

## AiCARR Journal

# Guide for Authors

### Journal scope and general principles

*AiCARR Journal* is a bimonthly peer-reviewed publication.

As official Journal of the “Associazione Italiana Condizionamento dell’Aria, Riscaldamento e Refrigerazione” - Italian Association of Air conditioning, refrigeration, heating and ventilation - and it collects reviews, original works and case reports exploring new directions in science and cutting-edge technology systems, in the area of energy optimization in civil, industrial and commercial sectors.

It includes a section of information coming from the main international HVAC&R associations and authorities.

The Aim of the Journal is to promote, stimulate and support the international research network on energy optimization in a contest of rapid introduction of alternative refrigerants and emergence of new technologies.

The Journal has six issues per year in both Italian and English languages. Each issue presents the latest developments in the standardization field and describes applications and case histories. The authors are the most eminent and expert professors, researchers and plants designers.

Manuscripts are considered for publication with the understanding that they do not contain previously published material, have not been published previously and are not currently under review at another journal. All manuscripts must also be accompanied by an adequately compiled and signed **Journal Publishing Agreement**.

If the manuscript is accepted for publication in *AiCARR Journal*, the authors guarantee that it will not be published elsewhere in any other language without permission from the copyright holder.

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The decision to publish a manuscript is based on a peer-review process, and acceptance of an article will be based on criteria of originality, relevance, and scientific content of the contribution. The authors may be requested to modify the text based on the comments of reviewers. Statements made in the manuscripts are the responsibility of the author and not of the editor. The opinions expressed in the articles are those of the authors and may not reflect the position of the editors.



Each author must complete and sign a **Conflicts of interest disclosure form**, which specifies all economic, personal and professional relationships that could become a conflict of interests, that could be perceived as a possible conflict of interests, or that could influence the work of the author described in the manuscript. The form must be sent with the manuscript and, if the article is accepted for publication, all of the declarations will appear after the *Acknowledgements* section of the article. The editorial office reserves the right to reject any manuscript that does not conform to the above-described instructions. The authors will be held responsible for any false declarations or noncompliance with the instructions specified above.

## **SUBMISSION PROCEDURE**

**We request that all manuscripts should be submitted online at: <http://aicarrj.edmgr.com/>**

Authors are also requested to return both completed and signed *Journal Publishing Agreement* and *Conflict of interest* disclosure forms by e-mail to [redazione.aicarrjournal@quine.it](mailto:redazione.aicarrjournal@quine.it)

## Cover letter

For the purpose of publication, the Authors must sign a cover letter in which the following information is reported in a declaration signed by the corresponding Author:

- the manuscript has neither been previously published, nor under consideration for publication elsewhere; the Authors have obtained written permission for the reproduction of images, figures or algorithms protected by copyright; if the article is published, the Author's rights concerning the article itself will be transferred to the Editor.
- existence or not of economic or other types of **conflicts of interest** regarding the article presented (attach also the completed and signed Conflicts of interest disclosure form mentioned above);
- the manuscript was read and approved by all Authors;
- papers should not exceed 6 pages (21000 characters), including abstract, images and references. Please consider that a single image corresponds to 1000 characters.
- papers in Italian language should be completed with the English version of the title, abstract and keywords.

## Manuscript preparation

Manuscript must contain, in order:

- 1) On the first page, indicate:
  - **manuscript title**;
  - **names of the Authors**: full names and surnames of each Author; each Author's affiliation
  - name and address of the Institution where the work was carried out
  - **address of the corresponding Author** for proofreading, completed with e-mail address to which the PDF of the drafts will be sent, telephone and FAX numbers, and postal address.
- 2) The second page of the manuscript must contain:
  - **Abstract** (about 850 characters, spaces included), English and Italian version
  - **Keywords**: indicate 5 keywords (English and Italian)

Authors whose mother tongue is not English are urged to have their manuscripts checked for linguistic correctness before submission. Slang, technical jargon, obscure abbreviations and abbreviated phrasing should be avoided.

- 3) On the pages that follow, develop the manuscript as follows:
  - **Introduction**: give a brief description of the scope and objectives of the proposed research.
  - **Materials and methods** provide a detailed description of the materials and methodologies used, clarify all ethical aspects (see the General Principles and Ethical Aspects section).

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- **Results:** present the results of the research clearly and exhaustively.
- **Discussion:** analyse the results obtained and their clinical implications.
- **Conclusions:** present the significance of the results and the final observations of the Authors.
- **References**
- **Conflict of Interest:** in this section indicate the existence or absence of economic or other types of conflicts of interest regarding the article presented.

**References** should be in the order:

- the order number corresponding with that of appearance in the text;
- the author's name(s), followed by initial or first name;
- the title of the work, in the original language;
- for journals: usual title abbreviations according to international nomenclature and in the order: year, volume number, issue number (in parenthesis), first and last page numbers of the work.

For example:

Author A, Author B. Energy performance in building. Energy and Buildings 2018; 50:197-230.

- for books:

For example:

Author A, Author B. Chapter XXX. In: Book Title, vol. I, (publisher), 101-140.

**NOTE:** Do not write the references using uppercase, small caps or italics.

### Tables

All tables must be presented in the text file at the end of the manuscript. Tables must be identified and referred in the manuscript with arabic numerals and accompanied by a brief caption.

Tables will not be accepted in PowerPoint, PDF or JPG formats, which require retyping of the text for uniformity of style with journal graphics.

### Figures

The figures (i.e., photographs, graphs, and diagrams, including flow charts) themselves should be submitted separately from the manuscript file (one file for each figure). Each figure should be numbered with an arabic numeral (according to its citation in the text). For composite figures, each component should be labeled with lowercase letters (e.g., Fig. 1a).

*Photographs, graphs, diagrams, and flow charts* must be supplied in one of the following formats: **JPG** (high resolution: min 300 dpi), **TIFF** (high resolution: min 400 dpi), or **EPS** (high resolution: min 600 dpi).

*Scanned images* must be acquired with high resolution and saved in a high-resolution format.

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Authors should make sure that photographs of patients contain no identifying features. The patient must be asked to provide written informed consent to the publication of the photograph.

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**NOTE:** *Figures must be presented separately, not inserted in the manuscript text and must not contain trade names or bibliographic references.*

**Legends:** Captions for figures are to be provided in the text file at the end of the manuscript.

### **Acronyms, abbreviations, units of measurements**

*AiCARR Journal* recognizes the adoption of the International Systems of Units (SI-Units). Acronyms, abbreviations, and units of measurements without a legend and/or incomprehensible are not permitted. When necessary, a list of abbreviations may be inserted after the abstract.

### **Acceptance of submissions**

Submitted contributions are accepted for publication on the basis of scientific interest and relevance for *AiCARR Journal*, at the final discretion of the Editors in Chief, who will have blinded written evaluations from at least two anonymous reviewers.

### **Conflict of interests**

The Authors must declare the existence or absence of economic or other types of conflicts of interests after the "CONCLUSIONS" section of the manuscript.

### **Acknowledgements**

"ACKNOWLEDGEMENT" of Institutions or persons, if present, must be inserted after the "CONCLUSIONS" section.

### **Funding**

The Authors must indicate after the "CONCLUSIONS" or ACKNOWLEDGEMENTS" sections if the study received funding or did not receive funding.

### **Proofreading**

Proofreading is the responsibility of the Authors regarding content and of the Editors regarding the technical part. The proofs for correction will be sent to the corresponding Author indicated in the manuscript. These must be corrected and returned to the editorial office by the date indicated in the accompanying letter and within 3 working days of their receipt.

After this deadline, ex officio correction and/or postponing of publication will occur, depending on the editorial priority of the Editor in Chief.

**Responses received after the indicated date and requests for sending to another or more than one Author, different from the one indicated in the manuscript, will not be accepted.**

**NOTE:** *Proofreading corrections must avoid modifying the graphics already defined or modifying the content so to require a new peer-review process.*