This document provides an example of how to format a paper for the CIBSE Technical Symposium 2026.

The main elements can be formatted using the styles embedded into this Microsoft Word document – these are shown, for your guidance, in red and in (brackets) in the example pages that follow this sheet.

You may choose not to use the 'Style' facility when creating this paper (or you might choose not to use Word) – in any case the appearance of the paper should be the same as this example.

The text in red should **not** appear in the final document – it is there for your information only.

Paper Title (use style: Paper title – See more styles)

EUR ING **FIRSTNAME SURNAME** BSc(HONS), CEng, MCIBSE (USE STYLE: AUTHOR – SEE MORE STYLES)

Department of Engineering, Anytown University (use style: affiliation – see more styles)

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Abstract (use style: heading 1)

This is the abstract – it should be no longer that 125 words. It should guide readers giving a brief outline of the content of the paper and drawing attention to new information, principal conclusions and recommendation. The abstract should be understandable independently without reference to the main text. (use style: Body text)

Keywords Up to five relevant keywords should be given

1.0 Introduction (use style: heading 1)

The paper should be written in the third person, in simple and concise terms and give sufficient introduction to the subject to be understood readily without undue reference to other publications.

Headings may **optionally** be numbered (as in 1.0 above)

Trade names must not be mentioned, nor may the manufacturers be stated except in the form of an acknowledgement of information or assistance at the end of a paper.

Mathematical expressions should be inserted very clearly.

2.0 Main content

This is the main part of the paper.

Subheadings should be typed on separate lines (and **optionally numbered** 1.0, 1.1, 1.1.1 etc to indicate their progressive order of importance). The use of more than three levels of heading should be avoided.

2.1 Paper References (use style: heading 2)

References should be based on the Vancouver style – for a fuller explanation see:

https://www.imperial.ac.uk/admin-services/library/learning-support/reference-management/vancouver-style/

In the main text the reference number may be shown in brackets (1) or as a superscript[1] - superscripts can sometimes be difficult to see.

References should be cited consecutively in the text using clearly defined numbers to refer to the list at the end of the document.

It is the responsibility of the author(s) to obtain written consent from the original publisher and author(s) to use any material published previously elsewhere.

All authors should be given, and titles written in full. First and last page numbers, volume number and year of publication should also be given for each reference, with issue numbers or exact dates of periodicals. For conference reports etc. information should be given to enable the readers to identify the reference easily.

2.2 Paper Tables and Figures (use style: heading 2)

Paper Tables and Figures should be incorporated into the body text wherever possible, but in all cases must be included within the same file as the main text, clearly numbered and titled.

Each table or figure should have a title stating concisely the nature of information given. Units should be in brackets at the head of columns. The same information should not be included in both tables and figures.
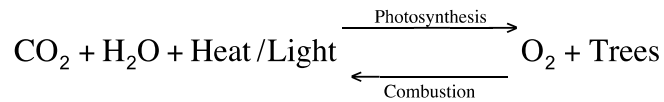
$$CO_2 + H_2O + Heat/Light \underset{Combustion}{\overset{Photosynthesis}{\rightleftarrows}} O_2 + Trees$$

Figure 1 – Example embedded figure (use style: caption)

Figure 2 – Example photograph (use style: caption)

Column Header 1 (use style: Table header)	Column Header 2 (p/kWh)
Item 1 (use style: Table item)	1.2
Item 2	2.2
Item 3	3.0
Item 4	3.4

Table 1 – Example embedded table (use style: caption)

3.0 Conclusions

Conclusions and recommendations should be drawn together at the end of the text; the conclusions should not merely summarise the body of the paper.

References (use style: heading 1)

(1) Surname Initial, Article Title, *Journal Title*, YEAR, ISSUE: PAGE NUMBERS (style: References)

(2) Surname Initial, *Book title*, Publisher, YEAR.
(3) Surname Initial, *Book title*, Publisher, YEAR. PAGE NUMBERS
(4) Surname Initial, *Paper title,* Conference name, Conference location, Conf organisation, YEAR.
(5) Surname Initial, *PhD Title,* PhD thesis, Awarding College/Uni, YEAR*.*
(6) *Page/Site Title*, viewed date, URL

Acknowledgements

Authors should acknowledge any financial or practical assistance given. The acknowledgments should be limited to 1 – 2 paragraphs in length.