



International
Building
Performance
Simulation
Association

Building Simulation Conference Proceedings

EXPLANATORY NOTES

March 28, 2021

1. Serial title information

Building Simulation Conference Proceedings are serial conference proceedings of the bi-annual international IBPSA Building Simulation Conference and Exhibition.

Building Simulation is the premier international event in the field of building performance simulation.

Serial title:	<i>Building Simulation Conference Proceedings</i>
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Frequency:	bi-annual
Start year:	1989

The periodicity at which the *Building Simulation Conference Proceedings* are published is indicated on the Web site.

2. Publisher

The *International Building Performance Simulation Association* (IBPSA) is founded to advance and promote the science of building performance simulation in order to improve the design, construction, operation, and maintenance of new and existing buildings worldwide.

Publisher:	International Building Performance Simulation Association (IBPSA)
Publisher type:	Not-for-profit corporation
Registration country:	Canada
Publisher URL:	http://www.ibpsa.org
Publisher business model:	Open Access

3. Editorial Board

The Editorial Board of *Building Simulation Conference Proceedings* series shall be chaired by the Head of the IBPSA Publication Committee and shall comprise the Editors of the Proceedings of the last four editions of Building Simulation Conference.

The editorial office of the *Building Simulation Conference Proceedings* series is located at the same place as the office of its Chair. Contact information is provided on the Web site.

The full names and affiliations of the members updated to 2021 are provided below:

Malcolm Cook (Chair)	Loughborough University	Head of IBPSA Publ. Comm.
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Andrea Gasparella	Free University of Bozen-Bolzano	BS 2019 Proc. Editor
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4. Authors responsibilities

To submit the manuscript, the Corresponding Author, on behalf of all the Authors, have to declare that:

- (i) all authors have significantly contributed to the research;
- (ii) the paper has not been published elsewhere, that it is not under consideration for publication elsewhere, and, if the paper is accepted, will not be published elsewhere in the same form, in English or in any other language;
- (iii) all references provided in the manuscript are listed at the end of the manuscript in the required format;
- (iv) if the research received financial support, information about funding source has been provided;
- (v) all authors will accept to participate in the peer review process of their paper;

(vi) all authors will provide retractions or corrections of mistakes in the manuscript revision process.

The declaration is required during the submission process. The above rules shall be clearly stated in the conference web site before authors begin preparing their manuscript for submission.

The publication of the papers in the *Building Simulation Conference Proceedings* is subject to the registration of at least one author at the *Building Simulation* conference, according to the rules established for each edition of *Building Simulation*. No more fees or charges are required for manuscript processing and/or publishing materials in the conference proceedings. The above rules shall be clearly stated in the conference web site before authors begin preparing their manuscript for submission.

For more information on authors duties, please refer to the *Building Simulation Conference Proceedings* PUBLICATION ETHICS AND MALPRACTICE STATEMENT.

5. Peer-review process

All of published papers shall be subjected to double-blind peer-review.

The peer-review process of the published papers includes the following steps:

- a) all abstracts are double-blind peer-reviewed by at least two reviewers,
- b) if abstracts are accepted, authors are invited to submit full research papers, and
- c) all research papers are double-blind peer-reviewed by at least two reviewers.

The peer-review process shall be clearly described on the conference web site.

For each edition of the *Building Simulation Conference*, the Scientific Executive Committee shall appoint a list of anonymous reviewers, chosen among the experts on different topics of the conference.

In the acceptance to review, reviewers shall declare: (i) not to have conflict of interest; (ii) to provide objective judgments; (iii) to point out relevant published work that is not yet cited; (iv) to confidentially treat reviewed articles.

For more information about reviewers' duties, please refer to the *Building Simulation Conference Proceedings* PUBLICATION ETHICS AND MALPRACTICE STATEMENT.

6. Publication ethics

IBPSA applies the principles of publication ethics outlined in the Committee for Publication Ethics (COPE) core practices

(<https://publicationethics.org/core-practices>).

The *Building Simulation Conference Proceedings* follow robust and well described, publicly documented practices in all of the following areas:

- Allegations of misconduct

- Authorship and contributor-ship
- Complaints and appeals
- Conflicts of interest / Competing interests
- Data and reproducibility
- Ethical oversight
- Intellectual property
- Serial conference proceedings management
- Peer review processes
- Post-publication discussions and corrections.

For more information on ethical duties, please refer to the *Building Simulation Conference Proceedings* PUBLICATION ETHICS AND MALPRACTICE STATEMENT.

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