

ENGINEERING & TECHNOLOGY REFERENCE GUIDE FOR AUTHORS

OVERVIEW

Engineering & Technology Reference is an online collection of peer-reviewed, industry-based technical articles and case studies designed to help engineers, researchers and students solve their technical challenges and improve engineering 'know-how' in five key sectors:

- Built Environment
- Design & Manufacturing
- Energy
- Information & Communications
- Transport

This guide will help you to prepare your article. In this guide you will find information on:

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STYLE NOTES

SUMMARY

Each contribution

- should have a **concise title**
- should start with an **abstract** followed by an **introduction**
- end with a **conclusion**
- should have an acknowledgement/reference section at the end; a maximum of 50 references should be included

- should have accompanying **case studies** and **lessons learnt** (i.e. examples of what worked and what didn't)
- should have relevant **diagrams, photographs, figures and tables** placed throughout the text by the author to illustrate points made and aid general understanding. Colour is always encouraged
- should focus on **engineering and technology aspects** of projects and processes, rather than being an advert for your company or services.

GENERAL POINTS

1. Affiliations should include your name, job title, place of work and country. We will not be publishing email addresses with the affiliations.
2. Microsoft Word is preferred; however we will accept a pdf which is accompanied by a LaTeX file.
3. Articles should be 1.5 spaced and single columned.
4. Define all acronyms, abbreviations, and terms on first mention in the text.
5. UK spelling and SI units should be used throughout. Units should have a single space between the number and the unit. For consistency, British English, punctuation and grammar is the "house style" of all articles submitted for inclusion in E&T Reference.
6. Only one space should be used after full stops.
7. Equations should be numbered as they appear in the text and referred to as eq (1), etc.
8. Tables may be supplied separately or embedded in the text with a short, one-line title.
9. Figures should be supplied as individual, separate, high-resolution tif, jpg, or eps files (see below for further details).
10. Line drawings may be supplied separately or embedded in the text. Photographs captions should be listed sequentially at the end of the manuscript and should not exceed 75 words. The captions should contain a short description of the figure and state if it has been previously published elsewhere.
11. Please ensure that the captions match the figures and that the citation in the text matches the relevant figure.
12. Please ensure that all figures are referred to in the main body of text.
13. **IMPORTANT: Please note that figure permissions and any other third party content permissions must be obtained to reproduce any copyrighted material from the original authors and publishers. Please apply early for permissions as they can sometimes take a long time to be processed by the original copyright owner.**
14. If you have references for the main text and also for the case study section, please consolidate all references into one list.
15. Footnotes will not be accepted. Please keep all essential comments to the body of the text.

FIGURES AND FIGURE CAPTIONS

Figures will be reproduced exactly as supplied, with no redrawing or re-labelling. It is therefore imperative that the supplied figures are of the highest possible quality. The preferred format is encapsulated postscript (.eps) for line figures, although .tif, .jpg, .pdf and embedding in the text are also acceptable. with a minimum resolution of 300dpi at a width of 10cm.

If you are submitting your work as a pdf file with a .tex file attached, please provide your figures separately from the text. All figures should be referred to in numerical order throughout the text. A maximum of four subfigures will be allowed per figure. Figures should be referred to as Fig. 1, and so on.

TABLES

Tables can be embedded in the text or supplied separately and referred to in numerical order. They should be supplied with a short, one-line title.

MATHEMATICS AND EQUATIONS

- When writing mathematics, avoid confusion between characters that could be mistaken for one another, e.g. the letter 'l' and the figure one.
- Vectors and matrices should be in bold italic and variables in italic.
- If your contribution/article contains superscripts or subscripts, take special care to ensure that the positioning of the characters is unambiguous.
- Exponential expressions should be written using superscript notation, i.e. 5×10^3 not 5E03. A multiplication sign should be used, not a dot.
- Refer to equations using round brackets, e.g. (1)

REFERENCES

- References in main text, boxes and figures are numbered, and listed at the end of the main text.
- If you have references for the main text and also for the case study section, please consolidate all references into one list.
- In tables, references should be cited in numbers, in a separate column, and listed at the end of the main text.
- References listed in order of citation, not alphabetically, with one reference per number.
- **Journal articles should be cited as below:**
Smith, T., Jones, M.: 'The title of the paper', IET Syst. Biol., 2007, 1, (2), pp. 1–7
Brown, L., Thomas, H., James, C., *et al.*: 'The title of the paper', IET Communications, 2012, 6, (5), pp 125-138
- **Conference papers should be cited as below:**
Jones, L., Brown, D.: 'The title of the conference paper'. Proc. Int. Conf. Systems Biology, Stockholm, Sweden, May 2006, pp. 1–7
- **Book, book chapter and manuals should be cited as below:**
Hodges, A., Smith, N.: 'The title of the book chapter', in Brown, S. (Ed.): 'Handbook of Systems Biology' (IEE Press, 2004, 1st edn.), pp. 1–7
Harrison, E.A., and Abbott, C.: 'The title of the book' (XYZ Press, 2005, 2nd edn. 2006)
- **Reports should be cited as below:**
IET, 'Report Title' (Publisher, 2013), pp. 1-5
- **Patents should be cited as below:**
Brown, F.: 'The title of the patent (if available)'. British Patent 123456, July 2004
Smith, D., Hodges, J.: British Patent Application 98765, 1925
- **Theses should be cited as below:**
Abbott, N.L.: 'The title of the thesis'. PhD thesis, XYZ University, 2005
- **Standards should be cited as below:**
BS1234: 'The title of the standard', 2006
- **Websites should be cited as below:**
'Research Journals', <http://www.theiet.org/resources/journals/research/index.cfm>, accessed April 2006
- **For patent references:**
J. Bloggs, et al. Company name that actually owns the patent. Title of patent, Code.

SUBMISSION AND PEER REVIEW

- All articles and case studies submitted for inclusion in E&T Reference undergo a single blind peer review process, before acceptance for publication.
- E&T Reference uses ScholarOne Manuscripts for the peer review process. All articles/contributions are commissioned. You will be contacted with your log-in details and instructions for uploading your article as soon as the has received your signed publication agreement.
- Contributors are asked to provide a list of 2-3 potential reviewers, who we may contact in addition to our own peer reviewers.
- Contributors may also stipulate any individuals they specifically prefer not to be contacted. However, the editor cannot guarantee that preferences will be met.
- Following peer review, contributors will be advised by the commissioning editor of any comments and a suggested course of action.

PRODUCTION

- If your contribution is accepted, we will give you the opportunity to make minor corrections to your article. The copy editor might have a few queries about your paper.
- Any changes made at this stage must be minor. This does not include changes to full paragraphs, or addition of paragraphs. You must not add additional figures at this stage.
- Please return the corrections within 3 days of being sent the proof. The corrections must not exceed 1 page A4.

Publisher's Processes

We use standard peer review practices (in line with "<http://publicationethics.org/about>" COPE) to make sure that the high quality of each article published is maintained. Below is a description of what happens in the editorial and production process.

- 1) The publication agreement is sent out to you by email by the commissioning editor with a due date for your article.
- 2) Once your signed publication agreement has been returned, an account for your article is set up on the peer review system 'ScholarOne Manuscripts'. This holds your publication agreement along with further material you might have supplied to us e.g. co-authors.
- 3) You will need to upload your article to 'ScholarOne Manuscripts' using the log-in details provided. Details such as word, image and table counts; reviewer suggestions; and keywords will be required. Please have these handy for this stage.
- 4) Your article goes through peer review.
- 5) A decision will be made as to whether the contribution should be accepted or rejected or whether amendments should be requested. If it is a recommendation of minor revisions, you will need to upload your paper article again with a covering letter to 'ScholarOne Manuscripts'. This should include what you have changed. However, the article shouldn't need further review at this stage. Only a small number of articles might need a second opinion.
- 6) The article will then be sent to be copy edited, proofread and typeset.
- 7) You should receive your proofs 3-4 weeks after the final decision has been made.
- 8) You will be asked to make any essential minor corrections and to answer any queries the proof-reader has.
- 9) Your article will be finalised and published online. You will receive a complimentary pdf of your final typeset article.

3,000 – 4,000 WORD CONTRIBUTION – REFERENCE ARTICLE (INCLUDING REFERENCES)

Title of reference article:

Author(s) name, title and affiliation:

The author(s) should provide both their full first name(s) and surname(s).

Abstract:

The abstract should be approximately 200 words long, and should be separate from the main body of the text. The abstract should introduce the topic and its content. It should contain no unexplained acronyms, abbreviations, or references.

Main body text:

- Use short subheadings where appropriate. A maximum of two levels of headings should be used. Headings should not be numbered, but A heads indicated in **bold** and B heads in *italics*.
- Figures should be referred to as 'Fig. 1' and so on in the text.
- Text boxes may be included to explain basic concepts or theories, complex maths or terminology.
- A glossary of technical terms may be included if necessary.
- A 'Further information' section may be included, listing relevant websites and databases.

EXAMPLE OF MAIN BODY TEXT AND SUB HEADINGS

1. Abstract
2. Introduction
3. Basic Technologies
4. Development Considerations
5. Issues Overcome
6. Examples of Prototypes
7. Managing Risk
8. Case Studies
9. Conclusions
10. Acknowledgements
11. References

CASE STUDIES

Please include a case study or studies wherever possible.

Case studies and lessons learnt are encouraged because E&TR is intended specifically for practising engineers and industry professionals. However, they might not be appropriate for all articles.

Both case studies and 'lessons learnt' may be around 300 words in length. Longer cases may be submitted for use, particularly within the section describing industry-specific issues.

Where possible please include names of companies and details of events, as these add to the value a reader will find in the account.

2,000 WORD CONTRIBUTION – CASE STUDY

Title of case study:

Author(s) name, title and affiliation:

The author should provide both their full first name and surname.

Abstract:

The abstract should be about 200 words long, and should be separate from the main body of the text. This should introduce the topic and its content. It should contain no unexplained acronyms, abbreviations, or references.

Main body text:

- Use short subheadings where appropriate. A maximum of two levels of headings should be used. Headings should not be numbered, but A heads indicated in **bold** and B heads in *italics*.
- Figures should be referred to as 'Fig. 1' and so on in the text.
- Text boxes may be included to explain basic concepts or theories, complex maths or terminology.
- A glossary of technical terms may be included if necessary.
- A 'Further information' section may be included, listing relevant websites and databases.

EXAMPLE OF MAIN BODY TEXT AND SUB HEADINGS

Abstract

Introduction

The background

The challenge

Work completed

The result

Lessons learned

Conclusion

Acknowledgment

If you have any queries, please contact your commissioning editor or the editorial office: **engref@theiet.org**

www.ietdl.org/etr