

# Guidelines for Submittals

The *International Journal of Strategic Energy and Environmental Planning* is a wholly owned publication of the Association of Energy Engineers, headquartered in Atlanta, Georgia. Approximately six issues are published annually, typically with four to six articles per issue. We maintain the highest professional and academic standards in our publication.

The journal invites original manuscripts involving topics related to strategic energy and environmental or planning concerns, including but not limited to energy, energy management, environmental impacts or energy and environmental policy of international interest. Since we accept manuscripts in any format, you might request a review of your article prior to meeting our submission requirements. However, once accepted, submissions will ultimately need to be modified to meet the formatting and guidelines as outlined below.

Manuscript preparation: Submissions must contain a title, author name(s), abstract, body, conclusions, acknowledgments when appropriate, references and author biographical sketch(es). Lists of keywords are unnecessary, as today's search engines will find your article using the topic and abstract information.

**We prefer your copy be produced in MsWord.** If this software is not available to you, the text should be saved in rich text format or ASCII format (w/line breaks). Please note the following submission requirements:

- Use the New Times Roman 12 and Symbols fonts. Use of other fonts (especially Cambria Math) can cause your submission to be rejected.
- Major subject headers should be in all caps; secondary headers in bold caps & lower case; and medium italics for subsequent headers.
- Indent at the beginning of each new paragraph. Please single space your article.
- **Please do not use an automatic reference or footnote format.** When you need to insert a footnote or reference number, just type it in brackets, i.e., [XX], or [X-XX] as applicable.
- **Please do not use an automatic outlining or bullet format.** TYPE IN your numbers, bullets, and letters, and just tab after them. Automatic formats “fall out” when the document is moved into a page-layout program such as InDesign, so just don't use them.

- Equations must be in perfect order and capable of high resolution when converted to PDF formats. Do not use imported equations from menus in MsWord.
- When using an acronym such as VSD, spell out its first occurrence in your text; e.g., “variable speed drive (VSD).” Capitalize only the acronym (unless using a proper name).

When submitting your article, also include a PDF copy in your email. All graphics must be of high resolution (400-600 dpi).

Title: The title should express the main point of the article and list the full names of all authors below.

Abstract: An abstract at the beginning should summarize the article and highlight significant new information and conclusions.

Introduction: The introduction should outline the issue, its significance, and how it is approached in the main body of the manuscript.

Main body of the manuscript: This section develops the thought of the article. A good article normally presents the results with text, tables, and perhaps illustrations.

Conclusions: A summary should state conclusions, final comments, and any necessary qualifications. Suggestions for further research might be appropriate here.

References: A bibliography should list all references in the order of appearance in the text. References usually show author name, title of article/book, publishing company, location and date. Do not abbreviate journal names in the references. Remove underscores, hyperlinks, and italics when web addresses are used and note website access dates (e.g., <http://www.somewebsite.com>, accessed 25 May 2021). Example of reference formatting:

- [1] Mendis, N. and Perera, N. (2006). Energy audit: a case study. *Information and Automation*, pages 45-50.
- [2] U.S. Energy Information Administration (2018, July 24). International Energy Outlook 2018. [https://www.eia.gov/pressroom/presentations/capuano\\_0724201.pdf](https://www.eia.gov/pressroom/presentations/capuano_0724201.pdf), accessed 9 April 2021.
- [3] Farrell, J. (2016, September 30). Report: Is bigger best in RE? <https://ilsr.org/report-is-bigger-best>, accessed 13 April 2021.
- [4] Kevkhashvili N., Jishkariani T. and Javshanashvili N. (2019). Peculiarities of the processes taking place in the liquid piston Stirling engine. *Energy*, 2(90). Georgia.

Appendix: Appendices, if used, should present supporting data not given in the body, or materials which are too detailed to include in the body. For example, spreadsheet calculations require too much space in the body of the manuscript. Alternatively, the author might show one set of calculations in the body and present the spreadsheet in the appendix.

Figures and tables: All artwork should be in tiff format and of at least 400 dpi resolution, with captions and with numbering when needed. Avoid these low-resolution images, such as screen captures, when possible. A better strategy would be to make textual reference to the information and let readers check the site. Multi-color charts and graphs are unsuitable as our publications are in black-and-white.

About the Authors. Provide a brief biographical section stating the author's affiliation and a background description. If there is one author, this section must be less than 100 words in length. For more than one author, no more than 75 words per author. State how a reader might contact the author (email is preferred).

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*Peer review* means the editor will send the article to two or three reviewers after initial editing and request review and comments. Typically, reviewers will ask for changes or responses to questions prior to their approval for publication. Once they give approval, the editor will publish the article and show *peer reviewed* above the title. This proves may add six months or more to the lead time for publication. Peer reviewed author(s) will need to respond to multiple reviews and may need to verify the typeset proof of the article prior to publication.

A statement should be included in your cover letter transferring copyrights for the article to the Association of Energy Engineers. If you have need of a sample article to aid in understanding our formatting requirements, please contact the editor and one will be provided. Any questions should be addressed to:

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