IEEE Power & Energy Magazine – Author’s Guide

22 Nov 2020

# Guest Editor Requirements for Authors

*Issue target date and title*

*Guest Editors: names here*

# Schedule for this Issue

* Abstract and potential structure due to us: 11 months from publication date
	+ Feedback to authors: 10 months from publication date
* **First draft due to guest editors: 9 months from publication date**
	+ Feedback to authors: 8 months from publication date
* **Final drafts due to guest editors: 7 months from publication date**
* Material submitted to IEEE: 6.5 months from publication date

# Special Instructions

Provide instructions for authors on expectations in the context of the theme of the issue. For example, please present the trial/concept you bring to the theme for the issue, and discuss the special circumstances of the corresponding region/country with regard to challenges and actions (cost, infrastructure, regulation, markets, etc.) to facilitate the transition from today’s business as usual to future widespread adoption.

# Style and Rules

* Identify the corresponding author who will be the point of contact with the guest editors. Include the names and contact information of all authors as well as the following demographics: business sector (industry, academia, government), nationality, gender.
* All articles must be exceptionally professionally written using active voice. While it is a technical magazine and technical terms can be used (such as “induction machines”), no equations/formulas or overly complex explanations should be included. The magazine articles need to adhere to the adage “***if it cannot be said in words, it does not belong in a magazine article***.” A first-year engineering student or a non-technical person familiar with the electric power industry (attorney, marketer, economist, regulator, etc.) should be able to understand at least 80% of every article.
* Articles are limited to approximately **5,000 to 6,000 words** (including graphics).
* Articles must be accompanied with approximately 6-8 figures including tables, graphics, photos, screen captures, etc. to enhance their content. The figures must be of high-quality resolution.
* Ensure permission is received for all figures, which must meet IEEE copyright requirements.
* Acronyms should only be used if the term is used more than four times per article. Spell out the acronym each time if used less than four times.
* Articles cannot contain abstracts, keywords, or references.
* Articles can be structured using sections and subsections as needed.
* Add up to six “For Further Reading” references at the end of each article. Self-citations by authors must be limited to no more than 2. Live links should be included whenever possible.
* The last section, “Biographies”, includes one-line bios for each author (name, affiliation, and country).
* Provide textual items n MSWord without any special formatting. Type the article in a single column (as opposed to the double column formatting found in transaction papers). Include captions for figures. You can include figures in MSWord, but final figures should be in a separate file per “Requirements for Figures” below. A template is provided to assist the authors.
* See the “PEM Article Template” file as an example.
* Avoid commercialism of materials. Mention of corporate names and company specific projects should be severely limited. Similarly, avoid repeating the mention of a country too many times, especially in an evaluative way. (Not good: Brooklyn remains the premier location for the outstanding Brooklyn cuisine, which is thoroughly enjoyed by Brooklynites and non-Brooklynites alike.)

# Files to be Submitted to the Guest Editors

* The complete article as a MS Word document (.doc) with graphics in place. No specific template is needed as it will be re-designed by the production team (but you can use the “P&E Magazine - Article Template” as a starting point). All text components must be included: Body of the article (with corresponding sections/subsections), figure captions, tables, “For Further Reading”, and “Biographies”.
* A separate source file (tif or jpg preferred, 300 dpi min) for each figure/graphic. See the instructions to check the quality of figures.

# Review Process

* The Guest Editors will review your article prior to submission to the magazine’s editorial team. However, given that articles are expected to be of high quality, only minor changes are expected to be required.
* Authors should be aware that each article will be reviewed at least twice by Power & Energy Magazine staff. The edited versions will be returned to Guest Editors for their input and reviewed after each round of editing. The Guest Editors are to work directly with the authors and ensure the guidelines are followed and the editorial comments are addressed.
* Authors should be aware that their articles will be run through a plagiarism checking tool. IEEE expects original material to be submitted for publication.

# Expectations of Authors after Articles Sent to IEEE Publishing

When the final editorial reviewed material is received, it is converted to IEEE’s page-layout program and edited for grammar and style. For features, titles are edited for the style of the magazine, and decks (subtitles) are created if not already provided. Figures are placed in the preliminary layout, and a page proof is created. The proof is sent to the author for comments and/or corrections. The corrections are entered in the file, and the file is ready for the design process.

Note, the editing is “light” editing to see that there are no embarrassing errors, and it conforms to the IEEE Publishing style guide. There should be no major changes regarding content at this point. The prepared document will include suggested callouts that might be used in the article.

Authors need to obtain permission from any material that they are using in their article but have not created, a figure for example. Some authors believe that because the figure is available on the Web, they can use it without obtaining permission to do so but that is not the case. Permission (electronic and print rights) to use the image needs to be obtained from the source.

IEEE Publishing will work directly with the corresponding authors of each paper with the “proof”. Contact information must be provided for the corresponding author (e-mail, mailing address with complete street information, telephone number). Besides sending the proofs to the authors, the mail addresses are used to send complimentary copies of the issue to each corresponding author.

The corresponding authors are required to execute the IEEE copyright form using the on-line tool.

*Many thanks for your contribution!*