

## GUIDELINES for the EEA Authors

### Submitting a manuscript

Authors must submit **only original and unpublished** papers that fit to the specific field of the EEA Journal.

The papers must comply 100 % with the instructions of this Guide and should be written in English.

The average number of a paper is 8-16 pages (same layout as the EEA template-paper file). At least 50 % of the last page should be occupied by text. Due to the great volume of work, *we do not type papers!*

Each submitted paper should include:

- the paper file (in MS Word),
- the files with images (charts, graphs, etc. Each image file in JPG and 300 DPI),
- the Declaration of Originality (signed by each author).

Use **only your professional e-mail address** to send all the files, as attached files, to: [eea-journal@icpe.ro](mailto: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

The EEA reviewers are volunteers and gave up their own time to evaluate the papers. We appreciate the authors that are grateful for the time that both reviewers and editors spent evaluating the received papers.

Manuscripts submitted for publication are double-blinded reviewed by independent experts that evaluate the scientific quality of a paper.

The **receiving date** of a paper is considered the day when the paper by e-mail is received by the Editorial Staff.

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

Soon after a paper is accepted, it is published in function of the prompt response to the reviewers' comments.

*Example = Received: 02 April 2019; Revised: 05 April-31 October 2019; Accepted: 04 November 2019; Available online: 25 November 2019*

The EEA journal editors allow **maximum 2 revisions** of a submitted paper: one for the form and one for the content.

A paper submitted to be published in the EEA Journal is withdrawn, if the authors ignore the reviewers' comments and if the revised paper is not sent back within one month of the revision requested date.

The EEA journal editors would greatly appreciate a notice whether the authors do not intend to revise their paper.

The Editor's decision is final regarding the acceptance or rejection of articles. The manuscripts rejected by EEA cannot be resubmitted.

### 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 2015 and min. 50 % of papers published ISI journals), or they have been translated using an automated translation software.

The "Declaration of originality" signed by each author 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 Bibliographic Reference List.*

The **authors** 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.

The **physical and legal persons** are invited to choose among the following preferential options:

- 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](mailto: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 interface with a manuscript template. The main document area shows a title page layout with fields for title, authors, abstract, and sections. The right-hand pane shows the 'Styles' list, where 'EEA\_10-Subchap 1.' is highlighted. The status bar at the bottom indicates 'PAGE 1 OF 1', '5 OF 507 WORDS', and 'ENGLISH (UNITED KINGDOM)'.

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

[Structure of an EEA paper]**Title of the Paper [Trebuchet MS 14, bold]**

[short, informative, reflecting the content of the manuscript; max. 12 words, 1-2 keywords. Excluded: conjugated verbs, abbreviations, symbols, expressions like "Study of ...", "Contribution to..." "Observations on ...", etc.]

First Name LAST NAME<sup>1</sup>, First Name LAST NAME<sup>2</sup> [max. 5 authors] [Trebuchet MS 10]

<sup>1</sup>[institution name + complete postal address. Same number for the same authors' institution. Written in Romanian for Romanian institutions and written in English for other countries] [Trebuchet MS 8]

**Abstract [Trebuchet MS 8]**

[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 [Excluded: abbreviations, symbols, formulae, etc.] [Trebuchet MS 8]

Received: day Month 2019 [Trebuchet MS 8]

To cite this paper (=your paper!): [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)*, 2019, vol. 67, no. X, pp. XX-XX, ISSN 1582-5175.

**1. Introduction**

[Title sections and texts written in Trebuchet MS, 9]

10 % of the paper length.

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**

20 % of the paper length.

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**

20 % of the paper length.

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.

**4. Discussion**

40 % of the paper length.

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**

10 % of the paper length.]

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. Bibliographic References**

[Each bibliographic reference written in Trebuchet MS, 8]

Take into account:

- A) min. 20-25 bibliographic references;
- B) 70 % of papers issued after 2010;
- C) >50 % of papers published in ISI journals.

**7. Funding Sources**

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

**8. Authors' Biographies**

[Text written in Trebuchet MS, 8]

Useful data:

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

The High Education Institution, Faculty City (Country) graduated with *Bachelor of Science degree* in (scientific field) in (year).

*Postgraduate diplomas* in (scientific field) received from the High Education Institution, Faculty City (Country), in (year).

The *Master of Science degree* (in scientific field) received from the High Education Institution, Faculty City (Country), in (year).

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

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

Present research interests.

Professional e-mail address.

Example:

Author's photo (100x150 pixels)	<b>Monique DUVAL</b> was born in La Rochelle (France), on 5 March 1979. She graduated from The National Institute of Electrical Engineering in Toulouse (France) with a <i>Bachelor of Science degree</i> in electrical engineering, in 2000.
She received the <i>Postgraduate Diploma</i> in power electronics from The National Institute of Electrical Engineering in Toulouse (France), in 2001. She received the <i>Master of Science degree</i> in electrical engineering from The National Institute of Electrical Engineering in Toulouse (France), in 2004. She received the <i>PhD degree</i> in electrical engineering from The National Institute of Electrical Engineering in Toulouse (France), in 2007. She is a Full Professor at The National Institute of Electrical Engineering in Toulouse (France). Her research interests concern: power electronics, electric machines, and thermal plasma. <i>professional e-mail address:</i>	

## TYPING RECOMMENDATIONS

### Figures \*

Each chart, graph, etc. is drawn (using "Drawing" option of MS Word) and saved 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.

Send the images, charts, graphs, etc. files as attached files.

A figure (image, chart, graph, photo, etc.) is placed just after the phrase, in which it is mentioned (Copy the file from Windows Explorer). Frame is excluded.

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").

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

Under and totally outside of the additional explanations, on the left side of the page, write (frame excluded!) the designation of figure constituted by: the word **Figure**, the **number** of the figure, a **dot** (.), and the **designation of the figure**. Frame is excluded.

**Do not write a dot at the end! The designation of figure is a title!**

Select the figure designation, including "¶", and click on "EEA\_14-Legend Figure", in the Style menu.

Example:

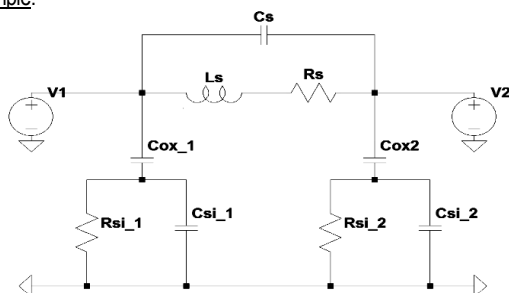


Figure 1. Lumped parameter circuit model

### Tables \*

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!

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").

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

Above and totally outside of the table, on the left side of the page, write the designation of table constituted by: the word **Table**, the **number** of the table, a **dot** (.), and the **designation of the table**. Frame is excluded.

**Do not write a dot at the end! The designation of table is a title!**

Select the table designation, including "¶", and click on "EEA\_15-Legend Table", in the Style menu.

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 **total number of tables** should be equal to the total number of EEA paper-template pages.

Example: Figure 1. including a), b) c) images (and/or graphs, photos, etc.) = **3(three) figures!**

All the words in a figure and table (name, text, and additional explanations) must be written in 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.

### Equations and formulae

An equation must be written directly 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** (key Tab  $\leftrightarrow$ ).

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

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

### 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 (within 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;
- 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: nC<sub>6</sub>H<sub>12</sub>O<sub>6</sub>, (C<sub>6</sub>H<sub>10</sub>O<sub>5</sub>)<sub>x</sub>;
  - 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.

**Bibliographic References**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), *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", *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.

Communications 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., Suciuc 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 bétaïne, 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) single numbers of references* or *max. 4 (four) grouped numbers of references*. Write each reference number between 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], ...