

IGSHPA Research Paper Instructions

VERSION July 12, 2017

A paper template in Word is available separately. The paper template provides the following styles, which should cover almost every situation:

01. Paper Title
02. Author Name
04. Abstract Heading
05. Abstract Body
06. Body [Main Text]
07. Body Space Above [Apply to main text after numbered list.]
08. Body Space Below [Apply to main text before numbered list.]
09. Body after Table [Apply to main text after table.]
10. Level 1 heading
11. Level 2 heading
12. Figure Format
13. Figure caption
14. Table Heading
15. Table Title
16. Table Text
17. Nomenclature
18. References
19. Equation
20. Author Note [First page footer]

Please use these styles in your paper. Other instructions are as follows:

1. Papers are limited to eight pages, except that references may extend beyond the 8th page. Nothing else may appear on pages beyond the 8th page.
2. Please don't add page numbers; we'll assign those before publication.
3. The abstract that appears in the paper should be fairly short – about 200 words or less.
4. Units. Papers may be published in SI units or American customary units (IP – inch-pound). We recommend but do not require that authors provide dual units where it would improve understanding of your work for readers that are only really familiar with one set of units.

5. Level 3 headings are simply bold text at the beginning of the paragraph.
6. Author information appears in the footer at the bottom of the first page; please include the email address for one of the authors.
7. Use the author-date system for citations. Citations are in the form:
 - a. For one author: Smith (2002) or (Smith 2002)
 - b. For two authors: Jones and Smith (1999) or (Jones and Smith 1999)
 - c. For more than two authors: Jones, et al. (2005) or (Jones, et al. 2005)

The form depends on whether you are referring directly to the author(s), e.g. "as shown by Smith (2002)" or indirectly, e.g. "One investigation has shown that parametric studies are invaluable. (Jones, et al. 2005)" Finally, if multiple citations are needed at one point, you would separate the individual references by semi-colons, e.g. "Numerous investigations have shown that parametric studies are usually pointless. (Smith 2002; Jones and Smith 1999; Jones, et al. 2005)"

Reference formats should include all necessary information for the reader to find the reference. If the paper or report is freely available online, the URL should be given in addition to the other information. Examples for papers

Journal papers:

Gehlin, S. and G. Hellström. 2003. *Comparison of Four Models for Thermal Response Test Evaluation*. ASHRAE Transactions 109(1): 131-142.

Cui, P., X. Li, Y. Man and Z. Fang. 2011. *Heat transfer analysis of pile geothermal heat exchangers with spiral coils*. Applied Energy 88(11): 4113-4119.

Conference paper:

Spitler, J.D., R. Grundmann and S. Javed. 2016. *Calculation Tool for Effective Borehole Thermal Resistance*. 12th REHVA World Congress – Clima 2016. Aalborg, Denmark. May 22-25.

Thesis available online:

Austin, I., W. A. 1998. *Development of an In Situ System for Measuring Ground Thermal Properties*, MS Thesis, Oklahoma State University. Available online at:
http://www.hvac.okstate.edu/sites/default/files/pubs/theses/MS/01-Austin_thesis.pdf

Book:

Rees, S. J. 2016. *Advances in Ground-Source Heat Pump Systems*. Duxford, UK: Elsevier / Woodhead Publishing.

Book chapter:

Spitler, J.D. and M.S. Mitchell. 2016. *Surface water heat pump systems*. In S.J. Rees *Advances in Ground-Source Heat Pump Systems*. London: Woodhead Publishing.