[[1]](#footnote-1)\*

Abstract

The abstract text is placed here. The abstract should be no longer than 180 words. It should state clearly the objective of the work, give a concise and factual description of the contents, and present the important conclusions.

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*Keywords: Type your keywords here, separated by semicolons ;*

This template should be used to prepare conference papers for the 14th IEA Heat Pump Conference. Instructions and guidelines for manuscript preparation are provided below. Please replace this with the text of your manuscript.

Conference manuscripts must be in English and created in Microsoft Word using this template. To aid in formatting, “styles” have been created for the various parts of the manuscript. Please use these styles when preparing the manuscript. In general, the text of the manuscript shall be Times New Roman, 10-pt (using the “Els-body-text” style). The full paper must not exceed 12 pages and 10MB. Each manuscript may contain a maximum of 10 figures (figures include graphs, photographs, charts, or drawings). Authors are responsible for making their contributions clear, concise, and accurate.

**Manuscripts of a commercial nature, being irrelevant to heat pumps and having already been published will be rejected and will not be authorized for presentation.** The process of validation and acceptance and/or rejection of papers shall be under the authority of a Program Committee, which will not be held responsible for any errors appearing in the final text. Authors assume sole responsibility for their manuscript, both for its form and its substance, and are invited to check their manuscripts thoroughly before submittal.

At least one author/presenter is required to attend the 14th IEA Heat Pump conference to make a presentation at the conference.

1. Manuscript Structure

Manuscripts must be submitted in Microsoft Word format only and should be formatted for direct printing. Figures and tables should be embedded directly in the document and not supplied separately. Please avoid special fonts that may cause problems during processing. Also, it is strongly advised to use the ‘spellchecker’ function of MS Word to avoid spelling errors.

The following outline is suggested when preparing manuscripts:

* Title
* Authors
* Affiliations
* Abstract, Keywords
* Main text (including figures and tables)
* Acknowledgements
* References
* Appendix.

Collate acknowledgements in a separate section at the end of the article and do not include them on the title page, as a footnote to the title or otherwise.

The main body text should use the “Els-body-text” style. Bulleted lists may be included using the “Els-bulletlist” style:

* First point
* Second point
* And so on

Ensure that you return to the “Els-body-text” style when you have completed your bulleted list.

Do not alter the formatting and style layouts which have been created in this template document. All the required styles are provided in this document with the appropriate name supplied, and styles which may be commonly used in the manuscript include the following:

* Els-1storder-head: 1st order section heading style with automatic numbering
* Els-2ndorder-head: 2nd order section heading style with automatic numbering
* Els-3rdorder-head: 3rd order section heading style with automatic numbering
* Els-4thorder-head: 4th order section heading style with automatic numbering
* Els-Abstract-text: Text style for abstract
* Els-body-text: Text style for main body of manuscript
* Els-bulletlist: Text style for bullet lists
* Els-equation: Text style for equations
* Els-figure-caption: Text style for figure captions
* Els-keywords: Text style for keywords
* Els-reference: Text style for references
* Els-table-caption: Text style for table caption
* Els-table-text: Text style for table text
  1. Section headings

Use the section heading styles noted above. The section heading styles will automatically number the sections, and include the appropriate text formatting, line spacing and justification. The 1st level section headings should be first letter capitalized and numbered consecutively, starting with the Introduction. Sub-section headings should be in capital and lower-case italic letters.

* 1. References

References should be added at the end of the paper, and its corresponding citation will be added in the order of their appearance in the text. Authors should ensure that every reference in the text appears in the list of references and vice versa. Indicate references by [1], [2-3] in the text. The actual authors can be referred to, but the reference citation(s) must always be given. Some examples of how your references should be listed are given at the end of this template in the ‘References’ section, which will allow you to assemble your reference list according to the correct format and font size.

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Introduce tables before inserting them and do so consecutively. Number the tables consecutively (Table 1, Table 2, Table 3, etc.) throughout. Use the “Els-table-text” style for the table text (8-point Times New Roman font) and the “Els-table-caption” style for the table caption. The table caption appears centered above the table.

Only horizontal lines should be used within a table, to distinguish the column headings from the body of the table, and immediately above and below the table. Tables must be embedded into the text and not supplied separately. Table 1 below is an example which authors may find useful.

Table 1. An example of a table

|  |  |  |
| --- | --- | --- |
| An example of a column heading | Column A (*t*) | Column B (*T*) |
| And an entry | 1 | 2 |
| And another entry | 3 | 4 |
| And another entry | 5 | 6 |

* 1. Figures

All figures, graphs, maps, or other non-text material must be embedded into the manuscript and not supplied separately. Figures must be clean, clear, and sharply defined, computer-generated art. Lettering and symbols should be clearly defined either in the figure caption or in a legend provided as part of the figure. Introduce figures before inserting them and do so consecutively. Number the figures consecutively (Figure 1, Figure 2, Figure 3, etc.) throughout. Use the “Els-figure-caption” style for the figure caption. The figure caption appears centered below the figure. Figure 1 below is an example which authors may find useful.

Text

Description automatically generated

Fig. 1. Logo for the 14th IEA Heat Pump Conference.

* 1. Equations

Equations and formulae should be typed and numbered consecutively with Arabic numerals in parentheses on the right-hand side of the page (if referred to explicitly in the text). Use the “Els-equation” style to position the equation and equation number. Formulas can be written with the Equation editor found in Microsoft Word under the “Insert” menu.

(1)

* 1. Other considerations
     1. Units of measurement

Use the International System of units (SI).

* + 1. Nomenclature

Use a nomenclature section when equations are used extensively. If five or fewer equations are used, the nomenclature may follow each equation.

* + 1. Acronyms

When using acronyms, spell the acronym out at its first mention and place the acronym in parenthesis. After that, use the acronym alone.

1. Copyright

By submittal of his or her full paper to the International Energy Agency for the 14th Heat Pump Conference, the author(s) assumes full responsibility for ensuring that his or her paper does not infringe on another party’s intellectual property rights, which include copyright and agree that the paper has not previously been submitted for publication elsewhere. Furthermore, the author, by submittal of his or her conference paper to the conference, grants publishing rights of that paper to the Agency for the 14th Heat Pump Conference, which may:

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2. Copy and distribute the paper in its entirety in print and electronic form, and
3. Copy and distribute excerpts from the paper.

Acknowledgements

These and the Reference headings are in bold but have no numbers. Text below continues as normal.

References

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   *E-mail address:* . [↑](#footnote-ref-1)