

## **Title of the paper**

*[use Times or Times New Roman font throughout the paper; all text, except for the title, is 12 pt; title style: Bold 14 pt UPPERCASE] [leave two blank lines following the title line]*

**\* The names and affiliations should not be included in the 1<sup>st</sup> draft submission for blind review.**

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*[leave two blank lines between author affiliations and “abstract”]*

**ABSTRACT** *[major heading style: Bold 12 pt, UPPERCASE]*

An abstract not more than **300 words** in length should be typed here. The abstract should provide a concise synthesis of the entire paper, including the purpose of the study, approach, main findings, and interpretation of their significance. The abstract should be a self-contained statement that summarizes the entire paper. Please do not use references and figures in the abstract.

*[leave one blank line between the abstract and “keywords”]*

### **KEYWORDS**

ASim 2018, Abstract template, Paper instruction

*[select up to five keywords or brief phrases, which describe the contents of your paper. Phrases should not contain more than three words.]*

### **INTRODUCTION**

The paper length is limited to 8 pages (maximum). 4-6 pages are recommended. Please do not add page numbers to document headers and footers. Page numbers will be handled by organizing committee members. The paper should be prepared in A4 size.

*[leave one blank line before major heading]*

### **FONT AND LINE SPACING**

The text of the paper must be in **12 pt Times or 12 pt Times New Roman font**. Use “single spaced” line spacing throughout. As shown in the sample paper, leave a blank

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line before titles, headings and captions and leave a blank line before and after equations. Also, leave a blank line between paragraphs in the text. However, please do not leave a blank line between references.

*[leave one blank line before major heading]*

## **RESULTS**

Files must be in MS Word only and should be formatted for Camera Ready Copy. Figures and tables should be embedded and not supplied separately.

## **SPELLING AND GRAMMAR**

Please check English grammar and spelling carefully before submitting your paper. MS Word permits the selection of the dictionary used. Select <English (U.S.)> or <English (U.K.)>. If you are not accustomed to preparing technical writing in English, it is highly recommended that you obtain editorial assistance with your manuscript before submitting it.

### **Figures and tables**

In general, figures and other illustrations should be used when they are shorter, clearer, or more effective than explanations in words. Avoid tables and figures that duplicate each other or present superfluous data. Tables and figures should be inserted in the text near the place they are first mentioned.

*[leave one blank line between text and a subheading]*

*[leave one blank line between paragraphs throughout]*



*Figure 1. The logo of ASim2018*

*[leave one blank line between a figure and a table]*

**Table 1.** *An example of a table*

<i>Heading</i>	<i>A</i>	<i>B</i>
Entry #1	1	5
Entry #2	2	6
Entry #3	3	7
Entry #4	4	8

*[leave one blank line between a table and the following text]*

### **Equations**

Equations should be numbered at the right margin, as in the example below:

[leave one blank line before an equation]

$$U_i = 1 - \frac{|T_i - T_{set,i}|}{T_{band}} \quad (1)$$

[leave one blank line after an equation]

where  $T_i$  is the measured indoor air temperature, and  $T_{set,i}$  is the reference set-point of indoor air temperature. Define all symbols the first time they are used.

### **Names and units** [keep the subheading with the text next]

The metric system (SI units) should be used. For clarity of communication, other units may be used to supplement SI units, but must be placed in parentheses. Frequently used technical terms may be abbreviated after the first time they are mentioned: e.g., “semi-volatile organic compounds (SVOC) can ...”.

### **COMMERCIALISM**

Commercialism will not be acceptable in the presentation materials, whether oral, poster, or printed paper.

### **DISCUSSION**

The most important findings of the paper should be put into perspective with prior knowledge. Possible sources of error that may affect the interpretation of the results should also be discussed.

### **CONCLUSION AND IMPLICATIONS**

Do not simply repeat results or discussion, but provide some overall comments on the findings and their applicability in other settings or applications. The discussion of implications should tell the reader what the importance of the work is for others including researchers, building designers, owners and operators, or occupants.

### **ACKNOWLEDGEMENTS**

Sources of financial support are mentioned here, if needed.

### **REFERENCES**

Cite the source by enclosing the author's name and the date of the paper in parentheses and inserting this in the text within parentheses. (*NOTE*: there is no comma between name and date). Two authors' names may be included; for three or more, use "et al". For example

... a feeling of thermal comfort is related to air speed (Kimura and Tanabe 1993, Hanzawa et al. 1982). ... of such effect were clearly defined (Fanger 1970); however, ...

If the author's name has just been mentioned, only the date need be inserted within parentheses. For example

... were clearly defined by Fanger (1970); however, ...

If the "author" is an organization, use initials. For example

ASHRAE (1992) has used the work from other people (Fanger 1970, Hanzawa et al. 1982) in its standard....

If web links are used and no author's name and date are available, use (Anon. A, Anon. B) and place those web links on the top of the references. For example

If you want to know more about *Asim2018* conference, please look at their web site (Anon. A) The conference is sponsored by The Hong Kong Polytechnic University (Anon. A)

Do not use blank lines between references. Instead, use a hanging indent of 0.6 cm (0.25 inches), as in the examples below.

Anonymity A <http://www.bse.polyu.edu.hk/ASIM2018/>, last accessed on 27 January 2018.

Anonymity B <http://www.polyu.edu.hk/>, last accessed on 27 January 2018.

ASHRAE. 1992. *ANSI/ASHRAE Standard 55-1992*, Thermal Environmental Conditions for Human Occupancy, Atlanta: American Society of Heating, Refrigerating, and Air-Conditioning Engineers, Inc.

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