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| Proceedings of the Institute of Sustainable Energy, one column format (Times New Roman, 12 pt) |

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**Abstract.** You should leave 20 points of space above the abstract and 10 points after the abstract. The heading Abstract should be typed in bold 8-point Times New Roman. The body of the abstract should be typed in italic 8-point Times New Roman in a single paragraph. The text should be set to single line spacing. The abstract should be centred across the page, indented 10 mm from the left and right page margins and justified. It should consist of 100-200 words.

**Keywords:** 3-5 keywords, separated by commas, typed in bold 8-point Times New Roman. The keywords should be centred across the page, indented 10 mm from the left and right page margins and justified*.*

1 Submitting the manuscript

Please, submit your source file (\*.docx) and separately high-resolution pictures (300 dpi) directly to organizers. Send also the license agreement signed by at least one author.

2 Page layout

Use 182 x 256 mm paper size (W x H mm) and adjust the margins to those shown in the Table 1. The final printed area will be 130 x 210 mm. Do not add any page numbers. Do not add any automatic numbering.

**Table 1.** Setting Word’s margins.

|  |  |
| --- | --- |
| **Margin** | **mm** |
| Top | 23 |
| Bottom | 23 |
| Left | 23 |
| Right | 23 |

2.1 Formatting the title, authors and affiliations

2.1.1 Formatting the title

The title is set in bold 12-point Times New Roman, justified. The first letter of the title should be capitalised with the rest in lower case. You should leave 50 points of space above the title and 10 points after the title.

2.1.2 Formatting author names and author affiliations

The first names and last names should be typed in normal 8-point Times New Roman, with a comma after all except the last author. Do not use academic titles.

Affiliations of authors should be typed in italic, 8-point Times New Roman. They should be preceded by a numerical superscript corresponding to the same superscript after the name of the author concerned. Please ensure that affiliations are as full and complete as possible and include the country.

2.2 Formatting the text

The text of your paper should be formatted as follows:

* 9-point Times New Roman.
* The text should be set to single line spacing.
* Paragraphs should be justified.
* The paragraphs should be indented by 5 mm.

The use of sections to divide the text of the paper is optional and left as a decision for the author. Where the author wishes to divide the paper into sections the formatting shown in Table 2 should be used.

**Table 2.** Formatting sections, subsections and subsubsections.

|  |  |  |  |
| --- | --- | --- | --- |
|  | Font | Spacing | numbering |
| Section | 9-point **Times New Roman bold** | 20 points before and 10 points after | 1, 2, 3, etc. |
| subsection | 9-point **Times New Roman bold** | 10 points before and 5 points after | 1.1, 1.2, 1.3, etc. |
| subsubsection | 9-point *Times New Roman Italic* | 10 points before and 5 points after | 1.1.1, 1.1.2, 1.1.3, etc. |

3 Figures and tables

Figures, as originals of good quality (300 dpi) and well contrasted, are to be in their final form, ready for reproduction, pasted in the appropriate place in the text and send in separate files (\*.png, \*.jpg or \*.tiff). Try to ensure that the size of the text in your figures is about 7-9 points. Try to ensure that lines are no thinner than 0.25 point.

3.1 Captions/numbering

Captions should be typed in 8-point Times. They should be centred above the tables and flush left beneath the figures.

3.2 Positioning

Place the figure as close as possible after the point where it is first referenced in the text. If there is a large number of figures and tables it might be necessary to place some before their text citation. Figures may be also grouped side by side.



**Fig. 1.** Caption of the Figure 1. Below the figure.

4 Equations and mathematics

Equations should be centred and should be numbered with the number on the right-hand side.

Ts (l,t) = Tg (l,t) (1)

Ts (l,t) = Tg (l,t) Tb (x, t) = 0 (2)

Use italics for variables (*u*) and bold (**u**) for vectors. The order for brackets should be {[()]}, except where brackets have special significance.

Acknowledgements

The acknowledgements should be typed in 9-point italic Times New Roman, without title.

References

References should be cited in the text by placing sequential numbers in brackets (for example, [1], [2, 5, 7], [8-10]). They should be numbered in the order in which they are cited. A complete reference should provide enough information to locate the article. References to printed journal articles should typically contain:

* The authors, in the form: the last name followed by initials of the first names (with no full stops after the initials),
* The paper title,
* The journal title (abbreviated),
* The year of publication,
* The volume number,
* The page numbers,
* The DOI number.

Here are some examples of a journal publication:

[1] Sornek K, Filipowicz M, Rzepka K. The development of a thermoelectric power generator dedicated to stove-fireplaces with heat accumulation systems. Energy Conversion Management 2016;125:185-93; DOI: 10.1016/j.enconman.2016.05.091.

[2] K. Sornek, M. Filipowicz, K. Rzepka. Study of clean combustion of wood in a stove-fireplace with accumulation, Journal of the Energy Institute 2017;90(4):613-623; DOI: 10.1016/j.joei.2016.05.001.

Reference to a book:

[3] Strunk Jr W, White EB. The elements of style. 4th ed. New York: Longman; 2000.

Reference to a chapter in an edited book:

[4] Mettam GR, Adams LB. How to prepare an electronic version of your article. In: Jones BS, Smith RZ, editors. Introduction to the electronic age, New York: E-Publishing Inc; 2009, p. 281–304.

Reference to a website:

[5] Cancer Research UK. Cancer statistics reports for the UK, http://www.cancerresearchuk.org/aboutcancer/statistics/cancerstatsreport/; 2003 [accessed 13.03.03].

Note shortened form for last page number. e.g., 51–9, and that for more than 6 authors the first 6 should be listed followed by 'et al.'