Paper Preparation Guide and Submission Instructions for International Retrofit Conference 2025

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Jane Doe1, Richard Roe2, John Stiles2

1Institution 1, City 1, Country 1

2Institution 2, City 2, Country 2

*(The names and affiliations SHOULD NOT be included in the draft submitted for review)*

*(leave blank up to line 10 – remove line numbering from final version)*

# Abstract

This document explains how to prepare an abstract and full paper for submission to the International Retrofit Conference 2025. It also includes the instructions for submission and some other information. This file can also be used as a template if you are using MS-Word. In this case you can use the preselected styles in the Style Gallery to format the document. The abstract of the paper should be about **200 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. Please use file name format **1stauthorsurname-papertitle.docx**, please do not use special characters, umlaute, etc.

# Highlights

In 3-5 bullet points, with short and precise sentences, highlight where this paper moves beyond the state of the art and what a retrofit practitioner should take away from your work: always do A; avoid B; consider C and beware of D in case of E.

* Extended bullet points in place of the keywords
* Lay emphasis on your novel methods and results
* Reach a wider audience with practical implications
* Three to five. Keep it short and precise

# Introduction

Abstract submission requires **only**;

* **Title**
* **Authors**
* **Authors’ affiliations**
* **Abstract**
* **Highlights**

Full paper submission 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 Calibri for the entire document with different style at different part of the paper, as explained later. The **maximum number of pages is 6**. Please **do not** add page numbers, headers or footers.

Full paper submission requires:

* **Title**
* **Authors**
* **Authors’ affiliations**
* **Abstract**
* **Highlights**
* **Introduction**
* **Methods**
* **Results**
* **Discussion**
* **Conclusion**
* **Acknowledgements**
* **Nomenclature**
* **References**

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.

In case you use MS-Word, you can refer to the predefined styles in the gallery included in this template (in alphabetical order):

* Authors
* Captions
* Equation
* Figure
* List (bulleted)
* List (numbered)
* Heading 1
* Heading 2
* Normal
* Reference
* Tables
* Title

# 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, authors’ affiliation, abstract and highlights. This section always consists of 10 lines of exactly 14 points spacing, in single column format.

## Title, authors, and authors’ affiliations

Titles (*select* *Title style*) 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.

Authors (*select* *Authors style*), 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.

Authors’ affiliations (*always in Authors style*), can include contact (e-mails, telephone numbers, postal address, etc.) and other information. However, the 10 lines limitation applies. If you need less than 10 lines for all the information, please leave the remaining lines blank.

# 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.

The main text should be typed in 10 point font, justified, with 3 points spacing below each paragraph (*select Normal style*).

The headings of each section should use font size of 12 point, capitalized, with 3 and 3 points spacing above and below (*select Heading 1 style*). The headings of the subsection should use 10 points size and bold style, with 3 points spacing below (*select Heading 2 style*). Left alignment is used for headings. Both the sections and subsections **should not** be numbered.

## Figures and Tables

Figures and Tables are preferably included in the text where they are discussed rather than at the end of the paper. In the case of figures, select the “In line with text” from the layout options if you use MS-Word. A centred alignment with 3 and 3 points spacing above and below is required (*select Figure style*).

Both figures and tables must have a number and caption. 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 (*use Captions style*) 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.



Figure 1: A gentle reminder.

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 (*use Tables style*).

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. Figure 2 is an example of an oversized figure.

## 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 (1)

If you use MS-Word, use the Equation style and use tabs to position equations and equation numbers correctly.

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.

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.

## 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. Justified alignment with 3 and 3 points spacing above and below each paragraph must be used (*select Reference style*). Examples of reference style are reported in the reference section below for journals, conference proceedings, books and technical standards.

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).

## Bulleted and numbered lists

Numbered and bulleted lists must be justified, with no indentation, and 5 mm hanging. You may use List (bulleted) or List (Numbered) styles in MS-Word.

# If you use MS-Word

You can use the .docx document as a template if you use MS-Word. Please use the style for each section as has been defined in the template. You can either use the template, rename it, and cut-and-paste your paper from other document(s) into the template, or you can use your document, open style organizer (Alt+F8 to open the Macros window then click the Organizer button for the Style tab), delete all your styles and import the styles from the template.

If you use the template, do not forget to disable the line number on the Top section of the first page before you submit the paper and cancel instructions comments (*in brackets and italic fonts*).

# Submission instruction

1. To enable the blind review process please do not include your name, affiliation and acknowledgement on the **abstract and draft** submitted for review. This information will be requested in the final submission.
2. Please convert your entire document to PDF format. An additional doc/latex version of the manuscript should be added as well. If you are using LaTeX, a single .zip file including all .tex, .bib and image files of your contribution shall be uploaded (must be compilable).
3. Papers must be a **maximum of 6 pages long**.
4. Please use file name format **1stauthorsurname-papertitle.docx**, please do not use special characters, umlaute, etc.
5. The maximum file size is 10 MB, but please use vector graphics where possible to reduce your file size.
6. 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 uploaded to the review area of the conference website.

# Conclusion

This paper has shown how to prepare a paper for submission to the International Retrofit Conference 2025. Good luck with your paper.

# Acknowledgement

This section, if included, appears right after the main body of the text and is headed “Acknowledgments.” This section includes acknowledgements of help received from associates and colleagues, credits to sponsoring agencies, financial support, and permission to publish.

# References

(*Examples for journal papers reference style*)

Chu, S. and A. Majumdar (2012). Opportunities and challenges for a sustainable energy future. *Nature 488*, 294–303.

AuthorFamilyName, AuthorNameInitials. (year). Title. *Journal Volume(Issue)*, StartPage-EndPage.

(*Examples for conference papers*)

Perraudeau, M. (2018) Luminance models. *National Lighting Conference*. Cambridge, UK, March 27-30.

AuthorFamilyName, AuthorNameInitials. (year). Title. *Proceedings from ConferenceName*. City (Country), Dates.

(*examples for books and chapters in books*)

Swan, W., Fitton, R., Duran, O. A. (2025). *Concepts, Methodologies and Technologies for Domestic Retrofit*. IET the Institution of Energy and Technology. London (UK).

AuthorFamilyName, AuthorNameInitials. (year). *BookTitle.* PublishingHouse. City (Country).

AuthorFamilyName, AuthorNameInitials. (year). ChapterTitle. In AuthorFamilyName, AuthorNameInitials. *BookTitle.* PublishingHouse. City (Country).

(*Examples for technical standards*)

International Organization for Standardisation (2017). *Energy performance of buildings -- Sensible and latent heat loads and internal temperatures -- Part 1: Generic calculation procedures (ISO 52017-1)*.

OrganizationName (year). Title.