GPD 2017 Manuscript Instructions

Dear oral and poster presenter

This GPD Manuscript and Presentation Instructions document includes all the details you should take into account when putting your manuscript (text, artwork and formats) together and submitting it for the Conference Proceedings Book. Please read the instructions carefully and follow the given guidelines as thoroughly as possible. This will ensure that the material will be easily inserted into the Proceedings Layout. Both oral and poster presentations will be included in the proceedings.

The book is made by using a pre-designed layout template. However, inserting all the presentations into the layout takes two months. Therefore it is essential to have all the materials sent on time and in the right format and quality. Make sure to submit your artwork material in color. The printed book will be in grayscale, but the electronic book and articles in Glassfiles.com will be available in full color.

Both manuscript materials and PowerPoint's submission instructions will be sent later

Best regards,

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Left sidebar (circular icons)

Raw text without any artwork. – max 5 x A4

Check spelling and grammar

Each artwork item is clearly named and numbered

Photos TIFF or JPEG **300 dpi** max size 3 mb

Author's contact and company information

'Copyright License Agreement' via fax or email

BACK-UP all your work

Sample of how the whole paper should look like

Instructions in Brief

1. Send your **raw text** (in English), **without any artwork**. It should be a **maximum of five (5) A4** size pages. See more info in the text section of this document. Ensure that **spelling and grammar have been checked**.

2. Send us the **artwork as separate high quality files**. See more information in the artwork section of this document.

3. Ensure that **each artwork item is clearly named and numbered** as a separate file.

4. Save the **photos in TIFF or JPEG** format, scaled to the given size, vector/line drawings in EPS format.

5. **Ensure that each artwork is 300 dpi or more.**

6. Indicate clearly the **main author's contact and company information**. Include a **short CV and photo** in case they have not been provided earlier.

7. Send us a copy of the signed 'Copyright License Agreement' via fax or email. If you have not received this form, let us know and we will send it to you.

8. **Ensure that all your work is 'backed-up'** before sending it to us.

NB: **Send also a sample of how the whole paper should look like** i.e. with text and the numbered artwork placed immediately below the part on the text the artwork refers to. This will be a guide for the graphic designer to follow.

After we receive your material, a layout draft will be made and sent to you for proofing. **You will only have this one opportunity to check** for any layout errors e.g. incorrect placement of artwork related to text. If we do not get a response from you **within one week**, we will assume that everything is correct, thus, we will go ahead with publishing.

SORRY, NO TEXT CHANGES ARE ALLOWED ANYMORE AT THIS STAGE!

Important
Trademarks must not appear in the title, the keywords, or in the abstract of your manuscript. You may refer to a trademark once in your paper, after that you must refer to the product with its technical and/or scientific name. All manuscripts violating this rule are subject to rejection or editorial changes by GPD.

Middle circular icons

ONLY ONE LAYOUT CHECK

NO TEXT CHANGES ARE ALLOWED

Submitting Your Work

The deadline for manuscript submission is **April 30, 2017**. The deadline can be postponed only by request, so should your submission be late for any reason, make sure you inform us as soon as possible. If we are not informed and your **manuscript is not sent by the deadline**, it may be interpreted as follows; that you have declined to present at the conference, which may cause the **removal of your presentation from the conference programme**.

PowerPoint presentations should be submitted by **May 31, 2017** to allow the organizers enough time to test them at the conference venue. Make sure you submit **two versions** of the PowerPoint: one to be used in the conference and one on the GPD 2011 template. In case you have marketing sensitive material on your PowerPoint please submit also one version of the PowerPoint without this information.

Printed posters for the poster expo should be submitted by **May 31, 2017**. Note that the poster presenter him/herself is responsible for getting the poster printed.

1. Raw Material Properties

- Save and submit your text and image files in **PC (Windows) format**. This is the only supported format.

- Save the manuscript text file either as ***.doc / *.docx** (Microsoft Word) or ***.odt** (OpenOffice)

- Make sure the text files are named with the **author's surname** and the **start of the title** of the manuscript.

- All artwork files should be named with **the surname of the author and numbered in the running order** they are in the manuscript.

- In case you're sending in more than one manuscript, make sure the **artwork related to each manuscript is named accordingly**.

- In case you will send your materials to us on a DVD/CD-ROM, please make sure it is clearly **labeled** with **your name and manuscript name**(s).

2. Manuscript Properties

Your written **text and artwork together will act as the guideline** for the final layout in the proceedings book. The layout of the book is done on a pre-designed template.

All manuscripts will be included in the book in this pre-designed way with no exceptions. Therefore it is important that your manuscript is in a format that it is easy to place into the template, according to the given instructions.

Prior to submission, your manuscript should be spelling and grammar checked and all typos should be corrected. **You will not have an option to make any text changes after your have submitted the manuscript, so make sure the text is as ready as it can be when submitting.**

3. Text

3.1 Manuscript Structure

1. Title of the manuscript
2. Author(s) and companies
3. Keywords
4. Abstract
5. Introduction
6. The Main text
   - Objective
   - Methods
   - Results
7. Conclusions
8. Summary
9. References
10. Acknowledgements

Your manuscript should be no more than five **(5) A4 size pages long** without artwork. The structure of the text of your manuscript should be as follows:

Deadlines:

Manuscript submission April,30

PowerPoint presentations May,31

Printed Posters May,31

1. Title of the manuscript
You may use creativity in the title of your paper but please make sure you include the subject of the paper in it.

2. Author(s) and companies
Place the author's name(s) and company(s) below the title as follows:
Firstname Lastname
Company

If there are more than one author, number each company and author to match and place them as follows:
Firstname Lastname1,
Firstname Lastname2,
Firstname Lastname3
1 Company
2 Company
3 Company
Underline the name of the main author if there are several authors.

3. Keywords: (max 6)
3–6 keywords can be very useful to describe the subject matter of your manuscript.

4. Abstract
It summarizes the essential information of your manuscript and briefly describes the objective, methods, results, and conclusions of your paper.

5. Introduction (optional)

6. The main text

7. Conclusions and summary
Present the conclusions of your paper and make a brief summary.

8. References
State your references using a bracketed list ([1],[2],[3], …).
Do not use automatic numbering in Word!

9. Acknowledgements (optional)
If you would like to thank someone, add an acknowledgement

3.2 Text Format
- You may use any word processing program or text editor you want to create your text. Save your text in ***.doc /*.docx** (Microsoft Word) or ***.odt** (OpenOffice) -format. **The text must be editable**. In addition, please send the same file **also in PDF-format**. The PDF-file is used to double-check that the settings of the editable file are correct and no content is missing.
- Place all **artwork immediately below** the part in the text it refers to.
- In the text, **refer to each artwork by the number**, not by position in the manuscript ("…as shown in figure 1 / table 1 / equation 1 …"). In the final layout the artwork will be located as close to the referring text as possible so it's easy to follow the text and referring artwork.
- Use **Arial** or **Helvetica size 10** as font, **align** text to the **left** and use **single spacing.**
- **Do not use automatic numbering, bullet points, styles or tabs, indents or borders** – any styling will be deleted when placing the text into the layout template – using them will slow the layout making remarkably as all numberings and bullet points have to be retyped.
- Therefore **disable any automatic formatting** and write the numbering and bullet points yourself
- Send the **photos and drawings** included in the manuscript **also as separate files** as they might not be usable when extracted from the text document.
- **Separate headers** from both preceding and following bodytext **with an empty line**. Use the same font size as in the bodytext. To separate main headers from subheaders, use numbering.

- Separate paragraphs from each other only by starting the **next paragraph from a new line**.
  Make sure there are **no additional line changes** within the paragraph itself.
- Separate artwork from paragraphs with an empty line. **Place the caption immediately below the artwork** it refers to.
- **Have the text spelling and grammar checked prior to submission!**
  The sample on page 4 shows you roughly how your text should look like after you have finished editing it (Note: sample is not in full scale!).

Separate headers with an empty line

Place caption immediately below the artwork

*.doc *.docx *.odt

Disable any automatic formatting

Refer to each artwork by the number

Arial / Helvetica size 10

Align left single spacing

Photos and drawings also as separate files

NO additional line changes

Do not use automatic numbering

The Sample of Layout

Tempering Quality and the Case of Large Glass Sizes¶
¶
Jorma Vitkala¶
Tamglass Ltd. Oy¶
¶
Keywords
¶
1=Tempering 2=Low-E 3=Solarcontrol 4=Quality
¶
Abstract¶
¶
The author discusses the quality requirements of large glass sizes and the effects of tempering. The optimization of building costs over the life span of buildings should consider the fact that the greatest costs are related to the occupants of the building, not construction itself. Quality and safety are important contributors to well-being and work productivity. ¶
Large glass sizes and uniform glass surfaces give buildings entirely new exteriors. At the same time, potential quality defects in the glass show more clearly. Quality is a factor of increasing importance in tempered glass and it is further emphasized as glass size increase. The typical quality defects of large glass sizes are surface faults due to the glass weight, reduced optical quality, dots, end and edge bending an a total bending of the glass in cases where the heating process has not been optimized. ¶
Even heating is the best guarantee of quality in the case of large glass sizes and coated glass in particular. By employing different control methods, the possible temperature differences and the visco-elastic changes in the glass can be eliminated. ¶
As a result of combined convection and radiation and different control systems and profiles, a glass with a more even temperature can be guaranteed, which is a basic prerequisite for the production of high-quality tempered safety glass. ¶
¶
Introduction – the growing popularity of large glass sizes¶
¶
During the 90s, the use of glass in buildings has increased, while at the same time glass sizes have grown remarkably. The new options offered by today's glass products are largely a result of advanced coating technology. Through coating, energy flows both into and out of the building can be efficiently controlled.¶

The main title of the presentation should be clearly marked in **Arial or Helvetica, size 10**, bold.

Substitles should be separated with one empty line from the following and preceding paragraph. Use your own substitles.

Use **ONLY ONE LINE** to separate paragraphs.

Sample of small image size, width **55 mm**

Figure 1 and 2 A modern industrial building with cylindrical glass shapes, screen printing and coating. The glass facing the building is an electrically heated low-E-glass that removes the cold chill of winter and prevents the transfer of the solar energy absorbed by the outer glass into the building (Tamglass factory, Finland)

Captions should be placed immediately below the referred artwork.

Three sizes are allowed for artwork:
- **small**: fixed width 55 mm, no limit for height.
- **medium**: fixed width 85 mm, no limit for height.
- **large**: max height 85 mm by fixed width 115 mm.

NOTE: Min 300 dpi.

Figure 3

The concerns we share over the adequacy of energy and natural resources as well as their cost have boosted development within the glass industry in recent years. In most parts of the world, Scandinavia included, office buildings have to be cooled, which is about 3–4 times more expensive than heating. The heat load inside buildings (computers, copiers, printers, lighting, etc.) results in cooling needs for each building in active use.

Sample of large image size, width **115 mm**.

Figure 4.1 Typical examples of different coated and body-tinted glass. The ideal coating will let only visible light go through and will block ultraviolet and infrared.

NOTE!
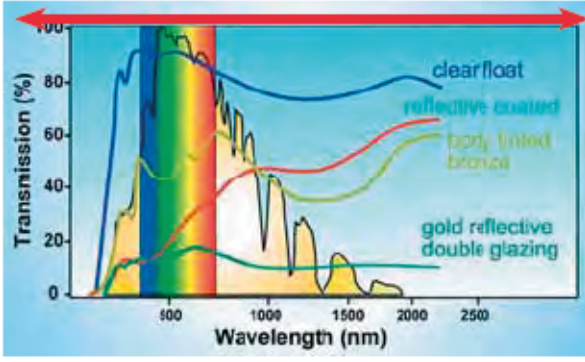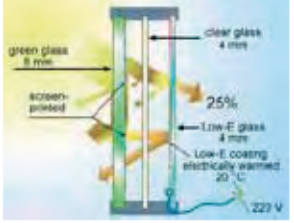References should be indicated also in the text in (brackets).

Figure 4.2 The control of solar energy always increases the temperature of the outer glass and it should therefore be tempered safety glass. The window structure: Glass 1, screen-printed, green 8 mm glass, Glass 2, 4 mm clear glass, Glass 3, low-E 4 mm electrically heated (the temperature is maintained at 21 centigrade – it is not used for heating but for comfort and efficient spacing, desks can be located near the window). In the summer, the low-E coating protects against heat radiation from the outer glass (Tamglass factory building).

Glazing has therefore become a much more significant issue than before and the control of long-wave solar energy has been a special object of focus. Several alternatives can be employed for this purpose and the choice is almost

4. Artwork

4.1 Artwork Properties

Artwork refers to the illustrative elements or items in your manuscript. Pieces of artwork can be images and figures like:

- tables
- graphs
- drawings
- equations
- photographs

Artwork items can be in:

- color (rgb or cmyk)
- black and white
- grayscale (with or without halftones)

Refer to artwork in the manuscript as follows:

- Figure 1: In Figure 1 you see... (2, 3, ...)
- Table 1: Table 1 shows how... (2, 3, ...)
- Equation 1: How the strenght... (2, 3, ...)

Three sizes are allowed for photographs:

- small: fixed width 55 mm, no limit for height
- medium: fixed width 85 mm, no limit for height
- large: max height 85 mm by fixed width 115 mm.

Scale the artwork to the actual, final printing size you wish them to appear in the Conference Proceedings book. Tables might not be included in the layout in the size they are in the submitted manuscript file. This is because the fonts in the tables will be changed into the font the proceedings layout template uses.

In special cases larger photos may be allowed. Tables can be printed in special cases as large as one full A4 size page. Avoid using very thin lines or very small symbols in drawings as they might not be visible if printed in smaller size.

All images should be sent to us in electronic format. In case any piece of your artwork has to be scanned by us, there will be a **charge of 20 EUR for every piece of artwork scanned**.

NOTE: The position of artwork related to the referring text in the final layout determines if the artwork can be printed in the size you wish them to be in. See the sample on page 4 of how the captions should be.

ACTUAL printing size

No hairlines

4.2 Artwork Formats
– (min. 300dpi for each artwork)

Please save all the artwork used as own separate files.

Photographs

- Recommended formats: **JPEG** (high quality, no compression), **TIFF** (not to be LZW compressed nor layered)
- In **color, black and white** or **grayscale**
- Resolution **300 dpi**
- **Max size 3 mb**

Photos TIFF or JPEG **300 dpi** max size 3 mb

Color, black and white or grayscale

Drawings

(vector images created using vector graphics programs, such as Illustrator)

- Make sure the drawings are drawn to the **actual printing size**
- There are **no hairlines**
- All texts are **converted** into outlines
- Export all vector images in **EPS format** or send the **original vector graphic** file (Supported formats: AI/CDR/DXF/EVA /EMF/ PGML/SVG/VML/WMF)
- **Import images to the vector program using the import function** rather than just by copy-pasting them.

Tables and equations
– must be saved as separate files

- Create your tables and equations using **Microsoft Word** or **OpenOffice Writer**
- DO NOT make photos of the tables Graphs
- Create all graphs in **Microsoft Word**, **Excel**, **OpenOffice Writer** or **Calc**.

All texts are **converted**

ORIGINAL VECTOR GRAPHIC or EPS

USE the import function

4.3 Artwork Properties in short

Artwork are: Figures, Photos, Drawings, Tables, Equations, Graphs

Three sizes allowed for photos:

- small: fixed width 55 mm, no limit for height.
- medium: fixed width 85 mm, no limit for height.
- large: max height 85 mm by fixed width 115 mm.

Recommended file formats: eps, tiff or jpeg, resolution at least 300 dpi, in color / black & white / greyscale, all photos scaled to the large size, named and numbered accordingly: fig01.eps/.tif/.jpeg, max. file size 3 Mb per photo.

5. Confirmation of receipt

Once your material is received by the designer, you will receive an e-mail confirming receipt.

In case you do not receive a confirmation within three working days, please contact Mr. Brown Onduso at **brown.onduso@gpd.fi**.

GPD is not liable for any losses due to missing material deadline because material was sent to a wrong e-mail address or if the mail has never reached us because of full inbox etc. Therefore, **ALWAYS check that your mail has reached us!**

6. Submission of Manuscript Materials
– instruction to be sent at a later date

Thank you for your co-operation, and feel free to contact us for more information. We look forward to receiving your manuscript(s)!