IEEE Electrification Magazine — Author's Guide

(Adapted from the IEEE Power & Energy Magazine Author's Guide which is gratefully acknowledged.)

The *IEEE Electrification Magazine* Author's Guide is intended to provide prospective authors with the information needed to prepare and submit articles for consideration for publication. For authors of accepted articles, information is provided to guide them through the publication process. Questions may be sent to electrification@ieee.org.

Manuscript Preparation

Proposals and articles may be submitted for consideration. Proposals should be in the form of an extended abstract. Articles should be prepared according to the following guidelines:

- 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.
- All components of the article should be included in a Word document (e.g., body of the article with corresponding sections/subsections, figures, figure captions, tables, sidebars, if any, a For Further Reading section, and brief author biographies as described below). All graphics (figures, tables, etc.) should be placed in their desired location within the body of the article. The *Electrification Magazine* Article Template is available to assist with the formatting.
- All of the authors should be listed in the author line; each should be aware that they have been listed as an author.
- The text should be in a single column as opposed to the double-column formatting found in Transactions papers.
- Articles are limited to approximately 5000 to 6000 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.
- Authors need to obtain permission for 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. If any figures in the article have been used from other sources, it is the author's responsibility to obtain written permission from the original sources to reprint them and the original source must be cited in the caption (Source: xxxx; used with permission.). Permission is not needed to print figures that have been generated based on the data of another source, but a note must be included in the caption (Figure based on data from source xxxx.).
- Acronyms should only be used if the term is used more than four times per article. Spell out the acronym each time if used fewer than four times.
- Articles cannot contain abstracts, keywords, or references.

- Reference lists are not allowed. However, a "For Further Reading" section of no more than 6 entries is required (self-citations by authors must be limited to no more than 2). The entries should be readily available publications and live links should be included whenever possible. The correct formats for citations of various types of publications can be found in the IEEE Reference Guide.
- Articles can be structured using sections and subsections as needed.
- 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.)
- The last section, "Biographies," includes a one-line bio for each author (name, e-mail address, affiliation, and country).

Submission Information

Proposals and articles should be submitted via e-mail to electrification@ieee.org. Include the names and contact information of all authors and identify the corresponding author who will be the point of contact. Note: If your article was invited for a special issue, it should be submitted directly to the Associate Editor.

Review Process

Submitted articles will be thoroughly reviewed and editorial comments will be provided to the author. Authors should be aware that their articles will be run through a plagiarism checking tool. IEEE expects original material to be submitted for publication.

Upon Acceptance

If your article is accepted for publication, you will be required to submit the following material:
- the source file for the final version of the article in Word or LaTeX format (be sure to include the names of all of the authors)
- the final version of the article in PDF format (the PDF must match the source file)
- a separate source file for each figure in jpg, gif, tif, or eps format with a resolution of at least 300 dpi (name each file according to its relationship to the article, e.g., fig1.eps, fig2.tif, etc.)
- the name, mailing address, and phone number of the corresponding author.

Publication Process

Once your article is scheduled for a specific issue, it will be forwarded to the IEEE Magazines Department for processing and you will get a link to submit the copyright form electronically. The article will be 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. (Note: *IEEE Electrification Magazine* utilizes "opening artwork" to lead into each feature article of an issue. The authors are not involved in the creation or review of the opening artwork. It is assembled by IEEE staff to enhance the appearance of the magazine.)

The proof of the article will be sent to the corresponding author for comments and/or corrections. The editing is "light" editing to see that there are no embarrassing errors and the article 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. (Note: Any text within a graphic will be replaced during the article production process to adhere to uniform IEEE magazine style. Be sure to proof the graphics carefully for any errors.)

Post-Publication

When the article is printed, the corresponding author will receive courtesy copies of the magazine to distribute to all coauthors.

As a published *IEEE Electrification Magazine* author you will have an opportunity to present a webinar to promote your article and the magazine. Check out the IEEE Social Media and Communications Toolkit for Authors for additional ways to promote your article.

Thank you for your contribution!