



# Guidelines for article submission for inclusion in the IEA Heat Pump Centre Magazine

## ***Author Guidelines***

*All authors are urged to follow these guidelines and the article template closely. If the article does not follow these guidelines they will be returned to the author for correction.*

## **Submission of articles for inclusion in the IEA Heat Pump Centre Magazine**

All articles for the IEA Heat Pump Centre Magazine should be suitable for an international audience whose native language is not necessarily English but who will have, at least, an elementary understanding of heat pumps. For member countries<sup>1</sup> articles should be submitted via the National Team. For all others, articles should be submitted directly to the Heat Pump Centre (HPC).

Articles should be submitted in digital form (e-mail). The preferred word-processing software is Microsoft Word

## **Content**

Articles must be written in English and may be up to 1,800 words. If the article submitted exceeds the 1,800 word limit it will be returned to the author for shortening. Authors are encouraged to use figures, tables and photographs to illustrate the article and the subject. Approximately four figures, tables or photographs per article may be supplied. The contact information (address, phone, e-mail) of the author(s) should be supplied for inclusion in the Newsletter. A photo of the author is nice, but not necessary.

When writing the article, please use the template provided at the password-protected Teams-site or directly on the HPC website. Articles must have the following structure:

- **Summary**  
The main purpose of the summary is to raise the readers' interest. It should indicate why the study described was undertaken and the benefit of it. Of course, it should also summarise the article and describe the highlights. The summary will also be used for the short version of the Newsletter and thus it is of vital importance that it catches the readers' interest. Use approximately 90 words.
- **Introduction**  
The introduction is used for introducing the reader to the subject. It should contain sufficient

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background information to orient the reader about the topic. It should also give the framework for the study.

- **Body**

The body forms the content of the article including discussion and results. Economic data should be accompanied with the US dollar equivalent. Use short subheadings.

- **Conclusion**

This section concludes the article and puts the present work into a wider context. What are the results and what can they be used for? It can also include a vision for the future. Use approximately 100 words.

- **References**

These should be kept to a minimum and made numerically e.g.:

[1] Smith, A.B., 1991. "Survey of Domestic Heat Pump Applications".

Proceedings of In. Energy Saving Conf. (Paris). The Publishing House. New York, USA.

## **Pay attention to the following:**

- **Units**

Système International d'Units (SI Units) must be used. Non-SI units may be given in brackets. Measurements in °C for temperature and bar for pressure are preferred to Kelvin and Pascal. This includes conversion of efficiency ratios, such as SEER and HSPF. When describing the energy content of fossil fuels, the higher heating value must be used.

- **Abbreviations**

All abbreviations should be spelt out in full and, where necessary, translated into English.

## **Figures and tables etc.**

It is strongly recommended to supply figures digitally in the following formats: EPS, TIFF, Illustrator (AI) or high-resolution PDF. Keep in mind that the figure must be clear and legible also in black-and-white, as the Magazine is distributed via the website and often printed on black-and-white printers.

Figures and tables must be referred to in the text with appropriate captions.

## **Photographs**

Photographs should be supplied digitally in high-resolution TIFF or JPG format. Please send them via email or if the file is large send it via a commonly used file transfer tool for example WeTransfer. Keep in mind that the photos must be clear and legible also in black-and-white printing, as the Magazine is distributed via the website and thus often printed on black-and-white printers.

Each photograph must be clearly named with its figure number and caption.



## Editorial control

The HPC reserves the right to edit articles as it sees fit; all articles will be sent to the author, via e-mail, for a final check.

## Copyright

The HPC can accept no responsibility for copyright infringements. Please take care to obtain any necessary permission or release from the author/photographer etc. before submitting material to the HPC.

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## Any questions?

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