Editing Guide for an EEA Journal Paper *(Trebuchet MS 14, bold)*

First Author (First Name LAST NAME) ¹, Second Author (First Name LAST NAME) ², (Trebuchet MS 10)

¹ institution name + complete postal address (Trebuchet MS 8)

* Correspondent author (Trebuchet MS 8)

Abstract (Trebuchet MS 8)

A reflection of the contents of the paper (Trebuchet MS 8).

Keywords: (max. 5 words written in English and separated by commas. Avoid: acronyms, abbreviations, symbols, formulae, mathematical equations, footnotes, Figures, Tables, numbered reference citations, etc., Trebuchet MS 8)

Received: day Month 2019 (Trebuchet MS 8)

How to cite this paper:

Example (Trebuchet MS 8):

DUMITRU A., VARĂTICEANU B., MINCIUNESCU P., “Performance analysis of brushless motors with segmented cores considering manufacturing constraints”, in Electrotehnica, Electronica, Automatica (EEA), 2021, vol. 69, no. 1, pp. 05-10, ISSN 1582-5175.

Typing

1. Copy the EEA template-file in your PC.
2. Open the template file, select “Page Layout” from the “View” menu in the Menu bar (View | Page Layout).
3. Select all the text of your paper and paste it into the new file.
4. Give a name to the file of your paper.
5. Activate Show/Hide “¶” (Ctrl+*) at the low-right corner of the Paragraph group.
6. If you use Microsoft 365 facilities: click the small icon ( ) at the low-right corner of the Styles group and click Options...
7. Pay attention only to the Styles from EEA_01 to EEA_19.
8. Example:
9. Select “1. Introduction” including “¶”, and click on “EEA_10-Subchap 1.”
10. The EEA Styles adjust your fonts and line spacing.
11. Do not change the font sizes or line spacing of the file.
12. Maintain the 2 (two) columns of the paper text.

Editing Instructions

This document provides an editorial guide for an EEA Journal Paper.

The Title of the Paper must be concise, informative, including a few details for indexing purposes and 1-2 keywords, written in uppercase and lowercase letters, not all uppercase. Avoid: acronyms, abbreviations, symbols, formulae, equations, figures, tables, references, etc., active verbs, expressions like “Study of ...”, “Contribution to...” “Observations on ...”, etc.

Length: max. 12 words.

Full Names of the authors are preferred. Write the same superscript number for the same institution.

max. 5 authors.

The authors’ Current Affiliations, including the Institution Name + the complete and current postal address, written in English and in Romanian for the Romanian institutions.

The Corresponding author is identified with an asterisk (*).

The Abstract contains a very short introduction to the field, the background and purpose of the work; the main conclusions and how the results described in the paper moved the field forwards. Avoid: acronyms, abbreviations, symbols, formulae, mathematical equations, footnotes, Figures, Tables, numbered reference citations, etc. It must be written in a single paragraph. Length: 250-300 words.

1. Introduction

(Title Sections and texts are written in Trebuchet MS, size 9)

10 % of the paper length:
– brief explanation of the motivation of your work;
– its novelty;
– its importance;
– a short review of the relevant literature on the topic (40-70 % of bibliographical references, mentioned here);
– the announcement of the plan.

Use the Present Tense.
2. Materials and Methods

20 % of the paper length.
A concise description of your original solution (study site, studied types, sampling technique, device and experimental treatments, techniques of physical, chemical or statistical analysis, equipment, etc.) and how you did it.
Avoid results or comments.
Use the Past Tense.

Figures and Tables

Figures and Tables must show only the most important and final research results.
If your research argument can be explained in 1-2 sentences, Figures or Tables are not necessary.
If your research argument needs to be clarified in a long, extensive, and complex sentence of 20-30 words, a Figure or Table is recommended.

Figures *
Charts, graphs, diagrams, images, photos, drawings, paintings with fine shading, etc. must be inserted electronically in the text. They must be black and white, no shading, white background; the PNG images of min. 300 dpi; the scanned images of min. 1200 dpi.
Save them also in a separate file.

Paragraph 1. At the end of the long, extensive, and complex sentence of 20-30 words explaining your research argument, write the Figure reference, into parentheses ("Figure 1", "Figures 2 and 3" or "Figures 4-7").

Paragraph 2. Just in the next line, insert the mentioned Figure (image, chart, graph, photo, etc.). Frame is excluded.
Under and totally outside of the Figure, write all additional explanations about the Figure, preceded by the words: "NB:", "Legend:" or "Source:". Frame is excluded.

Paragraph 3. Under and totally outside of additional explanations, on the left side of the page, write the designation of Figure (Figure, number of the Figure, a dot (.), and the designation of the Figure). Frame is excluded.
Select the Figure designation, including "¶" and click on "EEA_15-Legend Figure", in the Style menu.
Do not write a dot at the end! The designation of Figure is a title!

Paragraph 4. In a long, extensive, and complex sentence of 20-30 words, explain in detail what the Figure depicts.

Tables *

Each Table is written directly in the paper file (as editable text), using font Trebuchet MS, size 8, and vertical outside borders eliminated. Insert Tables as editable texts and not as images!

Paragraph 1. At the end of a long, extensive, and complex sentence of 20-30 words explaining your research argument, write the Table reference, into parentheses ("Table 1", "Tables 2 and 3" or "Tables 4-7").

Paragraph 2. Just in the next line, on the left side of the page, write the designation of Table (Table, number of the Table, a dot (.), and the designation of the Table). Frame is excluded.
Select the Table designation, including "¶", and click on "EEA_15-Legend Table", in the Style menu.
Do not write a dot at the end! The designation of Table is a title!

Paragraph 3. Under the designation, insert the mentioned Table only as editable text. Image is excluded.
Under and totally outside of Table, write all additional explanations about the Table, preceded by the words: "NB:", "Legend:" or "Source:". Frame is excluded.

Paragraph 4. In a long, extensive, and complex sentence of 20-30 words, explain in detail what the Table depicts.

* The total number of "images" (charts, graphs, diagrams, images, photos, drawings, paintings with fine shading, etc.) included in Figures, and total number of Tables must be EQUAL to the total number of the pages of an EEA paper.

Example:
One Figure including a), b), c) "images" = 3(three) Figures!

All the words in a Figure and Table must be written in English, without abbreviations (except those standardized), and without all the words in capitals.

Copyright and reproduction rights of Figures and Tables

The author is the only one responsible for plagiarism or any copyright infringements.

Equations and formulae

An equation must be written directly in in the paper file, using "MS Word Equation Editor".
DO NOT use the MathType software!
DO NOT introduce equations (as images) into the text using the "Select-Copy-Paste" commands!
The order numbers of the equations are written into parentheses, at the right side of the page.
Between the equation and its number, type a Tab (see key Tab □→).
After writing the equation, select the entire row, including "¶", then, in the Style menu, and click on "EEA_16-Equation", in the Style menu.

Example
\[ M_{phl \rightarrow p} = \frac{U}{U_{c}} \cdot \Delta \frac{\Delta \rho}{\rho} \rightarrow \quad (2.5.) \]

Footnotes (Trebuchet MS, 8, one line spacing)

Use footnotes sparingly (or not at all) and place them at the bottom of the column of the page on which they are referenced to.
Use Trebuchet MS, 8, single-spaced. To help your readers, avoid using footnotes completely, and include necessary peripheral observations in the text (into parentheses).
Character Typing

- write with straight characters:
  - symbols size, when using Greek letters;
  - numerical value of physical quantities, when using Greek letters;
  - chemical symbols;
  - numeric indices from mathematical and chemical formulas;
  - symbols of trigonometric functions: sin, cos, arcsin, sh;
  - symbols of logarithms: log, lg, ln;
  - temperature scale: °C, °R, °F, K;
  - notation (d) for the differential;
  - characteristic numbers (in variable or criteria): Re, Pr, No, Gr, Bi;
- operators: rot, div, grad, exp;
- dedicated functions: Bessel, Lagrange, Hamilton;
- symbols for: limit (lim), constant (Const.), integral (∫), imaginary number (i or j), base of natural logarithms (e);
- superscript and subscript indices, derived from abbreviations: min, max, avg, int, ext;
- literall coefficients and indices of chemical formulas:
- numeric indices from mathematical and chemical formulas:
- some functions:
- variables:
- matrices in brackets;
- superscript and subscript indices, derived from physical quantities;
- prefixes of chemical names:
- concentration of hydrogen ions in solution:
- literal symbol of physical quantities, when using dedicated functions: Bessel, Lagrange, Hamilton;
- symbols for mass number
- symbols for: limit (lim), constant (Const.), integral (∫), imaginary number (i or j), base of natural logarithms (e);
- special characters:
- style:
- size symbols, when using
- size symbols, when using Latin letters;
- size symbols, when using Greek letters;
- size symbols, when using Latin letters;
- size symbols, when using Greek letters;
- size symbols, when using Latin letters;
- size symbols, when using Greek letters;
- size symbols, when using Latin letters;
- size symbols, when using Greek letters;
- size symbols, when using Latin letters;
- size symbols, when using Greek letters;
- size symbols, when using Latin letters;
- size symbols, when using Greek letters;
- size symbols, when using Latin letters;
- size symbols, when using Greek letters;
- size symbols, when using Latin letters;
- size symbols, when using Greek letters;
- size symbols, when using Latin letters;
- size symbols, when using Greek letters;
- size symbols, when using Latin letters;
- size symbols, when using Greek letters;
- size symbols, when using Latin letters;
- size symbols, when using Greek letters;
- size symbols, when using Latin letters;
- size symbols, when using Greek letters;
- size symbols, when using Latin letters;
Communications published in Proceedings:

An Internet document:

Standards:

Patents:

Citations

– shorter than 3 rows: they are written between quotation marks in the same phrase;
– longer than 3 rows: they are written as a separate paragraph, 1 cm indentation to the right, one blank line above and below, and without quotation marks.

Mention of a reference in the text (its number into square brackets):
Example: “as the author mentioned in his most recent work [1] about the heat flow network ...”

Same reference in the bibliographic list:
Example:

Multiple bibliographic references in a phrase

The reference number is placed near to the referred ideas. A statement may contain max. 3 (three) single numbers of references or max. 4(four) grouped numbers of references.

Write each reference number into brackets. Write a comma after each single or grouped reference. In a group of references, separate the first reference number from the last one with a dash.

Examples:
“...as shown by Brown [3] and Smith [23], ...”
“...as demonstrated in [4], [11], [20].”
“...according to [5]-[8], [17], ...”

Funding Sources

(Text written in Trebuchet MS, 9)
This work was financially supported by the (Name of Institution) of . . . . . . . . (Country), under the Scientific Programme /Grant /Project /Contract / (etc.): . . . . . . . . (Name)*, No. . . . . . . / . . . . . (year/years).

Authors’ Biographies

(Text written in Trebuchet MS, 8)
Useful data:
First Name LAST NAME (bold), place of birth, date of birth.
He /She graduated with Bachelor of Science degree in (scientific field) from the High Education Institution, Faculty City (Country), in (year).
He /She graduated with Master of Science degree in (scientific field) from the High Education Institution, Faculty City (Country), in (year).
He /She received Postgraduate diplomas in (scientific field) from the High Education Institution City (Country), in (year).
Present function in (Institution Name, City (Country)):
Research interests:
professional e-mail address:

Template table for Authors’ Biographies:

Author’s photo (100 x 150 pixels)

Add the above table for each author’s biography.