
Instructions to the authors of the REHVA European HVAC Journal 2016

Content of the journal

Most of the readers of the REHVA European HVAC Journal are top level professionals: practitioners, designers, contractors, authorities and manufacturers, only a minority of the readers have scientific positions. Please address in your article the practitioners, not the scientists.

- The journal looks particularly for technical articles about interesting new applications and case studies with verified performance data.
- The year 2016 is particularly focusing on indoor environmental quality and energy efficiency of buildings.
- The journal does not publish advertisements as articles, the sections for product news and advertisements are for that.
- The optimal length of the article is 4-5 printed pages, which means about 1500 words plus 4 figures for the manuscript. One journal page is 3500 characters (with spaces) plus one ¼ page figure. Use at least one figure per page to make the page more attractive for the readers.

Website

The journal is published in paper and PDF version. The pdf versions 2016 will be published online and are freely accessible . <http://www.rehva.eu/publications-and-resources/hvac-journal/>

Each article or the whole journal can be downloaded in pdf – format and reviewed and searched in html- format.

Material requirements (please see the example below)

- Text files must be submitted as Microsoft Word document format (.doc or docx). Text should have the following structure.
 1. Title of the article should be brief, yet informative to the general reader. The maximum length for title is 8 words.
 2. Include authors' complete information with the place of work and email address.
 3. Include in the manuscript 5-10 keywords illustrating the main contents of the article. The key words are used for the search engines.
 4. Ingress is an introduction that summarizes the purpose and goals of the article. Try to make your ingress as interesting as possible, so that it invites to read further. The maximum length for ingress is 50 words.
 5. Use headings (no numbering) to divide your text in order to make it easier and more interesting to read.
 6. Tables are to be submitted as editable **Word or Excel files**, not as pictures.
 7. Please use bold / italic type instead of underlining words to be bolded / italicized.

8. Use the word “Figure” for figures and “Table” for tables. Use bolded font where figures and tables are mentioned in the text.
 9. Send portraits of all authors as separate jpeg files.
 10. Send the e-mail and postal delivery address of the corresponding author
- Figures must be submitted as separate files in press quality format. Include the most original figure file possible. Recommended file format is PDF. Acceptable file formats include EPS, XLS, TIF and JPG (minimum resolution for bitmaps is 250 dpi.) Please use illustrations, tables or figures, min one per printed page and write legends (captions) for each figure and table in the text. If you wish, you may insert the figures also straight in your word-document for clarity, but always remember to send the figures also as separate high quality files.

Language

- All authors are requested to have the manuscripts checked by a native English speaker before sending it for publication.
- The journal may edit your manuscript and make suggestions on how to change it to serve the readers better.

Distribution of the journal

- A copy of the PDF file will be sent by emails and by mail to the authors.
- A copy of the journal will be sent to the addresses of author(s). All authors are requested to send their delivery addresses and emails, with the manuscript to the editor of the journal.

| *For further questions, please contact Chiara Girardi at cq@rehva.eu.*