

GUIDELINES for the EEA Authors

Once an author has chosen to publish her/his paper in the EEA Journal, she/he must prepare the manuscript according to these requirements.

Submitting a manuscript

Authors must submit **only original** and **unpublished** papers that fit to the specific field of the EEA Journal.

Starting 2018, all submitted papers to the EEA Journal should be written 100 % in English.

The proposals of papers must match **100 %** the instructions of this Guide.

All these data are **COMPULSORY**: title of the paper, authors' first and last names, authors' affiliation, title of the abstract, text of the abstract, keywords, received date of the paper, bibliographic data citation of the paper, as well as all the parts of the paper (introduction, materials and methods, results, discussion, conclusions, financial support and acknowledgement, bibliographic references, authors' biography).

The average number of pages /paper is **8-16 pages**. Papers must have an even number of pages.

At least 50 % of the last page should be occupied by text.

The proposals of papers shall be submitted to the Editorial Staff on electronic support (CD, DVD), or send by e-mail as attached files.

Send 2 (two) files (compulsory!):

- **your paper (in MS Word);**
- **the Declaration of Originality (signed);**

to: eea-journal@icpe.ro

Our journal staff and editors make their full efforts to improve the quality of the journal and to minimize the mistakes up to zero. However, mistakes may occur.

Every author who promotes, by any form of communication, sarcasm, disrespect or defamatory statements against the EEA staff and editors, affects their ability to work in a peaceful environment. The EEA Editorial Team warn the authors that this type of behaviour determines the rejection of the paper or even the termination of cooperation.

The peer reviewing (evaluation) process

Manuscripts submitted for publication are double-blinded reviewed by independent experts that evaluate the scientific quality of a paper. The Editor's decision is final regarding the acceptance or rejection of articles.

The average time of a paper review is at least 6-12 months, from the receiving day of the paper in its final version.

The receiving date of a paper is considered the receiving day of the paper in its final version.

Soon after a paper is accepted, it is published in function of the prompt response to the observations made by the reviewers.

Example = Received: 02 April 2018; Revised: 05 April-31 October 2018; Accepted: 04 November 2018; Available online: 25 November 2018

Plagiarism

All submitted papers are checked for originality.

Authors are *exclusively responsible* for the content originality of their paper concerning the calculations, experimental data and scientific assertions, as well as the linguistic accurateness.

The proposals are *rejected*, if they were published (partially or completely), they have no relevant scientific content, original features, relevant and timely bibliographic resources (min. 70 % of works published after 2010 and min. 50 % of papers published ISI journals), or they have been translated using an automated translation software.

The "Declaration of originality" signed by all authors should accompany each paper.

Paper publishing

The files of papers are posted online, soon after the journal printing.

In the printed version, all figures are black-and-white. In the online version, the colour figures are published without additional fees.

For our prompt information, we invite the EEA authors to send us their papers, published in ISI Journals, and that include EEA papers in the Reference List.

Starting EEA 1/2018:

ONLY the **authors** wishing to obtain their paper (after the journal printing) are invited to choose among the following preferential options:

- 1(one) author' paper, as a PDF file: **50 lei (EUR 10)** / paper + banking charges,
- the printed issue including the author' paper: **150 lei (EUR 30)** / issue + postal taxes + banking charges,
- 4(four) consecutive printed issues: **200 lei (EUR 40)** / year + postal taxes + banking charges,
- 1(one) annual subscription (=4(four) printed issues): **200 lei (EUR 40)** / year + postal taxes + banking charges.

For **physical and legal persons**:

- 1(one) any paper (as a PDF file): **75 lei (EUR 15)** / paper + banking charges,
- 1(one) annual subscription (=4(four) printed issues): **250 lei (EUR 50)** + postal taxes + banking charges.

Authors wishing to apply to these facilities should fill in the *Order Form* (see Subscriptions menu), and then send it to eea-journal@icpe.ro

EDITING INSTRUCTIONS

Typing

- copy the template-file in your PC and open it;
- give a new name to the template-file;
- open the file of your paper;
- select all the text of your paper and paste it in the new file;
- activate Show/Hide “¶” (Ctrl+*)
- if you use MS Word 2003 facilities: click *Format* → *Styles and Formatting*, or if you use MS Word 2007, etc. facilities: tap *Alt+Ctrl+Shift+S*;
- focus on the list of **Styles** (see the PrintScreen below);
- pay attention only to the styles from *EEA_01* to *EEA_19*;
- maintain the 2 (two) columns of the paper text.

Example: select “1. Introduction” including “¶”, and click on “EEA_10-Subchap 1.”

The screenshot displays the Microsoft Word 2010 interface with a paper template. The main document area shows a two-column layout with a title, author information, abstract, and numbered sections (1-7). The right-hand pane shows the 'Styles' task pane, which lists various styles such as 'EEA_01-Paper TITLE', 'EEA_04-Author name', and 'EEA_10-Subchap 1.'. The 'EEA_10-Subchap 1.' style is currently selected and highlighted in blue. The status bar at the bottom indicates 'PAGE 1 OF 1', '5 OF 507 WORDS', and 'ENGLISH (UNITED KINGDOM)'.

Due to the great volume of work, we do not type papers!

Accurate writing in English of the manuscripts, please refer to *Webster's Encyclopaedic Dictionary of the English Language Unabridged* (on paper or www.websters-online-dictionary.org) or *Oxford Dictionary. Advanced Learner's Dictionary* (on paper or www.askoxford.com/).

[Structure of an EEA paper]

Title of the Paper

[short, informative, reflecting the content of the manuscript; max. 14-16 words, 1-2 keywords, conjugated verbs, abbreviations or symbols excluded.

Avoid unnecessary expressions like "Study of ...", "Contribution to..." "Observations on ...", etc.] [Trebuchet MS 14]

First Name LAST NAME¹ (same number for the same institution), [max. 5 authors] [Trebuchet MS 10]

¹[institution name and complete postal address written in English and written in Romanian for Romanian institutions] [Trebuchet MS 8]

Abstract [Trebuchet MS 8]

Text in English [brief explanation: concise description of the topic, hypotheses, experimental used methods, main results, main conclusions; excluding abbreviations, figures or references. Length: 400-500 words.] [Trebuchet MS 8]

Keywords: 5-7 keywords in English [Trebuchet MS 8]

Received: day, Month year [Trebuchet MS 8]

To cite this article: [Trebuchet MS 8]

Example:

CICEO S., MOLLET Y., SARRAZIN M., VAN DER AUWERAER H., MARTIȘ C.S., "Model-Based Design and Testing for the Energy Consumption Analysis of the Electric Vehicles", in: *Electrotehnica, Electronica, Automatica (EEA)*, 2018, vol. 66, no. X, pp. XX-XX, ISSN 1582-5175.

1. Introduction [Trebuchet MS, 9]

10 % of the paper length. [All text written in Trebuchet MS, 9]

Answer to the question: *What is the subject and why is it important?*

Briefly statement of:

- general and particular aspects of the subject;
 - short and critical evaluation of relevant literature on the subject (40-70 % of bibliographical references, mentioned here);
 - uncertainties in the field;
 - the best current solutions and their limits;
 - the necessity for further research;
- Announcement of the plan. Use the present tense.

2. Materials and Methods [Trebuchet MS, 9]

20 % of the paper length. [Trebuchet MS, 9]

Answer to the question: *How I resolve the first question?*

Briefly statement of:

– details that have enabled the research (study site, studied types, sampling technique, device and experimental treatments, techniques of physico-chemical or statistical analysis, nomenclature, abbreviations, equipment, etc.).

Insist on the original parts, without results or comments. For the universally known methods, the reference to a bibliographic reference is sufficient. Use the past tense.

3. Results [Trebuchet MS, 9]

20 % of the paper length. [Trebuchet MS, 9]

Answer to the question: *What I observed?*

Follow a rational order.

Objectively, describe the facts and the key-data (without interpreting them).

Present a result once.

Highlight the significant results by graphs, charts, "cybernetic diagrams", synthetic figures and tables. Use the past tense.

Equations and formulas

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 between parentheses, at the right side of the page.

Between the equation and its number, type a **Tab** (7 cm).

After writing the equation, select the entire row, including "¶", then, in the Style menu, click on "EEA_16=Equation.

Example

$$M_{pH} = \frac{U}{p} = \frac{U}{U_c} \cdot \frac{\Delta u_c}{\rho g \Delta h} \quad \rightarrow \quad (2.5.)$$

Figures *

A figure (image, chart, graph, photo, etc.) is placed just after the phrase, in which it is mentioned.

In the text, the figure reference is written using the word "Figure", followed by the number of the figure (e.g. "Figure 1", "Figures 2 and 3" or "Figures 4-9").

For each chart, graph, etc., use the "Drawing" option in the MS Word, draw and save in a separate file.

Each document to be scanned must be clean, non-folded, good contrast, white background. Scan and save in a JPEG format (300 DPI), in a separate file.

The size of a figure is 7 x 7 cm.

In the text, indicate by a clear marking (<IMAG1>, <CHART2>, <GRAPH3>), where to insert the figure.

All additional explanations about the figure are written under and totally outside of the figure (image, chart, graph, photo, etc.) (frame excluded), preceded by the words: „NB:”, „Legend:” or „Source:”.

Under and totally outside of the additional explanations, on the left side of the page, write (frame excluded!) the title of the figure constituted by:

the word **Figure**, the **number** of figure, a **dot** (.), and the **designation of figure**. **At the end, there is NO dot (It is a title!)**.

Select the figure designation, including "¶", and click on "EEA_14-Legend Figure", in the Style menu.

Example:

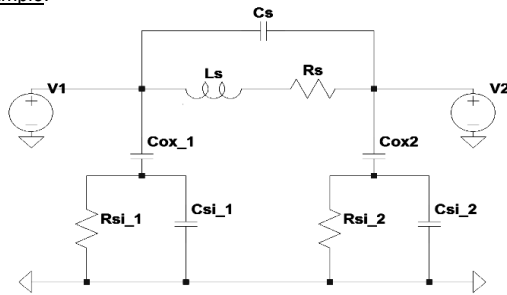


Figure 1. Lumped parameter circuit model

Tables *

A table is placed just after the phrase, in which it is mentioned. In the text, the table reference is written using the word "Table", followed by number of the table (e.g. "Table 1", "Tables 2 and 3" or "Tables 4-9").

Above and totally outside of the table, on the left side of the page, write (frame excluded) the designation of table constituted by: the **Table** word, the table **number**, a **dot** (.), and the **designation of the table**. **At the end, there is NO dot (It is a title!)**.

Select the table designation, including "¶", and click on EEA_15-Legend Table, in the Style menu.

Each table is written in directly the paper file (as editable text), using font Trebuchet MS, size 8, and vertical outside borders are eliminated.

DO NOT introduce tables (as images!) into the text, using the "Select-Copy-Paste" commands!

All additional explanations about the table are written under and totally outside of the table, preceded by the words: "NB:", "Legend:" or „Source”.

Example

Table 1. Basic parameters of SBMPM

$P = 60 \text{ W}$	nominal power
$m = 3$	number of phases
$2p = 6$	number of poles
$\Omega_N = 0,8$	nominal efficiency

* The total number of figures (counting all images, charts, graphs, photos, etc.) and tables should be equal to the total number of paper pages.

All the words in a figure and table (name, text, and additional explanations) must be written in the language of the paper (English), without abbreviations (except those standardized), or without all the words in capitals.

Copyright and reproduction rights of figures and tables: the author has the responsibility for all the issues related to plagiarism or any copyright infringements. The source is written for each figure and table.

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 (within parentheses).

Other Typing Recommendations

- 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;

- write with *italics* characters:
 - size symbols, when using *Latin letters*;
 - literal symbol of physical quantities, when using *Latin letters*;
 - variables: x, y, z;
 - some functions: f, g, f(x), v(t);
 - superscript and subscript indices as a symbol of physical quantities;
 - literal coefficients and indices of chemical formulas: $n\text{C}_6\text{H}_{12}\text{O}_6$, $(\text{C}_6\text{H}_{10}\text{O}_5)_x$;
 - prefixes of chemical names: A-(ortho), m-(meta), p-(para), trans-;
 - symbols for mass number A and atomic number Z;
 - the concentration of hydrogen ions in solution: pH;

- write with **straight** and **bold** characters:
 - matrices in brackets;

- write with *italics* and **bold** characters:
 - vectors, tensors.

4. Discussion [Trebuchet MS, 9]

40 % of the paper length. [Trebuchet MS, 9]

Answer to the question: *What is the significance of the results?*

Place ideas in order of importance.

Do not repeat what was said in the introduction.

Do not bring new results and ideas.

Comment in detail the used figures and tables.

Explain the research you have done by:

- achievement of the starting goal;
 - strengths and weaknesses of your research;
 - positioning of your results in relation to those in the literature.
- Mention the new ideas issued from your research.
Use the past tense.

5. Conclusions [Trebuchet MS, 9]

10 % of the paper length. [Trebuchet MS, 9]

Answer to the question: *What is the purpose of the research?*

Emphasize research issues, progress demonstration, and intermediate conclusions.

State the impact and perspectives related to the subject.

Do not bring new facts and ideas.

Use the present tense when to present the facts.

Use the past tense to relate facts or actions done during your research.

6. References [Section title: Trebuchet MS, 9]

[Each bibliographic reference in Trebuchet MS, 8]

1. min. 20-25 bibliographic references;
2. 70 % of papers issued after 2010;
3. >50 % of papers published in ISI journals;

[1]

[2]

[3]

.....

[25]

Books:

LAST NAME (all letters uppercase), First Names (Initial Letters) (for each author), *Title of the book* (in italics), edition #, vol. #, revised by X, Place of publication: Publishing Company, year. (dot)

- [1] PARKER, T.J., HASWELL, W.A., *The heat flow network*, 6th ed., vol. 1, revised by O. LOWENSTEIN and vol. 2, revised by C. FORSTER-COOPER, London: Macmillan, 1940.

A chapter from a book:

- [2] Young, G.O., "Synthetic structure of industrial plastics", in *Plastics*, vol. 3: *Polymers of Hexadromicon*, J. Peters Editor, ed. 2, New York: McGraw-Hill, 1964, pp. 15-64.

A translated book:

- [3] Sartre, J.-P., *Being and Nothingness: An Essay on Phenomenological Ontology* [*L'Être et le néant: Essai d'ontologie phénoménologique*], translated from the French by Hazel E. Barnes, London: Routledge, 1969.

Periodicals:

LAST NAME (all letters uppercase), First Names (Initial letters) (for each author), "Title of the Paper (between quotations marks)" (Title translated in English, if paper written in Romanian or French), in *Name of the Journal* (in italics), year, vol. #, issue #, pp. (page numbers), print ISSN and/or online ISSN. (dot)

- [4] CICEO, S., MOLLET, Y., SARRAZIN, M., VAN DER AUWERAER, H., MARTIȘ, C.S., "Model-based design and testing for the energy consumption analysis of the electric vehicles", in *Electrotehnica, Electronica, Automatica (EEA)*, 2017, vol. 65, no. 1, pp. 46-51, ISSN 1582-5175.

A paper written in Romanian:

- [5] LINGVAY, I., OPRINA, G., MARINESCU, V., MITREA, S., "Comportarea cuprului de uz electrotehnic în uleiuri de transformator expuse ciclurilor termice" (Behaviour of electrical purposes copper in thermal cycled transformer oils), in: *Electrotehnica, Electronica, Automatica (EEA)*, 2017, vol. 65, no. 1, pp. 5-10, ISSN 1582-5175.

Papers published in Proceedings:

LAST NAME (all letters uppercase), First Names (Initial letters) (for each author), "Title of the Paper (between quotations marks)", in: Proceedings of the (Name of the Conference), Place, Country, date (days, Month, year), Place of publication: Publishing Company, year, pp. (page numbers). (dot)

- [6] Militaru T.L., Suci G., Todoran G., "The Use of expert systems in building the quality model of a web-based learning platform", in: Proceedings of the 11th International Conference "Advances in web-based Learning (ICWL 2012)", Sinaia, România, 2-4 Sept. 2012, Berlin, Heidelberg: Springer, 2012, pp. 318-327.

An Internet document:

LAST NAME (all letters uppercase), First Names (Initial Letters) (for each author), *Title of the document* (in italics), viewed on: (day, Month year), retrieved from: (URL complete) (NO punctuation mark at the end!)

- [7] REITZ, Joan M. ODLIS., *Online Dictionary for Library and Information Science*, viewed on 10 august 2017, retrieved from: <http://lu.com/odlis/index.cfm>

Standards:

Name of the Standardization Institution, number of the standard: publication year, Name of the standard (in italics). (dot)

- [8] ISO 3297: 2007, *Information and documentation. International standard serial number (ISSN)*.

Patents:

Name of Institution, *Title of Patent* (in italics), inventor(s): LAST NAME (all letters uppercase), First Names (Initial Letters), date, country and number of patent. (dot)

- [9] Rhône-Poulenc Biochimie, *Cellules modifiées au niveau du catabolisme de la bétaine, préparation et utilisations, notamment pour la production de métabolites ou d'enzymes*, inventors: CAMERON B., CROUZET J., 04 Jan. 2006, European Patent EP 0 673 422 B1.

- [10] WINGET Ltd., *Detachable bulldozer attachment for dumper vehicles*, inventor: ENGLAND, R.J., 1967, GB Patent: 1060631.

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):

... as the author mentioned in his most recent work [1] about the heat flow network ...

Same reference in the bibliographic list:

- [1] PARKER, T.J., HASWELL, W.A., *The heat flow network*. 6th ed., vol. 1 (revised by O. LOWENSTEIN), and vol. 2 (revised by C. FORSTER-COOPER), London: Macmillan, 1940.

Multiple bibliographic references in a sentence

The reference number is placed near to the referred ideas.

A statement, may contain *max. 3 (three) numbers of references* (single or grouped), and *max. 4 (four) works* in a group of references. Write each reference number between brackets. In a group of references, separate the first reference number from the last reference number with a dash. Write a comma after each single or grouped references.

Examples:

...as shown by Brown [3] and Smith [23], ...

...as demonstrated in [4], [11], [20], ...

...according to [5]-[8], [17], ...

Funding Sources and/or Acknowledgments [Section title: Trebuchet MS, 9]

[Texts written in English, Trebuchet MS, 8]

This work was financially supported by the [Name of Institution] of [Country], under the Scientific Programme /Grant /Project /Contract / [etc.]: [Name], No. / [year].

[and/or:]

The authors thank [individuals (First Names LAST NAMES)] of (Names of Institutions)] for. [e.g., constructive feedback, language help, or proof reading the article, etc., etc.].

Biography [Section title: Trebuchet MS, 9]

[Text written in English for each author, Trebuchet MS, 8]:

First Name LAST NAME (bold), place of birth, date of birth.

High Education Institution, Faculty, City (Country) and year of graduation.

The PhD (Doc. Eng.) degree received in (scientific field) from the High Education Institution (Name, City, Country), in (year).

Present function in (Institution Name, City, Country).

Present research interests.

e-mail address:

Example:

Author's photo (100x150 pixels)	Daniel MERCIER was born in Calais (France), on March 5, 1976. He graduated the University of Technology, Faculty of Electrical Engineering in Compiègne (France), in 2000.
	He received the PhD degree in electrical engineering from the University of Technology of Compiègne (France), in 2005. He is Professor at the University of Technology, in Compiègne (France). His research interests concern: power electronics, electric machines, and thermal plasma. e-mail address: