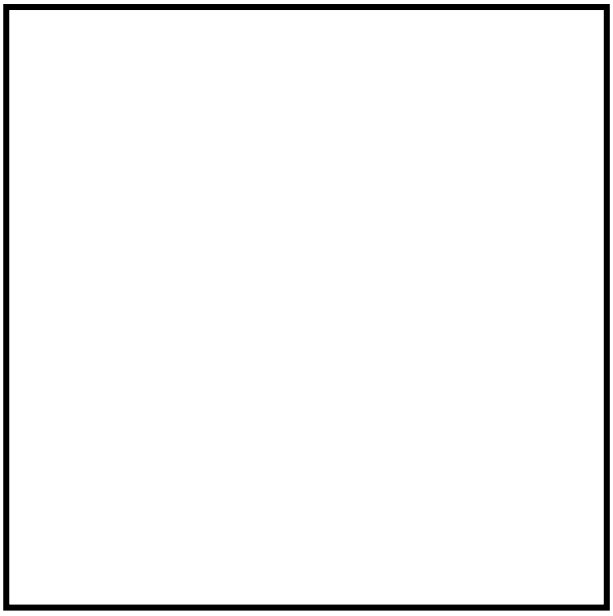


Figure 1: Example of a figure in the text.

Table 1 shows an example of a table, where the caption should be on the top of the table, with the same format as figure captions. Text in tables can be in font size of 9 points and centred, with no spacing above and below.

Table 1: Example of a table.

Heading 1	**Heading 2**	**Heading 3**
Entry 1	Entry 2	Entry 3

Oversized figures and tables may be included in the text. However, authors may arrange the layout properly so that it appears at the top or the bottom of the page, or preferably on a separate page at the end of the paper.

Equations and units

Each significant equation or formula should be displayed on a separate line. Centre equations and place consecutive equation numbers flush right in parentheses. For example,

$$a^2 + b^2 = c^2. \tag{1}$$

Mathematical symbols should be clear and avoid ambiguities. Keep using font size 10 points. Symbols representing physical quantities (or variables) are italic. Symbols representing units, operators, labels and numbers, are regular (upright).

Equations should be referenced in the text by their number (1). A brief description of the symbols used in your paper should be added in a nomenclature section at the end of the text or inline with the text where the symbols are first used.

SI units of measurement are mandatory. If other units are mentioned, always provide their equivalent value according to SI.

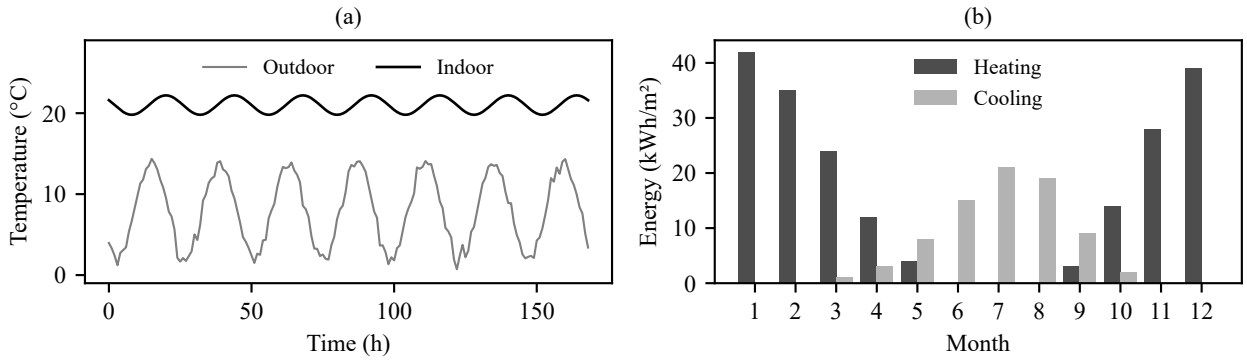


Figure 2: Example of a figure spanning both columns, placed at the top of the page.

SI notation must be adopted as regards symbols, prefixes and other writing rules. In particular comma as a decimal separator is preferred to the point (which is anyhow allowed if used consistently throughout the manuscript). If needed, only blank spaces are allowed as thousand separators.

AI notice

If you used generative AI while preparing the paper, say so in a section headed AI Notice. Name each tool with its exact model and version, such as GPT-5.2 Sol or Claude Opus 5.5 rather than just ChatGPT, and say what you used it for: language editing, translation, code, figures, data analysis, literature search. The authors remain responsible for every statement in the paper, whoever or whatever wrote it. If you used no AI, leave the section out. The AI Notice goes after the acknowledgements and before the references. Do not add author biographies after the references.

References

All publications cited in the text should be listed at the end of the Main body in a References section, in alphabetical order of the family name of the first author. From the second line on, each entry should be indented by 5 mm. Entries are left-aligned, so that DOIs and URLs do not stretch the lines, with 3 points spacing between entries. References follow the Chicago Manual of Style, 18th edition, author-date system. The Citation Quick Guide on chicagomanualofstyle.org (tab Author-Date) has examples for the common kinds of sources. This template typesets them with the package biblatex-chicago; you only fill `references.bib`. The reference list at the end of this document shows a journal article, a conference paper, an edited book, a chapter in a book and a standard.

In the main text, refer to a reference using author-year style such as Clarke (2015) or Chu and Majumdar (2012). When the reference is not a part of the sentence, use the author-year style in brackets (Clarke 2015; Chu and Majumdar 2012). The other examples are cited here so that they appear in the list (Monari and Strachan 2014; Hensen and Lamberts 2011; Mahdavi 2011; International Organization for Standardization 2017).

Bulleted and numbered lists

Numbered and bulleted lists must be justified, with no indentation, and 5 mm hanging. Use `itemize` and `enumerate`; the template sets the indentation.

Submission instruction

1. To enable the blind review process, the paper submitted for review carries no names and no affiliations, which are requested only for the final version. It also carries no tracked changes or comments.
2. Submit a single PDF file, both for review and for the final version. We do not accept sources, that is .docx, LaTeX or InDesign files, and no .zip files.
3. The final version, submitted after acceptance, includes names and affiliations and addresses the reviewers' comments.
4. Papers must be maximum 8 pages long, practice papers maximum 4 pages. Longer papers will be sent back.
5. You can use any file name, but please do not use special characters, umlaute, etc.
6. The maximum file size is 10 MB, but please use vector graphics where possible to reduce your file size.
7. If your paper has not met all the requirements for submission, your file **will not be processed for review and you will be requested to resubmit**. If everything is in order, the paper will be up-loaded to the review area of the conference website.

Conclusion

This paper has shown how to prepare a paper for submission to Building Simulation 2027 Conference. Good luck with your paper.

Acknowledgement

This document is a summary of various documents from previous Building Simulation Conferences.

AI Notice

The authors used ChatGPT with GPT-5.2 Sol (OpenAI) to edit the language of the introduction and the discussion, and Claude Code with Claude Opus 5.5 (Anthropic) while writing the post-processing scripts. All output was checked by the authors, who take full responsibility for the

content. Leave this section out if no AI was used.

References

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