

# Preparation and Submission of Electronic Manuscripts for Presentation at the 12th IAFSS Symposium and Publication in the Proceedings

These instructions contain information to prepare (pp. 1-6) and submit (p. 6) manuscripts for presentation at the **12th International Symposium on Fire Safety Science** (the 12th IAFSS Symposium) (<http://www.iafss2017.se>). Manuscript will be peer-reviewed and first evaluated for an acceptance or rejection decision for oral presentation at the 12th IAFSS Symposium. After this first review stage, authors are notified of the decision on presentation and if accepted, are invited to submit a revised version of the manuscript in response to the reviewers' comments. Revised manuscripts are then re-evaluated (by the members of the Program Committee and occasionally by additional reviewers as needed) and are checked for compliance with both the reviewers' comments and the formatting requirements of IAFSS publications. After this second review stage, authors are notified of the decision on publication in the Proceedings. See the digital archive at <http://www.iafss.org/publications> for examples of previous publications in the Proceedings of the IAFSS Symposium.

**IMPORTANT NOTICE:** For the 12th IAFSS Symposium, and this for the first time, the Proceedings will be published as a Special Issue of the *Fire Safety Journal* (<http://www.journals.elsevier.com/fire-safety-journal>). Details on the transfer of the manuscripts from the EasyChair website used by IAFSS to the Elsevier website used by *Fire Safety Journal* as well as details on the composition of the guest Editors team responsible for final publication decisions are being worked out and will be communicated in the coming few weeks (Fall 2016).

## INSTRUCTIONS FOR MANUSCRIPT PREPARATION

Manuscripts must follow the strict formatting rules described below in order to maintain consistency among all papers and facilitate the review process.

Templates are available in Microsoft Word and LaTeX formats on the IAFSS website <http://www.iafss.org/symposium/12th-international-symposium-on-fire-safety-science/12thiafss-author/>

The template defines the page layout and provides guidelines for formatting and styles. Use of the template is required to facilitate document preparation as it includes pre-formatted, replaceable samples of headings, text, figures, tables and equations.

The MS Word template was created in Word 2003 running on a Microsoft Windows XP Professional operating system. Please do not convert the Word document to higher versions.

## GENERAL REQUIREMENTS

- Symposium papers are in **English**.
- Papers must be submitted in **PDF format** for peer review.
- **Metric system units** are to be used.
- At least 3 keywords are required with all letters in lower case and not bold. Careful consideration should be given to selection of **keywords**. A list of suggested keywords is provided below. It is recommended that you select at least one of these words. If you already have a keyword that has the same meaning as one of the words on the list, use the word provided on the list.

*Suggested Keywords:* fire chemistry; modeling; human behavior; risk assessment; performance-based design; statistics; structural response; structural design; suppression; detection; forensics; smoke management; flame spread; fire growth; compartment fires; heat transfer; fluid dynamics; CFD; wildfires; explosion; ignition; smoke; toxicity; self-heating; heat release rate; human factors; response patterns; egress; hazard evaluation; reliability; compartmentalization; protection of steel; protection of concrete; protection of wood; fire investigation; transportation fires; industrial fires.

- **Graphics** (including photographs) can be in color but should be clearly distinguishable in black and white for printing. Resolution should be at least 600 DPI.
- **Footnotes:** Do not include footnotes.

#### **PAGE LIMIT**

- Full paper: **14 pages**

#### **PAGE SETUP**

- **Paper size:** (custom) 177.8 mm (7 inches) wide by 254 mm (10 inches) in length.
- **Margins:** All margins are (top, bottom, left and right) 12.7 mm (0.5 inches). All text, figures, tables, and equations must stay inside margins.
- **Line numbering:** Do not include line numbering.
- **Text:** Text area is 153 mm (6 inches) by 229 mm (9 inches).
- **Line Spacing:** All text is single spaced.
- **Page numbering:** Do not number pages.

#### **FONTS/STYLES**

**Title: 14 Point Arial Bold, Paragraph Spacing 0 Point Before and 14 Point After, Left Aligned, Title Case (Capitalize First Letter of First Word, Last Word, and All Principle Words), [Title style]**

Author Names and Affiliations: 10 Point Arial, Paragraph Spacing 0 Point Before and After, Left Aligned, ONLY AUTHOR NAMES IN ALL CAPITALS [Author style]

**HEADING LEVEL 1: 10 POINT TIMES NEW ROMAN BOLD, PARAGRAPH SPACING 6 POINT BEFORE AND AFTER, LEFT ALIGNED, ALL CAPITALS [HEADING 1 STYLE]**

**Heading Level 2: 10 Point Times New Roman Bold, Paragraph Spacing 6 Point Before and After, Left Aligned, Title Case [Heading 2 style]**

*Heading Level 3: 10 Point Times New Roman Italic, Paragraph Spacing 6 Point Before and After, Left Aligned, Title Case [Heading 3 style]*

Body Text: 10 point Times New Roman, paragraph spacing 0 point before and 6 point after, full justification, text is not indented, use a single space between sentences [Body Text style]

Equations: 10 point Times New Roman, paragraph spacing 6 point before and 18 point after, equation left aligned and equation number in parentheses right aligned [Equation style]

Figure Captions: 10 point Times New Roman, paragraph spacing 6 point before and after, centered, sentence case (capitalize first letter of first word in caption and the rest of the words in lower case) with a period at the end [Caption style]

Table Titles: 10 point Times New Roman, paragraph spacing 0 point before and 6 point after, centered, sentence case with a period at the end [Table Title style]

References: 10 point Times New Roman, paragraph spacing 0 point before and 6 point after, full justification, numbered sequentially with numbers in brackets, 0.5 in. (13 mm) tab space and indent after first line of text [Reference style]

## DOCUMENT COMPONENTS/ORGANIZATION

Document components, their sequence and associated styles/format requirements are described below.

### Sequence

1. Title [Title style]
2. Author information (Name(s), Affiliation, Address) [Author style]
3. Abstract [Heading 1 style]
4. Keywords [Body Text style] must be in all lower case and not bold
5. Nomenclature Listing [Heading 1 style]
6. Introduction [Heading 1 style]
7. Body of document [Body Text style]
8. References [Heading 1 style] [Reference style]

Placed as needed:

- Equations [Equation style]
- Figures [Caption style]
- Tables [Table Title style]

### Author Information

FIRSTNAME LASTNAME, FIRSTNAME LASTNAME, and FIRSTNAME LASTNAME

Division/Department if applicable

Company Name if applicable

Address 1

Address 2 [All information in this area uses the Author style]

Author information should be provided in the manner shown above. The author names should be provided as FIRSTNAME LASTNAME.

### Keywords

The keywords should appear after the abstract in the format shown below:

**KEYWORDS:** compartment fires, burning rate, wood cribs

### Abbreviations and Acronyms

Write out abbreviations or acronyms at their first mention in the text followed by the abbreviation or acronym in parentheses.

### Symbols

Symbols in the text of the document should be italic. Symbols must be defined either in the text or in a Nomenclature Listing table. Symbol definitions should include the units of the symbol.

### Nomenclature Listing (if applicable)

If symbols are used extensively, a nomenclature listing, arranged alphabetically, must be included in the paper immediately following the Keywords listing. All *subscript* and *superscript* symbols appear separately in the listing. If units of measure are provided, place them in parentheses next to the applicable term. The listing must be in a 2-column layout format as shown below.

$a$	apparatus dimension	$T_o$	ambient temperature (K)
$c_p$	specific heat	$t$	time (s)
$H$	Half-length of the window (m)	$x$	dimension into glass (m)
$h$	Heat transfer coefficient (W/m <sup>2</sup> k)	$y$	away from edge (m)
$I$	absorbed radiant heat flux (kW/m <sup>2</sup> )	$z$	along edge (m)

$k$	thermal conductivity
$L$	glass thickness (m)
$l$	decay length (m)
$q$	Heat flux (kW/m <sup>2</sup> )
$s$	shaded length (m)
$T$	temperature (K)

<b>Greek</b>	
$\gamma$	Emissivity
$\alpha$	thermal diffusivity (m <sup>2</sup> /s)
<b>Subscripts</b>	
$L$	ambient side of glass pane
$0$	fire side of glass pane

## Equations

$$\frac{dm_1}{dt} = -\{k_1(T) + k_2(T)\}m_1, \quad \frac{dm_2}{dt} = k_2(T)m_1, \quad \frac{dT}{dt} = H \quad (1)$$

Equations are numbered consecutively in the text and referred to as Eq. 1. If the equation reference is the first word in a sentence, then the word “Equation” should be spelled out. The equation is left aligned while the equation number in parentheses is right aligned.

## Figures

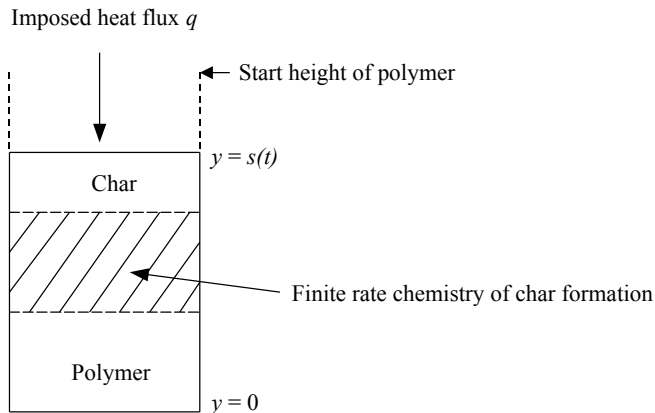


Fig. 1. Figure caption, sentence case, with period at the end. [Caption style]

- All figures must have a number and caption. A single space separates the word Fig. and the figure number, as well as the figure number and caption. Number figures consecutively with Arabic numerals.
- Figure captions should be as concise as possible—detailed information/descriptions about the figures should be given in the text.
- Figure captions are centered below the figure in sentence case with a period at the end.
- In the text, references to figures are numbered consecutively and figures are referred to as Fig. 1. If the figure reference is the first word in the sentence, then the word “Figure” should be spelled out.
- Figures are centered.
- Figures cannot extend beyond page margins.
- Insert figures “in line with text” to minimize unexpected movement of surrounding text.
- Do NOT use MS Word to create figures or to add information to figures, such as text written on top of photos.
- Figures must be black and white with a resolution of at least 600 DPI.

## Tables

Table 1. Table title, sentence caps with period at the end. [Table Title style]

Column 1	Column 3	Column 2 <sup>b</sup>
Left align text in table rows for better legibility <sup>a</sup> .	31	449.6
Sample text	30	88.8
Sample text	29	516.5
Sample text	29	6.4

<sup>a</sup>Table footnotes are referenced by superscript letters

<sup>b</sup>Decimal alignment of numbers in columns improves legibility

- All tables must have a number and title. A single space separates the word Table and the table number as well as the table number and title. Number tables consecutively with Arabic numerals.
- Table titles should be as concise as possible—detailed information/descriptions about the tables should be given in the text.
- Table titles are centered above the table in sentence case with a period at the end.
- Tables are centered.
- Tables cannot extend beyond page margins.
- Tables must be black and white.
- Indicate footnotes to tables by superscript letters beginning with “a.”

## References

- Indicate references *in the text* using full-size numbers in brackets, i.e., [1]. References are numbered consecutively *in the text*.
- Include the full title in the *references list* [Reference style]. The reference style formats the indented paragraph and applies consecutive numbers to items in the list. Sample references are provided below.
- DOI citations should be included in references where available and be given using the <http://doi.org> method. DOIs can be found by inserting reference text at the following site: <http://www.crossref.org/freeTextQuery/>.
- References are fully justified.
- Website references are not permitted.

### Journals

- [1] McCaffrey, B.J., Quintiere, J.Q. and Harkleroad, M.F. (1981) Estimating Room Temperatures and the Likelihood of Flashover Using Fire Test Data Correlations, *Fire Technology* 17:98-119, <http://dx.doi.org/10.1007/BF02479583>

### Books

- [2] Drysdale, D., *An Introduction to Fire Dynamics*, John Wiley and Sons, Chichester, 1985, p. 146.

### Handbooks

- [3] Heskestad, G., “Fire Plumes,” *The SFPE Handbook of Fire Protection Engineering (2<sup>nd</sup> ed)*, DiNenno P.J. (ed.), National Fire Protection Association, Quincy, MA 02269, 1995, p. 2/9.

### Symposium Proceedings

- [4] Hall, J.R., “On People and Chance: the ‘Hard’ Facts about the ‘Soft’ Branches of Fire Safety Science,” *Fire Safety Science -- Proceedings of the Sixth International Symposium*, International Association for Fire Safety Science, 2000, pp. 23-40.

- [5] Davis, W.D. and Reneke, P., "Predicting Smoke Concentration in the Ceiling Jet," National Institute of Standards and Technology, Report NISTIR 6480, Gaithersburg, MD, 2000, 12 p.

## INSTRUCTIONS FOR MANUSCRIPT SUBMISSION

Manuscripts must be submitted electronically as a PDF-formatted file through the EasyChair website for the IAFSS Symposium <https://www.easychair.org/conferences/?conf=iafss2017>.

### Login to EasyChair

Go to: <https://www.easychair.org/conferences/?conf=iafss2017>. If this is your first access to the EasyChair website, create a new account by clicking "create an account". If you already have an account (for instance an account that you may have used in past conferences), your name and email address have already been registered with EasyChair. Provide your username and password to login. If you do not know or forgot your login username and password, click "click here" next to "Forgot your password?" and then provide your email address.

Note that you may have multiple roles such as "Track chair", "Author" or "Subreviewer". Click "Author" to login as an author. Your role in the EasyChair system is shown on the upper left corner of the webpage. You can always change your role by selecting "IAFSS2017" on the top horizontal menu and by clicking "Change role" on the drop-down menu.

### Submitting a manuscript

Select "New Submission" on the top horizontal menu. Select the track relevant to the main topic of your submission. Complete the submission page:

- Check the Terms and Conditions box
- Enter the author(s) information
- Enter the title of the manuscript
- Enter at least 3 keywords (in separate lines)
- Select Topics (the Program Committee will use this information in case your manuscript is relevant to several topical areas)
- Upload the manuscript (**in PDF format**)
- Click on the submit button at the bottom of the page

You should receive a confirmation email from [iafss2017@easychair.org](mailto:iafss2017@easychair.org). Contact the Program Co-Chairs if you do not or if you have any question: Bart Merci ([Bart.Merci@ugent.be](mailto:Bart.Merci@ugent.be)) and Arnaud Trouvé ([atrouve@umd.edu](mailto:atrouve@umd.edu)).

**DEADLINE: the submission deadline is October 15, 2016.**