



# Authors' Manual

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This is a contextual document. It is not meant to be read straight from beginning to end. Instead, navigate the pages via the **blue** hyperlinks as you would a Web page.

Some pages include key words in **orange**. Mouse over these words to see additional information about a relevant topic.

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**Start**

This manual should not be used when writing for *Science and Technology for the Built Environment*.

Please refer to the Authors' Manual for STBE for guidance when writing for that publication.

This manual should not be used when writing for *ASHRAE Journal*. Please contact the editor for guidance when writing for that publication.

## Before You Begin...

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- to include the paper in a printed compilation of works of the author, such as collected writings or lecture notes; and
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Other uses must be authorized by ASHRAE. Authors should contact [ASHRAE](#) explaining their specific need and identifying the paper and ASHRAE publication in which the paper appeared.

Others wishing to use ASHRAE copyrighted content should visit [ASHRAE's website](#) for more information and to make their request.

## Formatting Figures

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Print

1. Original figures or other artwork should be submitted with the manuscript whenever possible. For information on reprinting a figure from another source, see [Obtaining Permissions](#).
2. Use only 1 point (0.014 in. [0.35 mm]) or thicker lines—smaller lines will not reproduce well.
3. Figures to be reproduced in black and white should use [patterns or shapes](#) to distinguish sections instead of coloring and shading. Figures to be reproduced in color should have [touching colors that differ significantly](#) so that there can be no confusion in understanding the data. (Note that papers are published in color as part of the ASHRAE Winter or Annual Conference Papers download and in black and white in *ASHRAE Transactions*.)
4. Each figure should have a brief legend or [descriptive labels](#), as appropriate. **Any text included in a figure (except the figure caption) should be embedded as part of the image file and not contained in a separate text box that is not part of the image file.**
5. Provide [dual units](#) for all [measurements](#), preferably as two fi
6. All figures must be provided to ASHRAE as individual TIF (preferred) or EPS files in either CMYK mode (for color) or Grayscale mode (for black and white) saved at high resolution (600 dpi or greater) and at least 4 in. (102 mm) size or greater. See [Converting Graphics Created in Excel or Word](#) for instructions on graphic conversion. Figure files should be clearly labeled (i.e., Figure1.tif, Fig2.tif, Fig3-2, etc.). Multiple-part fi such as a fi with [parts](#) (a) and (b), must be submitted as [one fi](#) with all parts included.
7. Every figure must be referenced in the text by name/number, where “Figure” is capitalized (e.g., “...as shown in Figure 2.”).
8. Figures must be numbered consecutively as they appear in the text.
9. Prepare a list of captions for figures and place it at the end of the manuscript (**this applies to papers only; it is not applicable for book projects**).

## Formatting Tables

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Print

1. All **table** titles should be descriptive but concise.
2. Original tables should be submitted with the manuscript whenever possible. For information on reprinting a table from another source, see [Obtaining Permissions](#).
3. Titles appear above the tables, and every major word in the title is capitalized.
4. Number tables consecutively and in the order they are mentioned in the text.
5. Tables used in the manuscript should **not** be **image files** but should be *alterable* tables (such as those created in Word, Excel, Framemaker, InDesign, etc.).
6. Use only 1 point (0.014 in. [0.35 mm]) or thicker lines—smaller lines will not reproduce well.
7. Vertical and horizontal lines should be avoided except to delineate the top and bottom of a table and to separate the heading row from the data, unless lines are otherwise necessary for clarity or organization of the data.
8. Label each column with a heading and include units of measurement and other necessary qualifying information. Units should be set off with a comma (e.g., “Velocity, m/s”).
9. Provide **dual units** for all **measurements**.
10. Every table must be referenced in the text by name/number, where “Table” is capitalized (e.g., “as provided in Table 5”).

## Units of Measurement

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Print

ASHRAE policy requires dual units of measurement—inch-pound (I-P) and International System of Units (SI). You are required to provide dual units when submitting manuscripts; ASHRAE staff will not convert units for you. Some **guidelines** are as follows:

1. The units used in calculating the work being reported shall be listed first with the alternate system of units **following in parentheses**.
2. Always spell out all units when they are used without a number.
3. Do not mix **symbols and names** in the same expression.
4. Do not express **plurals** by adding an “s”
5. Do not use **periods** with units of
  - **EXCEPTION:** in. for inch
6. Leave a **space** between the numerical value and the unit of measurement.
  - **EXCEPTION:** There is no space between number and degree of plane angle or degrees of temperature (45°, 62°F, 20°C) or the number and the percent symbol (5%)
7. “L” is the symbol for liter, not lowercase “ell” or script “ℓ.”
8. “Centi-” is not an acceptable SI prefix and the use of **cm** should be avoided.
9. For currency, include the monetary unit of the country where the research is based followed by the U.S. dollar conversion in parentheses.

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Each significant **equation or formula** should be displayed on a separate line. Center equations and place consecutive equation numbers flush right in parentheses.

**EXAMPLE:**

$$a^2 + b^2 = f^2 \quad (1)$$

where

$a^2$  = apples

$b^2$  = bananas

$f^2$  = fruit salad

If an equation requires more than one line, break it before an **operational sign**, and align the operational signs on the left.

**EXAMPLE:**

$$E = (a + b + c)/(m + n + o) \quad (2)$$
$$\times d + e + f)$$

If two or more displayed equations are grouped together, leave space between the individual equations:

$$a + b = c \quad (3)$$

$$D = f - ab^2 \quad (4)$$

$$mon + rst \quad (5)$$

Spell out the word “equation” and capitalize it in the text when **referring** to specific, numbered equations. In a highly mathematical or theoretical work, consider developing equations in appendices rather than in the body of the manuscript.

**Please note that all equations must be retyped in our pagemaking program—this is one reason we require a hard copy of the manuscript—and therefore should be checked thoroughly by the author at the proofreading stage.**



# ASHRAE Authors' Manual

## Book Publication Process

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Most books are the result of an [ASHRAE research project](#). A subcommittee may be designated to handle the review process of a [committee-sponsored](#) project, using committee members or other persons with expertise in the area of concern.

The ASHRAE submittal, review, and publication process proceeds as follows:

1. The author indicates intent to submit a manuscript to [Special Publications](#) and receives the [Authors' Manual](#).
2. The author prepares the manuscript, including artwork, according to this Authors' Manual and submits the manuscript to [Special Publications](#) (see [Book Submission Guidelines](#)).
3. The cognizant ASHRAE Technical Committee selects qualified reviewers.
4. Reviewers send [reviews and comments](#) to the author.
5. The author revises the manuscript and/or rebuts comments and provides a revised manuscript or rebuttal to the cognizant Technical Committee.
6. Reviewers complete an additional review.
7. The review process continues until the manuscript is accepted or rejected for publication by the cognizant Technical Committee.
8. After the manuscript is approved for publication, the author submits a final [Microsoft® Word](#) file and separate figure files [electronically](#) to Special Publications, and the author is informed of a tentative publication schedule.
9. Special Publications editors edit the manuscript for grammar, punctuation, clarity, and consistency with ASHRAE policies, as well as completeness of parts. It is then put into pages, with the figures and tables incorporated.
10. The editors send a PDF proof to the author, often including queries that require responses from the author. The author [proofreads](#) the manuscript and returns replies to the editors' queries within a mutually agreed upon (hopefully short) timeframe.
11. The book is published and offered for sale in the [ASHRAE Bookstore](#) as both the physical, printed book and a PDF available for download.
12. The author receives a complimentary copy of the published book.

# ASHRAE Authors' Manual

## Paper Publication Process

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Technical Paper and Conference Paper submittal, review, and publication activity is coordinated by the [ASHRAE Conference Program Administrator](#). The papers publication process proceeds as follows:

1. The author indicates intent to submit a paper to the ASHRAE Conference Program Administrator and receives instructions and the [Authors' Manual](#).
2. The author [prepares](#) the paper, including artwork, according to the Authors' Manual and the [Author's Template for Technical Papers](#) or the [Author's Template Conference Papers](#).
3. The author uploads the paper through the applicable website as indicated in the [Technical Papers Submission Requirements](#) and [Conference Papers Submission Requirements](#).
4. The ASHRAE Conference Program Administrator selects qualified reviewers.
5. The reviewers carefully review the paper and submit reviews online.
6. The author receives [reviews and comments](#). The author revises the paper and/or rebuts the comments and uploads a revised paper or rebuttal.
7. The reviewers are notified that a revised paper requires additional review.
8. The review process continues until the paper is accepted or rejected for publication.
9. After the paper is accepted, the author uploads the final paper through the applicable website in the appropriate format as indicated in the [Technical Papers Submission Requirements](#) and [Conference Papers Submission Requirements](#).
10. The accepted paper is scheduled for presentation at an ASHRAE Winter or Annual Conference or a Specialty Conference.
11. ASHRAE staff editors edit and format the Technical Paper and send a PDF to the author, who [proofreads](#) the paper and returns responses to the editors' queries by the supplied deadline, or staff editors scan the Conference Paper for adherence to the [Author's Template for Conference Papers](#) and the author addresses any noted errors and provides a revised PDF by the supplied deadline.
12. After the conference editors may send the author of a Technical Paper [comments and questions](#) generated at an ASHRAE Winter or Annual Conference. The author returns responses to the editors.
13. Conference Papers are published as final PDFs on the ASHRAE Winter or Annual Conference Papers download, Technical Papers are available as preprint PDFs on the ASHRAE Winter or Annual Conference Papers download and published with the questions and comments and authors' responses in *ASHRAE Transactions*, and papers for Specialty Conferences are published as PDFs on flash drives or downloads for the individual conferences.

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The following materials are required for book manuscript **submission**:

1. The complete manuscript in **Microsoft® Word** and the **figures** provided as separate TIF or EPS files saved at **high resolution**. **Tables should be editable and NOT submitted as images**.
2. A laser printout of the complete manuscript including text, tables, and graphics. With the printout, include a cover sheet with the following information:
  - Proposed title of the book
  - Whether the book will include supplemental materials online (Excel spreadsheets, PDFs, Word files, etc.)
  - Sponsoring ASHRAE Technical Committee and/or ASHRAE research project number, as applicable
  - Author names in desired order with (if applicable) ASHRAE membership grade, academic degrees at the **doctoral level**, and professional **certifi** for each author
  - An “About the Authors” **paragraph**
  - Complete contact information for the corresponding author, including mailing address, phone and fax numbers, and email address
  - A paragraph describing the book (to be used on the back of the book, in the bookstore, and in marketing materials)
3. Electronic or printed copies of any permissions granted for reproducing material from other sources (see [Obtaining Permissions](#))
4. The completed [Marketing Questionnaire](#)

See [Document Formatting](#) and [Book Organization](#) for additional requirements.

Manuscripts should be submitted to:

Mark Owen

Editor/Group Manager, ASHRAE Handbook and Special Publications  
1791 Tullie Circle NE, Atlanta, GA 30329 USA

[mowen@ashrae.org](mailto:mowen@ashrae.org)

Telephone: 678-539-1187

[Book Publication Process](#) provides information on how the process will proceed after submission of the manuscript to Special Publications.

# ASHRAE Authors' Manual

## Technical Papers Submission Requirements

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Print

Technical Papers most often report on ASHRAE-sponsored research and unsolicited research in HVAC&R technical areas.

All Technical Papers undergo critical, **double-blind** peer review by three or more competent **specialists** to ensure high quality of content. A paper must be accepted by three reviewers to be approved for an **ASHRAE Winter or Annual Conference**. The Technical Paper review activity is coordinated by the **ASHRAE Conference Program Administrator**, who can be contacted if you have any questions during the paper submission and review process. **File submission is done online via Manuscript Central**. Instructions for uploading files to Manuscript Central are available in the “Instructions & Forms” section of that website.

The Technical Paper submission requirements are as follows:

1. Upload an **Agreement to Publish** form that is signed by every author.
2. Download the **Authors' Template for Technical Papers** for a Microsoft® Word file to use when writing the paper; also see an **example paper**.
3. Typed manuscripts for Technical Papers **must not** exceed 30 double-spaced pages (including references and tables) and can contain a **maximum** of 12 figures. **Dual units of measurement** should be included in the text, tables, and figures. See **Document Formatting** for additional requirements. Upload the paper as a **Microsoft® Word** file for review. Authors should NOT identify themselves in manuscript file to enable reviewers to maintain a blind review.
4. Upload an author's list as a separate Word file that includes the following:
  - The **title** of the paper
  - Author names in desired order, principal author file with (if applicable) ASHRAE membership grade, academic degrees at the **doctoral level**, and professional **certifi** for all authors.
  - An **author note** with job title, affi and **address** for each author.
  - Complete **contact information** for the corresponding author.

Reviews will be done using ASHRAE's online review process, and ASHRAE staff editors will edit and lay out the accepted Technical Paper. (See **Paper Publication Process** for more information.) The corresponding author of the paper will receive a complimentary print copy of the published paper for distribution to all authors.

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## Conference Papers Submission Requirements

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Conference Papers presented at [ASHRAE Winter or Annual Conferences](#) report on research in progress, applications, case studies, and other topics in HVAC&R technical areas. Conference Papers presented at [Specialty Conferences](#) report on specific technical areas within HVAC&R, depending on the conference.

All Conference Papers undergo [single-blind](#) review by two or more reviewers to ensure high quality of content. A paper must be accepted by two reviewers to be approved for a conference. The Conference Paper review activity is coordinated by the [ASHRAE Conference Program Administrator](#), who can be contacted if you have any questions during the paper submission and review process. **File submission is done online via Conference Exchange using the link provided for each individual conference.**

The Conference Paper submission requirements are as follows:

1. Upload an [abstract](#) for review. The abstract must be accepted before the paper can be submitted. When you upload your abstract you will be assigned an ID# for your submission (one ID# for both the abstract and the paper).
2. Upon acceptance of the abstract, submit the paper based off of the accepted abstract.
  - Download the [Authors' Template for Conference Papers](#) for a Microsoft® Word file to use when writing the paper; also see an [example paper](#).
  - Conference Papers must not exceed eight single-spaced pages in length (including references, tables, and figures) and must include an [author note](#) at the bottom of page 1. [Dual units of measurement](#) should be included in the text, tables, and figures. See [Document Formatting](#) for additional requirements. Conference Papers being submitted should be considered “**Final**” by the author. Upload the Conference Paper as a [PDF](#) with your assigned ID# as the file name.
  - **Please note that adherence to the Author's Template and to the requirements set forth in this Authors' Manual are significant factors in determining the acceptance of your Conference Paper.**
3. Upload an [Agreement to Publish](#) form signed by the presenting author.

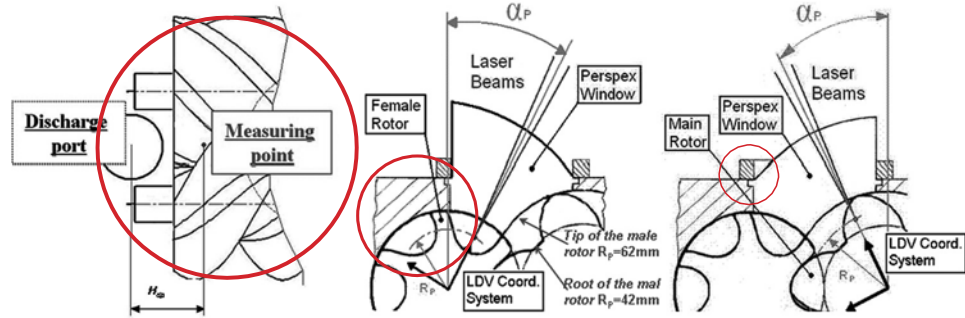
Reviews will be done using ASHRAE's online review process. (See [Paper Publication Process](#) for more information.)

# ASHRAE Authors' Manual

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## Sample Figures

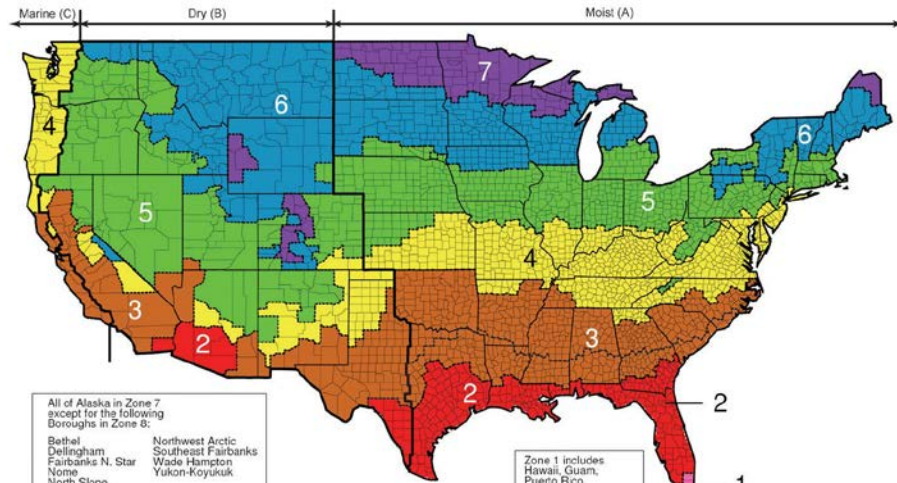
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Sample Table

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Print

**Table 1. Review of the Research on the Two-Phase Heat Transfer at Micro Scale**

Researcher	Working Liquid	Dimension of the Channel	Single/Array of Microchannel(s)	Heat Transfer Coefficient, $W/(cm^2/K)$
Munkejord et al. (2002)	Peopane	63–155 $\mu m$	Array of microchannels	7.1 ~ 8.4
Cuta et al. (1996)	Water	Width: 100~300 $\mu m$ Depth: 1 mm	Array of microchannels	1 ~ 2
Darabi and Ekula (2003)	HFE-7100		Single channel	1.8
Qu and Ma (2002)	Water	About 10 $\mu m$	Single channel	25
Brooks et al. (1999)	Water	Width: 50~200 $\mu m$ Depth: 0.5~3 mm	Array of microchannels	25 $W/cm^2$ (heat flux)
Park and Lee (2003)	Water	150 $\mu m$	Single channel	1.4
Tran et al. (1996)	R-12	2.46 mm	Single channel	0.2 ~ 1
Bao et al. (2000)	R-11	1.95 mm	Single channel	0.7~1.4
Bao et al. (2000)	R-123	1.95 mm	Single channel	0.5~1.4
Lin et al. (2001)	R-141b	1.1 mm	Single channel	0.2~0.6
Lazarek and Black (1982)	R-113	3.1 mm	Single channel	0.7-1.1
Wambsganss et al. (1993)	R-113	2.92 mm	Single channel	0.1~0.5

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### PERFORMANCE EVALUATION FUNCTION

First Level

The performance of any air-conditioning system depends on two factors:

- a. thermal comfort
- b. energy consumption

Second Level

#### Thermal Comfort

The most important variables that influence the condition of thermal comfort are air temperature, water vapor pressure in ambient air, relative air velocity, mean radiant temperature, activity level (heat production in the body), thermal resistance of the clothing, and purity of the air. Fanger (1970) defined a thermal sensation index by considering air temperature, water vapor pressure in ambient air, relative air velocity, mean radiant temperature, activity level, and thermal resistance of the clothing. PMV is the thermal sensation index given by Fanger (1970) and is internationally standardized. It is easy to use PMV when controlling an air-conditioning system because PMV is an index of human thermal sensation with one value for all seasons and is effective for all temperatures that are neither extremely high nor extremely low. PMV ranges from  $-3$  (cold) to  $+3$  (hot). When PMV is zero, then thermal sensation will be neutral, i.e., neither cold nor hot. Broadly speaking, when PMV approaches zero then thermal comfort increases.

The first term on the right-hand side of Equation 14 indicates the mass of moisture in the incoming air, which comes in contact with the evaporator wall, and the mass of moisture in the outgoing air. The humidity of the incoming air is calculated from a psychrometric chart with the help of the second-order curve-fitting method. The multiplying factor,  $(1 - b)$ , corresponds to the bypass factor of the evaporator. The second term amounts to mass of moisture in the incoming air bypassed through the evaporator and the mass of moisture in the outgoing air. The multiplying factor  $b$  corresponds to the bypass factor of the evaporator. The rate of change of specific humidity of supply air when the evaporator wall temperature is more than the dew-point temperature is given by

$$(\rho_a V_d) dW_s / dt = v \rho_a ((1 - \xi) W_3 + \xi W_0 - W_s) . \quad (1)$$

The first two terms on the right-hand side of Equation 15 correspond to absolute or specific humidity of incoming air, and the third term corresponds to outgoing supply air humidity.

**Specific Humidity of Thermal Space.** The rate of change of the specific humidity of the thermal space is given by

Third Level



# ASHRAE Authors' Manual

## Agreement to Publish Notice

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ASHRAE requires that prospective authors sign an Agreement to Publish form that gives ASHRAE the copyright and permits ASHRAE to publish the manuscript, to reprint it, and to offer it in whole or in part for reproduction or translation. ASHRAE must have the author's written permission and assignment of [copyright](#) (for papers) before a manuscript can be processed for publication. For books this is likely covered by a publications contract or a research project agreement; **for papers, authors must complete the [Agreement to Publish form](#) and either mail it to the address or fax it to the number provided on the form or upload it to [Manuscript Central](#) (preferred)**. Authors shall not submit manuscripts that are or will be considered for publication by other organizations or publishers.

It is the author's responsibility to secure and transmit to ASHRAE written permissions for use of proprietary information and/or copyrighted materials appearing in the manuscript prior to its submission. (See [Obtaining Permissions](#).)

ASHRAE requires previously [unpublished papers](#) in all its publications. Prior publication of papers in publications that are indexed or widely available from retrievable sources (including *ASHRAE Journal* and *Science and Technology for the Built Environment*) usually precludes consideration for presentation at Society conferences or for publication in *ASHRAE Transactions*.

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Below are steps for converting files created in Microsoft® Excel or Microsoft® Word into .TIF files. For additional information see [Formatting Figures](#).

1. In Excel, select the chart or graph to be converted. In Word, select the image to be converted. (Please be sure all elements are grouped together before copying.)

*If using Excel 2010 or Word 2010 or newer:*

- From the Home tab, select “Copy.”

*If using Excel 2007 or Word 2007:*

- From the menu options select “Copy.”

*If using an older version of Excel:*

- Hold down the Shift key and from the menu options select “Edit.”
- Choose “Copy Picture” from the drop-down Edit menu.
- Select “As shown when printed,” then “OK.”

*If using an older version of Word:*

- From Word’s menu options, choose “Edit” then “Copy.”

2. Minimize Excel or Word (don’t close it).

3. Open Microsoft® PowerPoint.

*If using PowerPoint 2007 or 2010 or 2013:*

- Delete the two boxes showing on the blank page that opens.
- From the PowerPoint menu options, under the Design tab, for 2007 select “Page Setup” and for 2010 or 2013 select “Slide Size” then “Custom Slide Size.”
- Set the width for 24 in. and the height for 24 in. and choose “OK.”
- From the PowerPoint menu options (under the Home tab for 2010 and 2013), select the drop-down arrow below the “Paste” button and select “Paste Special” then “Picture (Enhanced Metafile).” Please make sure all elements were copied over into PowerPoint.

*If using an older version of PowerPoint:*

- Choose “Blank Presentation,” then “OK.”
- Choose the icon showing a completely blank slide (or page); choose “OK.”
- Under the File menu options, choose “Page Setup.”
- In Page Setup, set width at 36 in. and height at 24 in. for landscape layout and set width at 24 in. and height at 36 in. for portrait layout. Choose “OK.”
- From the PowerPoint menu options, choose “Edit, Paste Special.”
- Choose “Picture (Enhanced Metafile).”

4. Select the image you pasted into PowerPoint. Small squares will appear on all four corners. These are handles. Use one of the corner handles to stretch the image to fill the page, but **be sure to hold down the shift key as you stretch the handle so that the image proportions will remain intact**. Do not stretch the image off the page.

5. Under the File menu option, choose “Save As.” If using PowerPoint 2013, choose “Browse” and navigate to the desired location for saving the file.

6. In the Save As dialog window, choose “TIFF Tag Image File Format (\*.tif)” from the Save As Type drop-down list. Give the file a name and click “Save.” PowerPoint will ask which slides you want to export; choose “Just This One.”

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**Manuscripts** should be double-spaced and in a single-column **format** on 8 1/2 by 11 in. (126 by 279 mm) or A4 sheets, with 1 in. (25 mm) margins.

Authors may submit artwork or suggestions for cover design, but final cover designs are at the discretion of ASHRAE.

**Title Page.** Includes the proposed **title** of the book, the research project number if applicable, the number of the cognizant ASHRAE Technical Committee if applicable, and the author names in desired order.

**Table of Contents (TOC).** Lists any **front matter** and each chapter in order.

**Foreword.** Optional; usually written by someone other than the author.

**Preface.** The preface is the author's statement about the work. It may include general background information, such as reasons for undertaking the work, the **origins** of the book (not the subject matter), and the method of research (if it has some bearing on readers' understanding).

**Acknowledgments.** The section may **acknowledge** special assistance, including sources of financial aid, as well as the help of ASHRAE Technical Committees, individuals, or other groups.

**Introduction.** This section should contain an overview of the book. The definition of the problem should be set in the appropriate framework for the solution that will follow in the main body of the text.

**Chapters.** Most books are organized in chapters, which should have short, descriptive titles. The **material** should be presented in a logical order that is easy to follow, keeping the prospective audience in mind. Authors may use sections with appropriate **subheadings** within chapters.

Reports of experiments should include an estimate of uncertainty and an error analysis. Any **results** described should include qualified limits to the accuracy of tests and calculations, and other problems.

There should be a **conclusion** to the book, which should list conclusions and summarize the significance of the work as clearly and concisely as possible.

**Nomenclature.** When equations are used extensively, the author should consider having a special **nomenclature** section.

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**Appendices.** **Appendices** may include supporting data, sample calculations, derivations of complicated mathematical equations, detailed descriptions of apparatus, and a glossary of terms.

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1. Placement of research equipment and walls anywhere in the laboratory without major modification
2. Minimal energy consumption

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... are the following:

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- relative future cost of gas and electric energy, and
- relative amounts of heating and cooling loads.

Separate items in a list within text using numbers in parentheses.

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#### Journal

Veronica, D.A. 2010. Detecting cooling coil fouling automatically—Part 2: Results using a multilayer perceptron. *HVAC&R Research* 16(5):599–616.

#### Standard

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Chen, Q., and Z. Jiang. 1992. Significant questions in predicting room air motion. *ASHRAE Transactions* 98(1):929–39.

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#### Personal Communication

Zimm, C.B., V.K. Pecharsky, K.A. Gschneidner, Jr., S.A. Nikitin, and A.M. Tishin, with Astronautics Inc., Madison, WI. Telephone conversation with the author, April 17, 2006.



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